

MN GIS/LIS Consortium

Meeting Agenda

November 22, 2019

10:00 am – 12:00 pm Board Meeting

Type of Meeting: 2019 Board of Directors Business Meeting

Meeting Location: Ewald Conference Center 2nd floor, Suite 252
Ewald, 1000 Westgate Drive, St. Paul, MN 55114

Join via Zoom at <https://zoom.us/j/809440677>

Or call in at 1-929-205-6099 OR 1-669-900-6833 (Meeting ID 809 440 677)

Meeting Facilitator: John Nerge, Board Chair

Invitees:	Attend	Call	Out		Attend	Call	Out
Past-Chair: Gerry Sjerven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Sector: Sharvari Sangle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair-Elect, Rebecca Foster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Government: John Studtmann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer: Alison Slaats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Higher Education: Jason Menard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary: Leah Sperduto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At-Large: Tanya Mayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conf Chair: Aaron Menza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Government: Jessica Schuler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conf Chair-Elect: Katie Rossman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGEO Ex-Officio: Sandi Stroud	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past Conf Chair: Jared Hovi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGAC Ex-Officio: Ryan Stovern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Call to order Nerge

Roll call Nerge

Approval of Meeting Agenda & Committee Reports Nerge

Review action items & Approval of minutes from last meeting Sperduto

Review & Approval of monthly Treasurer's report Slaats

Open Issues/New business

- a) Audit results (10:15) Audit committee/MUCR
 - Mitigation steps Audit committee
- b) 2019 Conference update Menza
- c) 2020 Conference update Rossman
- d) Policy manual updates Sjerven
- e) Election update Foster
 - Surveyor rep appointment Foster
- f) Education committee updates Menard
 - K12 updates Nerge

- | | |
|----------------------------------|-------|
| g) Letters of support | Nerge |
| h) Salary survey | Nerge |
| i) Ewald communication check-in | Nerge |
| j) What should we blow up next? | Nerge |

Adjournment

Next meeting Friday, December 19th, schedule and location/s tbd

Committee Business Summary Reports

- | | |
|----------------------|---------------|
| a) Awards | Mark Kotz |
| b) Communication | Mike Dolbow |
| c) Conference | Aaron Menza |
| d) Website | Gerry Sjerven |
| e) Education | Jason Menard |
| f) Executive | John Nerge |
| g) Finance | Alison Slaats |
| h) Future Conference | Jared Hovi |
| i) Spring Workshops | Kate Carlson |
| j) ArcGIS Online | John Nerge |

Board votes and actions since last meeting

- Two separate code of conduct violations were reported to have occurred at the fall conference. One was a complaint focused on lack of professionalism and use of discriminatory language. The individuals involved in this situation were known, and the Board requested that an apology be provided, which was provided and accepted. The other complaint was made anonymously in the post-conference survey and was focused on inappropriate behavior.

Minnesota GIS/LIS Consortium

Treasurers Report for November Meeting, 2019

Date of Report: 11/20/2019

Prepared by: Alison Slaats

Account Status as of October 31, 2019

Account	Balance	Previous	Description
General Fund	\$146,233.17	\$193,578.26	Affinity Checking Account
Reserve Fund	\$45,348.11	\$45,344.26	Affinity Savings Account
Other Assets	\$6,267.50	\$6,267.50	Prepaid expenses (conference deposits)
Other Assets	\$0.00	\$10,845.00	Inventory, undeposited funds
Accounts Receivable	\$2,500.00	\$16,175.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$20,962.67)	(\$7,660.18)	Unpaid bills owed by GIS/LIS
Balance	\$179,386.11	\$264,549.84	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$95,247.85	\$94,241.84	Schwab Managed Portfolio
Subtotal	\$95,247.97	\$94,241.96	
Total Assets	\$274,634.08	\$358,791.80	Total Assets

Income

- \$2,565.00 - Fall Conference Registration (\$107,805.00)
- \$1,780.00 - Fall Conference Workshop (\$39,650.00)
- \$117.46 - Interest Income (\$811.98)
- \$3,918.57 - Product Revenue (\$4,230.57)

Total Income for Month = \$ 8,381.03

Total Income YTD = \$ 190,527.55

Expenses

- \$469.46 - Fall Conference Supplies and Equipment (\$657.80)
- \$4,512.44 - k-12 Education Teacher Reimbursement (\$5,411.32)
- \$20,400.00 - Fall Conference Profit Sharing (\$20,400.00)
- \$2,916.07 - Fall Conference Supplies and Equipment (\$3,573.87)
- \$3,500.00 - Fall Conference Facility Rental (\$3,500.00)
- \$46,218.50 - Fall Conference Food Service (\$53,852.24)
- \$1,800.00 - Fall Workshop Honoraria (\$1,800.00)
- \$985.65 - Fall Conference Design and Print (\$1,527.53)
- \$106.49 - Special Event Insurance (\$106.49)
- \$1,003.89 - Awards/Gift Items (\$1,964.86)
- \$851.35 - Fall Conference Travel and Lodging (\$934.87)
- \$6,500.00 - Student Competition Awards (\$6,500.00)
- \$2,016.83 - Credit Card Charges (\$5,141.88)
- \$298.77 - Grant Awards (\$548.77)
- \$22.48 - Board Meeting Expenses (\$280.48)
- \$0.00 - Marketing & Communications (\$0.00)
- \$600.00 - Miscellaneous (\$707.88)
- \$33.34 - Postage and Delivery (\$98.65)
- \$1,000.00 - Ewald - Association Management Services (\$10,000.00)

- \$9.63 - Rent/Storage (\$75.70)
- \$95.85 - Telephone (\$1,006.97)
- \$473.85 - Office Supplies/Photocopies (\$941.95)

\$93.83 - Insurance (\$1,381.62)

Expense for Month= \$ 93,438.97

Total Expense YTD = \$ 146,905.01

Notes

- Expenses for Fall Conference are notable
- \$24,400 for Ewald Profit Sharing is posted to accounts payable (number may not yet be final)
- \$6,267.50 for 2020 Conference deposit reflected under other assets
- Workshop Honorarium Notes
 - Conference workshops had a total of 20 sessions (19 Half Day and 1 Full Day).
 - Honorarium per session were \$300 for half day and \$600 for full day.
 - 13 x \$300 + 1 x \$600 honorariums (\$4,500 total) were donated by instructors to the scholarship fund
 - 6 x \$300 honorariums (\$1,800 total) were paid to instructors
 - The \$1,800 expense listed in this report only includes the payment to instructors.
- Product revenue \$3,918.57 includes Square sales for mugs, conference T-Shirts, Polos, Raffle Tickets and Thursday Night Entrance.
- Scholarship fund donation will be \$8,730.57:
 - \$4,500.00 (honorariums donated)
 - \$4,230.57 (product revenue YTD)

2020 Appointed Surveyor Representative (1yr term)

Scott Marlin, LS, Community Land Solutions, Sauk Rapids



Scott is the owner of Community Land Solutions, Inc., a land surveying company in Sauk Rapids, MN. He has 20 years of experience working in local government, collaborating with multiple units of government, problem solving and providing leading edge technology solutions.

In 1998, he graduated from St. Cloud State University with a BA in Geography/Minor in GIS and has been a Licensed Land Surveyor since 2007. His experiences include time in GIS and Land Surveying with Stearns County, City of St Cloud, East Central RDC and Stearns County SWCD. He is engaged in public speaking at the national level and his team's projects have been showcased in trade journals.

Scott's resume includes service as the Stearns County Surveyor and he is currently the Part-time Morrison County Surveyor. His volunteer service includes chairing the joint MSPS/MACS CIC Manual Committee, chairing the MACS Education Committee, membership in the MACS PLSS Committee and membership on the St Cloud Technical & Community College LS/CE Program Advisory.

Chris Mavis, Hennepin County Surveyor



Chris was licensed as a Minnesota Land Surveyor in 2008 and has served as the Hennepin County Surveyor since 2014, leading a team that specializes in determining accurate locations on the face of the earth. Prior to Hennepin County he was employed at ESRI for 11 years as a local government technical consultant, instructor, and Utilities Solution Engineer Manager.

Chris has a B.E.S. degree in Geography from St. Cloud State University and after a 20-year gap, completed his MGIS degree from the University of Minnesota in 2018. Chris is a past president and member of the Minnesota Society of Professional Surveyors (MSPS), a member of the Minnesota Association of County Surveyors (MACS), serves as the land surveying representative on the Minnesota Geospatial Advisory Council, and fills in his spare time as an Adjunct Instructor for Surveying at the University of Minnesota and for GIS at Dunwoody.

Anything geospatial is his cup of tea. In his free time, he enjoys traveling and spending time with his family and lifting big weights at the gym.



MN GIS/LIS Committee Report

DRAFT

Date: 11/22/2019

Committee Name: Finance Committee – Audit Subcommittee

Committee Chair: Alison Slaats

Committee Members: Tanya Mayer, John Nerge, Dan Ross

Committee Updates

- Oct 8: MUCR Presented draft audit report and 990 to Audit Subcommittee
- Oct 18 – MN GIS/LIS Board of Directors Meeting
 - Treasurer requests Board approval of the 2018 Form 990 and filing
- Nov 7 – 2018 Federal Form 990 filed
- Nov 8 – Final Audit delivered to the Finance Committee, posted to MN GIS/LIS Portal for Board Member Review
- Nov 15 – *Filing Extension Deadline for Federal Form 990*
- Nov 18 – Audit Subcommittee meeting
- **Nov 22 – MN GIS/LIS Board of Directors Meeting ←**
 - **MUCR Presents Final Audit to Board**
 - **Audit Subcommittee recommendations for action**
- Dec 19 – MN GIS/LIS Board of Directors Meeting

Action Items (if any)

Audit Subcommittee Action Items from Audit Management Letter

Bank Reconciliation – We noted a bank reconciliation review is not currently being done by those charged with governance. We recommend **reviewing the bank statement and reconciliation on a monthly basis, after the Contract Accountant completes the bank reconciliation process, to determine timeliness, the nature of any reconciling items, and whether reconciling items are resolved in a timely fashion.**

- Recommendation: Update Treasurer’s standard operating procedure (SOP) document to include specific instructions about monthly review of bank statements and accounts reconciliation. Add a reference to the Treasurer’s SOP in the GIS/LIS Policy and Procedures Manual.

Cash Disbursements – We noted a secondary signer on checks is not currently required for any dollar threshold. We recommend **those charged with governance consider implementing a specific dollar threshold and assign a secondary signer on checks that meet or exceed the specific dollar threshold to provide a second review and safeguard against improper check writing.**

- Recommendation: Add a procedure in the GIS/LIS Policy and Procedures Manual (in section 1.12) to require second signer on checks over \$5,000. The second check signer will be the Board Chair.



- Important to note to the Board that Committee chairs with budgets sign off on payments before Treasurer pays an invoice, so governance of payments is in place.

Investments – We noted an investment portfolio and performance review is not currently being done by ~~those charged with governance~~ only the Treasurer. We recommend having **the Finance Committee review the investment portfolio and performance on a quarterly basis to provide oversight.**

- Add the “Finance Committee” as an official GIS/LIS Board committee in GIS/LIS Policy and Procedures Manual. The Finance Committee will include all executive committee members, committee chairs with budgets and any other interested board members.
- Add to Finance Committee definition and tasks that investments will be reviewed every 6 months by the committee

Requests for Board Approval (if any)

Audit Subcommittee Recommendations for Board Approval

- **Cash Disbursements** – Add a procedure in the GIS/LIS Policy and Procedures Manual (in section 1.12) to require second signer on checks over \$5,000. The second check signer will be the Board Chair.

Attachments (paste or list below)

The final 2018 Federal Form 990 is available on the MN GIS/LIS Project Portal under the **Financials/Tax Forms** folder

- [2018 Federal Form 990](#)
- [2018 Federal Form 990 Signature Form](#)

The draft 2018 Audit documents are available on the MN GIS/LIS Project Portal under the **2019 Board Meetings/11 November Board Meeting** folder

- [2018 Final Draft Financial Audit](#)
- [2018 Final Draft Management Letter](#)
- [Audit Representation Letter](#)

The final 2018 Audit documents will be available on the MN GIS/LIS Project Portal under the **Financials/2019 Financial Audit** folder after board approval.

2019 GIS/LIS Conference Committee Report

10/18/19

1. Post-Conference Survey
 - a. Uploaded to Project Portal

2. Final numbers continuing to be worked on
 - a. Current Budget Numbers



MN GIS/LIS K12 Committee Report

Date: 11/8/2019

Committee Name: K12

Committee Chair: Jason Menard

Committee Members: Alison Slaats, Gerry Sjerven, John Nerge, John Studtmann, Scott Freburg, Shana Crosson, Stacey Stark

- Committee Goals:**
- Transfer K12 roles and duties from Higher Ed committee to this one
 - Explore additional roles and responsibilities to support K12 outreach
 - Document and collect knowledge of how to run K12 activities
 - Vet potential for a K12 board rep

Committee Updates

- Attendance: John N, Scott, Alison, John S, Stacey, Gerry, Shana
- MAGE is covered for fiscal agency, so GIS/LIS is (supposedly) off the hook for fiscal agency in 2020, might end up needing some help next year
 - Scott requested some info from Jim Hanson, who runs the map competition, and Kelly Swanson to get some documentation on what all goes into organizing and running the backend of the map contest
- Working on putting together a Google Doc documenting roles and responsibilities the K12 Committee will be responsible for
 - Main topics are: summer workshops, grant proposals (for workshops and MN maps contest), educator day, MN GIS education website, newsletters and curriculum support, workshop curriculum (subset of committee working with teachers),
 - Idea to run educator day as a conference subcommittee (eventually led by K12 rep)
- Thinking about long term success of a K12 rep position – active in meetings, tied into our overall business goals, not just a specialized position that's mainly active a few times a year
 - E.g. what is the rep going to do between spring and fall workshops?
- Have roles and responsibilities docs on mngiseducation.org that include timelines for running various K12 events
- Coming up with expectations/responsibilities for K12 rep would help support/vet its creation
 - E.g. communicating with dept of Ed GIS Coordinator, GAC, connecting with teachers, representing GIS/LIS at GeoFest, etc.



- Wondering what roles and responsibilities we should expect from MDE GIS Coordinator (Mike)? Maybe we can give them a heads up that we want to meet to talk about it and how we can support and collaborate
- Alison talked with Ewald on setting up a new budget category for K12 expenses
 - Ewald says it's not a big deal to add new codes
 - Goal to have it ready for 2020 budget, approval at Feb retreat
- Idea to use MailChimp or similar service to let teachers self-manage subscriptions instead of MDE GIS Coordinator managing it
 - Keep thinking about how/when/why we want to reach out to teachers
 - And what we do vs. what we ask Ewald to do

Action Items (if any)

- Continue to refine the list of roles and responsibilities list, goal to have it refined by end of 2019 (all)
- Find out if there's a current charter for the education committee (John)
- Come up with goals for K12 committee to be ready for Feb 2020 board retreat (all)
- Work on a roles and responsibilities for K12 Rep board member (Gerry et al)
- Review how we've used budget codes to track education expenses in the past (Alison, Scott, Jason)
- Share education folders/materials with everyone (Scott)

Requests for Board Approval (if any)

none

Attachments (paste or list below)

[Roles and responsibilities Google Doc](#)



MN GIS/LIS Website Committee Report

Date:	November 21, 2019
Committee Name:	Website
Committee Chair:	Gerry Sjerven
Committee Members:	John Nerge, Jason Menard, Sharvari Sangle, Tami Maddio, Heather Albrect, Stacey Stark
Committee Goals:	<ul style="list-style-type: none">• Keep website updated• Clean up unused Pages• Review membership Database• Monitor activity

Committee Updates

- Email was sent to committee members to confirm involvement.
- Jason Menard, Tami Maddio, Heather Albrect have responded that they will continue.
- Will follow through with a phone call in December to begin setting a plan/schedule moving forward.
- No meeting has been held.
- During call we will review 2019 goals and begin developing 2020 goals.
- See attached report for website activity and traffic.

Action Items (if any)

Requests for Board Approval (if any)

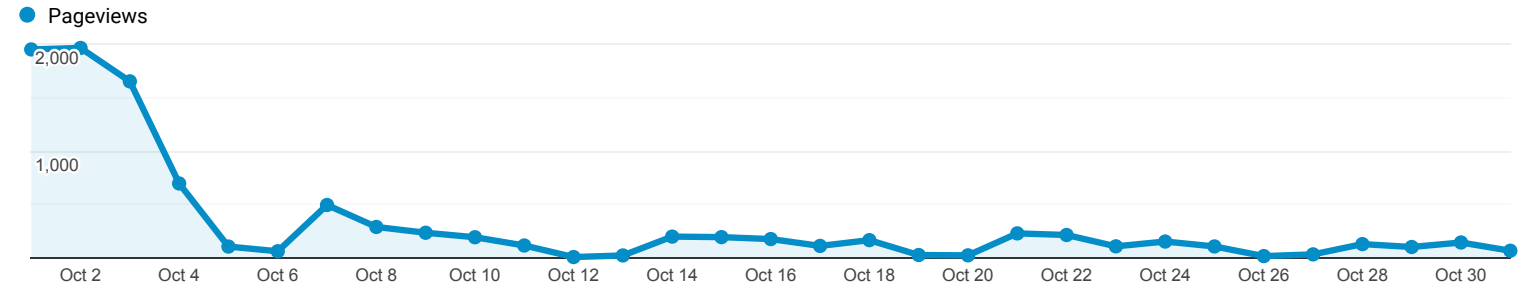
Attachments (paste or list below)

Overview

All Users
 100.00% Pageviews

Oct 1, 2019 - Oct 31, 2019

Overview



Pageviews 10,100	Unique Pageviews 7,788	Avg. Time on Page 00:01:09	Bounce Rate 41.20%	% Exit 31.60%
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Page	Pageviews	% Pageviews
1. /page/annual-conference	1,986	19.66%
2. /	1,310	12.97%
3. /page/2019-agenda	815	8.07%
4. /default.aspx	434	4.30%
5. /networking/	256	2.53%
6. /page/Conference_2018	255	2.52%
7. /networking/opening_search.asp	213	2.11%
8. /page/2019-workshops	188	1.86%
9. /page/2019-events	104	1.03%
10. /admin/dashboard.aspx	86	0.85%