

MN GIS/LIS Consortium

Meeting Agenda

December 19, 2019

1:00 – 3:00 pm Board Meeting

Type of Meeting: 2019 Board of Directors Business Meeting

Meeting Location: Ewald Conference Center 1st floor, Room A (use south entrance)
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"/>
Surveyor Rep: Chris Mavis	<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 Mayer

Board votes and actions since last meeting Nerge

- Assembled salary survey team, met to kick off survey creation, will be coordinating with GAC who is also interested in a salary survey – will bring draft survey to full board for review and approval once completed

Review & Approval of monthly Treasurer's report Slaats

Open Issues/New business

- 2019 Conference remaining business Menza
- 2020 Conference updates Rossman/Menza
- 2020 MSPS conference (Feb 19th-21st, Duluth) Stovern
- Policy manual updates approval Sjerven
- Education committee updates Menard

- | | |
|-----------------------------------|--------------|
| f) 2019 member survey results | Nerge |
| g) Salary survey update | Nerge et al |
| h) Chair handoff / plans for 2020 | Nerge/Foster |
| i) Election results | Foster |
| j) 2020 board meeting schedule | Foster |

Adjournment

Next meeting Jan, date tbd, 2019 and 2020 board members welcome

Happy hour celebration: 3:30pm at Urban Growler, 2325 Endicott St, St Paul, MN 55114

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 |

Minnesota GIS/LIS Consortium

Treasurers Report for December Meeting, 2019

Date of Report: 12/14/2019

Prepared by: Alison Slaats

Account Status as of November 30, 2019

Account	Balance	Previous	Description
General Fund	\$118,476.72	\$146,233.17	Affinity Checking Account
Reserve Fund	\$45,351.84	\$45,348.11	Affinity Savings Account
Other Assets	\$6,267.50	\$6,267.50	Prepaid expenses (conference deposits)
Other Assets	\$0.00	\$0.00	Inventory, undeposited funds
Accounts Receivable	\$890.00	\$2,500.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$21,374.61)	(\$20,962.67)	Unpaid bills owed by GIS/LIS
Balance	\$149,611.45	\$179,386.11	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$96,039.02	\$95,247.85	Schwab Managed Portfolio
Subtotal	\$96,039.14	\$95,247.97	
Total Assets	\$245,650.59	\$274,634.08	Total Assets

Income

- \$4,500.00 - Workshop Honorariums Donated (\$7,200.00)
- \$1,000.00 - Fall Conference Sponsorships (\$5,400.00)
- \$110.76 - Interest Income (\$922.74)

Income for Month = \$5,610.76

Total Income YTD = \$ 196,138.31

Expenses

- \$2,625.00 - k-12 Education Teacher Reimbursement (\$8,411.32)
- \$8,506.44 - Fall Conference Supplies and Equipment (\$12,080.31)
- \$14,860.00 - Fall Conference Facility Rental (\$18,360.00)
- -\$1,200.00 - Fall Conference Food Service (\$52,652.24)
- \$4,500.00 - Fall Workshop Honoraria (\$6,300.00)
- \$727.06 - Fall Conference Design and Print (\$2,254.59)
- \$1,200.00 - Entertainment/Awards/Gift Items (\$1,200.00)
- \$346.27 - Credit Card Charges (\$5,488.15)
- \$14.49 - Board Meeting Expenses (\$294.97)
- \$38.50 - Postage and Delivery (\$137.15)
- \$1,000.00 - Ewald - Association Management Services (\$11,000.00)
- \$9.63 - Rent/Storage (\$85.33)
- \$73.74 - Telephone (\$1,080.71)
- \$3.05 - Office Supplies/Photocopies (\$945.00)
- \$93.83 - Insurance (\$1,475.45)

Expense for Month= \$32,798.01

Total Expense YTD = \$ 182,516.83

Notes

- Expenses for Fall Conference wrapping up
- Ewald Profit Sharing is posted to accounts payable (number is 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
- Scholarship fund donation will be \$8,730.57:
 - \$4,500.00 (honorariums donated)
 - \$4,230.57 (product revenue YTD)



MN GIS/LIS Committee Report

DRAFT

Date: 12/19/2019

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
- December 10 – Non-Profit Representation Letter was signed by Alison Slaats, GIS/LIS Treasurer and Amanda Ewald, Vice President of Finance and Client Accounting
- December 16 – Final Audit documents delivered digitally by MUCR to GIS/LIS; posted to GIS/LIS Project Portal
- December 16-18 – Updated GIS/LIS Policy and Procedures Manual as defined at November 2019 meeting
 - Finance Committee – members and duties added (section 1.6.2), including review of investments twice per year. Modified the Education Committee text (section 2.4) to reflect changes and coordination between committees. Added role to committee positions (section 3)
 - Reference to Treasurer’s SOP added in Treasurer duties section (section 3.6)
 - Procedure added about a second signer is required on payments over \$5,000. The second check signer will be the Board Chair. (section 1.12)
 - Calendar items related to Treasurer added, including tax return dates.
- The audit subcommittee was thanked for their service and disbanded
- **Dec 19 – MN GIS/LIS Board of Directors Meeting ←**



Action Items (if any)

2020 Action Items

- Treasurer will set up two Finance Committee meetings to review investments
- Treasurer will work with Ewald to change procedure to add Board Chair as a second signer of payment over \$5,000
- Treasurer will update Treasurer's standard operating procedure (SOP) document to include instructions about monthly review of bank statements and accounts reconciliation.

Requests for Board Approval (if any)

- None

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 final 2018 Audit documents will be available on the MN GIS/LIS Project Portal under the [Financials/2019 Audit/MUCR Audit – Final Documents](#) folder



MN GIS/LIS Committee Report

Date:	12/16/19
Committee Name:	Salary Survey (temporary committee)
Committee Chair:	N/A
Committee Members:	Cory Richter, Jason Menard, Jessica Schuler, John Nerge, John Studtmann, Kitty Hurley, Sharvari Sangle

Committee Updates

- Need to be intentional about how we cross reference data (e.g. GIS degree might skew toward less experience because of how long GIS degrees have been provided)
- Removed salary range question, can group results however we want if we get individual numbers
- Having an option for people to use data analytics/dashboard so people can do their own cross tabbing
- Leaning toward not providing a follow up contact option, keep the survey feel as anonymous as possible
- Added a question on full time vs. part time
- Keep disability question, reword to differently abled, make optional
- Tweaked several other questions, didn't track of each change, but all based on good discussions 🗣️

Action Items (if any)

- Ask for annual OR hourly rate – will do the normalizing later
- Idea to also ask about what kinds of GIS courses you've taken
 - Or maybe skill areas? (e.g. Python, JS, Web GIS, QGIS, remote sensing)
- Update survey, share with GAC to see if they have any input as well
- Think about what GIS skill areas are relevant today, will be relevant in 5-10 years

Requests for Board Approval (if any)

None at this time – will provide this update to board at Dec meeting and bring final draft to board for approval

Attachments (paste or list below)

[2014 salary survey](#)

[2020 survey draft](#)



MN GIS/LIS Website Committee Report

Date: December 18, 2019

Committee Name: Website

Committee Chair: Gerry Sjerven

Committee Members: Jason Menard, Tami Maddio, Heather Albrect

- Committee Goals:**
- Keep website updated
 - Clean up unused Pages
 - Review membership Database
 - Monitor activity

Committee Updates

- No meeting was held.
- Will follow through with a phone call in January to begin setting a plan/schedule moving forward.
- During call we will review 2019 goals and begin developing 2020 goals.
- Discovered Analytics was not working. Requested Ewald to look into issue. No report for website activity and traffic.

Action Items (if any)

Requests for Board Approval (if any)

Attachments (paste or list below)