

**AGENDA**  
**MN GIS/LIS Consortium Board**  
**Friday, April 19<sup>th</sup>, 2013**  
**10:00 a.m. to 12:00 p.m. Board Meeting**  
**Location:** Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: **2013 GIS/LIS Consortium Board Members:**

**Board Directors**

**Joshua Gumm - Chair**  
**Ben Verbick – Past Chair**  
**Adam Snegosky– Chair-Elect**  
**Kyle Chester - Treasurer**  
**Catherine Hansen - Secretary**  
**Stacey Stark – Higher Education**  
**Heather Bergen – At-Large**  
**Bart Richardson – State Government**  
**Jennifer Ward – Private Sector**  
**Michelle Trager - Local Government**

**Derek Lorbiecki – Conference Chair**  
**Kitty Hurley– Conference Chair-Elect**

**Ex-Officio Members**

**Gerry Sjerven – MnGAC**  
**Dan Ross – MnGeo**

From: Joshua Gumm, Chair

If you are unable to attend or will be late to this meeting, please call Adam @ 651-430-6412 or send an e-mail to: [adam.snegosky@co.washington.mn.us](mailto:adam.snegosky@co.washington.mn.us)

**AGENDA**

Meet the Ewald support staff	Franzmeier
Approval of Agenda / Additions to Agenda	Snegosky
Secretary’s Report, Review of Action Items & Approval of Minutes	Hansen
Treasurer’s Report, Approval of Reports	Snegosky

**Action Items\New Business**

- |   |           |
|---|-----------|
| • Approval of Committee Reports                                       | Snegosky  |
| • Spring Workshops Update   | Trager    |
| • Conference Planning Committee Update & Budget Approval              | Lorbiecki |
| • Scholarship Endowment Discussion                                    | Stark     |
| • February Retreat Review/Next Steps                                  | Gumm      |
| • Round Robin regarding Ewald   | Gumm      |
| ○ Issues in general   |           |
| ○ Any Ewald issues for the next monthly follow-up request from Scott? |           |

## **Committee Business and Summary Reports**

Note: an oral report not required but Board approval is required for all submitted reports.

*Individual reports are assembled into a single document for quick review on our Portal for the specific board meeting month.*

- |   |            |
|---|------------|
| • Awards Committee                      | Kotz       |
| • Conference Committee                  | Lorbiecki  |
| • Education Committee                   | Stark      |
| • Database/Web Committee                | Richardson |
| • Communications/Social Media Committee | Rader      |
| • Outreach Committee                    | Hackett    |
| • Spring Workshop                       | Trager     |
| • Scholarship Committee                 | Stark      |
| • Statewide Community Advisory Body     | Gjerven    |
| • MnGeo Update                          | Rader      |
| • Networking Event Planning Committee   | Schrader   |

Conference call instructions:

Dial 1-866-394-4146

Participant code: 11191230#

Board Chair: 11172589#



Minnesota GIS/LIS Consortium  
1000 Westgate Drive  
Suite 252  
Saint Paul, MN 55114  
[www.mngislis.org](http://www.mngislis.org)

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## Committee Reports – April 2013

### Awards (Mark Kotz & Ben Verbick)

- No report this month.

### Conference (Derek Lorbiecki)

- Regular Board Meeting Agenda Item

### Database/Web (Gerry Sjerven & Bart Richardson)

- No report this month.

## MnGeo

**Spring orthophotos:** Flights to cover the central and northwest areas of the state will begin as soon as the weather cooperates. Collaborative buy-ups are nearly finalized with 9 partners. Updated information will soon be available [here](#).

**Street Centerline Initiative:** A project is underway to create an authoritative, multi-purpose, public-domain centerline spatial dataset resource representing the entire state of Minnesota. The initiative is a joint effort between MnDOT, MnGeo, DPS and MetroGIS. The following organizations are collaborating on a pilot test: Benton, Carver, Mahnomon, Ramsey and Stearns counties; and White Earth Nation.

**Governor's budget map:** At the request of the Governor's Office, MnGeo staff created an [online map](#) to show how Governor Dayton's bonding bill proposal would invest in communities across Minnesota.

**Legislation:** MN.IT Services has proposed legislation providing for geospatial data sharing amongst government entities. The legislation is working its way through the process at this time. MnGeo is working with interested parties to obtain feedback and address identified concerns where possible. Input can be provided to [Dan Ross](#).

## Geospatial Advisory Councils

- **Geospatial Technical Committee:** The GTC focuses on setting priorities, policies and standards for geospatial activities in state government. Monthly meetings of this new committee have begun with the focus on educating the new team on geospatial activities in Minnesota, current services offered by geospatial staff in the executive branch, and existing geospatial governance. The team will begin to focus on a priority work plan for geospatial in state government in the coming month.

- [Statewide Council](#): The next meeting is May 29.
- [State Government Council](#): No meetings are scheduled since legislation is in progress to sunset this council. Its functions would be replaced by the Statewide Council and the new Geospatial Technical Committee.

### Communications and Outreach (Kitty Hurley & Ben Verbick)

**This is a new committee combining the 2012 Communications/Social Media and Outreach Committees.**

**E-announcements:** The document, *How to Write a Mn GIS/LIS E-announcement*, adapted from [How to Write an Article for Mn GIS/LIS News](#), will soon be online. It should reduce the time needed to edit e-announcements.

**Blog:** After an arduous request process, Gerry should soon obtain a url for the new blog which is less likely to be blocked than the current url.

The full committee has not met yet this year. Snowed out in early April!

Next meeting scheduled for Tuesday, April 23 at Ewald

### Spring Workshops (Sarah Schrader, Michelle Trager)

- Regular Board Meeting Agenda Item

### Networking Event Planning (Sarah Schrader/Joshua Gumm)

Last Meeting's minutes:

- Update on Confirmed 2013 Event Sponsors
  - Continue to use Google Doc to track which committee member is contacting which company
  - So far, there are 8 confirmed sponsors: ESRI, Elevated GIS, Research Data Inc, RESPEC, North Point Geographic Solutions, Houston Engineering, Bolten & Menk, and Due North Mapping Consultants.
    - Still need payment from: ESRI, Elevated GIS, and RESPEC.
  - Other agencies (WSB, SEH, Rowekamp & Associates, Pictometry, Aerometrics, and Martinez) were contacted and have not yet confirmed whether or not they will sponsor this year.
  - With 8 sponsors, that means we have \$1600 to work with for our events this year.
- May Event: Tuesday, May 21<sup>st</sup> - Following Spring Workshops
  - Location: Town Hall Brewery, Minneapolis – 4:30pm-9pm
    - Max room capacity is 150 but there is another separate section of the restaurant where attendees can go if our reserved room is too packed.
    - There is no separate fee to reserve the space but our group must spend a minimum of \$2,400 for food and beverages.
  - Food:
    - The committee will pay for heavy appetizers at this event. Current plan is to spend \$1,000 on food. The committee needs to review the catering options for

Town Hall Brewery and we will make a decision on what to specifically order at the next meeting.

- Beverages:
  - Attendees will need to pay for their own beverages.
- Marketing:
  - Send out e-announcement, post on LinkedIn and Facebook, send information to the FOSS4G group, and add information to the Spring Workshops registration page.
  - This is a FREE event to attend and heavy appetizers will be available. Networking with GIS professionals. Thank you to our event sponsors.
- Other:
  - Give away door prizes to attendees towards the end of this event, around 8pm. Tell sponsors about the opportunity to provide door prizes for this event. Wait until the event sponsors have been finalized and then send information about this to all of them.
- Summer Event – Saints Baseball Game:
  - The committee decided to reserve 50 tickets for the Tuesday, July 30<sup>th</sup> Saints baseball game. Dan will contact the Saints staff to reserve the tickets for our group.
  - Members can order their tickets online and specify that they are part of the GIS/LIS group.
  - The actual cost per ticket is not known at this time but Dan can find out after he reserves our group of tickets.
  - If any tickets from our group are not purchased, this committee will need to pay for them.
- November Event:
  - The plan is to hold this event at Summit Brewery in November. The space cannot be reserved until 90 days from the day of the event. The committee will discuss the details of this event at a later meeting.
- Networking Events 2013 Budget:
  - After making decisions for the May and July events, a general budget can be created for 2013. Once a draft budget is created, it needs to be reviewed by the Consortium Board and then approved before any money can be spent for events. Sarah will create a draft budget and send to the board for their review.
  - The May event is the only planned event where the committee will be spending money but not collecting any money for entrance fees etc. The expenses for this event will be covered by the event sponsorships. For the July event, there are no expected expenses. The details for the November event have not yet been decided but the general plan is to cover expenses with event sponsorships and also from entrance fees. Any profit made from this event may be transferred into the Consortium's scholarship endowment.
- Committee Tasks:
  - Sarah:
    - Create 2013 tentative budget and send to Consortium Board for review and approval
  - Dan:
    - Contact Saints staff to reserve a group of 50 tickets for the July 30<sup>th</sup> game.
    - Follow up with possible event sponsors (WSB, SEH)
  - Josh:
    - Follow up with possible event sponsors (Pictometry)

- Forward catering information from Town Hall Brewery to committee for review.

- Next meeting date Monday, April 15th

#### **Higher Education (Stacey Stark)**

- No report this month

#### **Scholarship (Stacey Stark)**

- No report this month

#### **Finance Committee (Kyle Chester)**

The Finance Committee convened this month to gather reports from committee heads and discuss other pertinent financial news. Each of the committees provided a report on the past month's financial activities and upcoming expenses/incomes. The committee discussed the potential to transition the accounts within Affinity Plus Credit Union to something that will earn more interest. This topic will be carried forward to next month as more research is conducted.

Kyle briefed the finance committee on a meeting with Chad Dahlman, a CPA that offered his assistance to the consortium. Chad's background is in auditing, and has worked with large non-profits in the past to bring transparency and clarity in their financial reporting. Using Chad's assistance, we are going to be providing more information, in a more useful format, that will ultimately provide our members with a more clear view of the consortium's finances. Keeping in mind that the board is comprised of volunteers, Chad will work with us in the coming months to determine the correct balance of reporting and workload.

**Minnesota GIS/LIS Consortium  
Treasurers Report for March, 2013  
Date of Report: 04/19/2013  
Prepared by: Kyle Chester**

Account Status as of 02/28/2013

<b>Account</b>	<b>Balance</b>	<b>Description</b>
General Fund	19,259.42	Affinity Checking Account
Reserve Fund	35,090.19	Affinity Savings Account
Accounts Receivable	0.00	Unpaid invoices
Other Assets	5,850.00	Prepaid expenses, Inventory
Accounts Payable	0	Unpaid bills
<b>Balance</b>	<b>\$60,199.61</b>	<b>Total Assets</b>
Income	5,062.48	Registrations, donations and interest
Expenses	1,023.77	See check detail
Scholarship Endowment	\$41,249.11	Affinity savings account

**Treasurer Comments:**

- General Fund and Accounts Payable reflect the payment of profit sharing from previous conference
- Spring Workshop Registrations coming in, bringing the General fund higher
- Sponsorship income contributed to income as well (see next sheet)

Income:

Sponsorship Income	1,000
Spring Workshop Registrations	4,056.00
Reserve Fund Interest	2.98
Scholarship Fund Interest	3.50
<b>Total</b>	<b>\$5062.48</b>

Expenses:

Credit Card Charges (8041)	31.19
Meeting Expenses (8110)	155.39
Postage/Delivery (8150)	0.00
Management Fee (8173)	700.00
Rent/Storage (8176)	0.00
Telephone (8178)	137.19
Office Supplies/Photocopies (8212)	0.00
<b>Total</b>	<b>\$1023.77</b>