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AGENDA
MN GIS/LIS Consortium Board
Friday, May 17th, 2013
10:00 a.m. to 12:00 p.m. Board Meeting
Location: Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

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

Board Directors	**Derek Lorbiecki – Conference Chair**
Joshua Gumm - Chair	**Kitty Hurley– Conference Chair-Elect**
Ben Verbick – Past Chair	
Adam Snegosky– Chair-Elect	
Kyle Chester - Treasurer	**Ex-Officio Members**
Catherine Hansen - Secretary	**Gerry Sjerven – MnGAC**
Stacey Stark – Higher Education	**Dan Ross – MnGeo**
Heather Bergen – At-Large	
Bart Richardson – State Government	
Jennifer Ward – Private Sector	
Michelle Trager - Local Government	

From: Joshua Gumm, Chair
If you are unable to attend or will be late to this meeting, please call Josh @ 612-803-7598 or send an e-mail to: duenorthmapping@gmail.com

AGENDA

Approval of Agenda / Additions to Agenda	Gumm
Secretary's Report, Review of Action Items & Approval of Minutes	Hansen
Treasurer's Report, Approval of Reports	Chester

Action Items\New Business

• Approval of Committee Reports	Gumm
• Spring Workshops Update	Trager
• Conference Planning Committee Update & Budget Approval	Lorbiecki
• Database Committee Discussion	Richardson
• Scholarship and Education Committee Discussions	Stark
• Communications and Outreach Committee Discussions	Hurley/Verbick
• February Retreat Review/Next Steps	Gumm
• Round Robin regarding Ewald	Gumm

  o Issues in general
  o 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#

Committee Reports – May 2013

Awards (Mark Kotz & Ben Verbick)
- No report this month

Conference (Derek Lorbiecki)
- Regular Board Meeting Agenda Item

Database/Web (Gerry Sjerven & Bart Richardson)
The Database Committee is exploring ways to track GIS/LIS Consortium involvement, both current and historical, for GISP certification. The database committee met with Ewald on Friday, May 10 to figure out a process to achieve this goal.

The tentative solution is to treat current/future information differently from historical information. Current information will be tracked in the database, just as conference and workshop attendance is being tracked for each member now.   The board needs to identify what additional information should be tracked about each member, such as, "conference presenter", "session moderator", or "conference volunteer/conference committee." This information will become part of the member's profile.

Historical information will be tracked with a spreadsheet and made public via web pages on the Consortium site. This will likely consist of an HTLM for each year the Consortium existed. Individual members will be able to do something similar using the YourMembeship.com (YM) profile editing tools. The conversion from Affiniscape Members360 to YourMembership.com will take place this summer. Training for the new system will take place at Ewald on July 18.

Please let us know if you would like to be a member of the Database Committee or if you would like to attend the YM training session on July 18.

MnGeo

Spring orthophotos: Despite the very compressed window of opportunity this spring, most of the photos for the central and northwest areas of the state have been flown. When AeroMetric sends the final acquisition information, it will be available here.

Legislation: MN.IT Services has proposed legislation providing for geospatial data sharing amongst government entities. The legislation is still working its way through the process at this time.

Geospatial Advisory Councils

- Statewide Council:
  - The next meeting is May 29.
  - Current member terms expire on June 30. Applicants are sought for the next 2-year council term. The application deadline is June 28. More information is on the council website.

- [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)

E-announcements: The document, *How to Write a Mn GIS/LIS E-announcement,* is now online. It should reduce the time needed to edit e-announcements.

Blog: The merger of Affiniscape with YourMembership.com is affecting the migration to a blog. The blog may be in place by August or September, but it may be after the conference. Gerry will meet with Ewald on July 18 to get trained in the new system so he will know more details after that.

Regular Board Agenda Item also scheduled to discuss the following items:

1. Announce seamless integration with all committees
2. Flash Volunteering management discussion
3. Volunteer E-list
4. E-announcement formatting
5. PayPal discussion - donations, networking events, sponsorship
6. Regional User Group booth at Conference

Spring Workshops (Sarah Schrader, Michelle Trager)
- Regular Board Meeting Agenda Item

Networking Event Planning (Sarah Schrader/Joshua Gumm)

Last Meeting's minutes:

- 2013 Event Sponsors
    - Bill followed up with GeoComm as a potential sponsor this year. They declined for 2013 but may be interested in 2014.
    - 11 Confirmed Sponsors: Bolton & Menk, Due North Mapping Consultants, Elevated GIS Solutions, ESRI, Houston Engineering, North Point Geographic Solutions, Pictometry, Resource Data Inc, RESPEC, and WSB & Associates. Pro-West & Associates recently emailed Sarah and said that they will be sending in their sponsor form and payment.
    - ASPRS gave a verbal confirmation that they will be sponsoring this year but Ewald has not yet received their sponsor form or payment. Colin will follow up with ASPRS regarding sponsorship.
    - 12 sponsors for 2013 means $2,400 in funding for the three networking events this year!

- Networking Events 2013 Budget Review:
    - We have five more sponsors this year than in 2012 so that is excellent. Our budget was set up assuming that we would get ten sponsors so we have more than enough funding to cover the activities that we have planned so far.
    - General goal is to spend all of the sponsor money that we received this year. The Consortium Board is giving our committee $1,000 to use as seed money for 2014 and future activities. The intent is that this is a one-time donation and that the committee should budget to ensure a carryover of $1,000 each year. With money being carried

over each year, it will better allow the committee to plan and pay for activities earlier in the year (January/February) rather than waiting until after sponsors have signed up and sent in their fees. (April/May)

- May 21st Event - Following Spring Workshops
    - Sponsors:
        - Email was sent on May 3rd to all sponsoring agencies with information about the event.
        - Sarah will send an email to Pro-West & Associates and ASPRS once the sponsorship is finalized.
    - Catering:
        - Review food bill from Town Hall Brewery. The total cost is under $1200 for the catering at this point. We ordered enough food for around 100 people. At this time, there are only 34 people who have RSVP'd "yes" on the Evite. We expect to get more people to RSVP closer to the event as well as people who just show up with our RSVPing.
        - Josh will be the main contact person for Town Hall Brewery and communicate with staff regarding a few questions:
            - Start time for food – 4:45pm/5pm
            - How long is the group planning on staying – 9pm
            - How long to keep the food out – Until it's gone
    - Event details and volunteer needs:
        - Signage needs
            - 1-2 large posters listing all sponsoring agencies and their logos
                - Include dates or information for future events
                - Colin is working on these posters
                - Larger posters are 22X28 size
            - Table tents
                - List sponsoring agencies and upcoming networking events
                - Colin will work on table tents
        - Name tags
            - Stickers or formal name tags similar to what is used at the fall conference
            - Special tags for sponsors – Josh picked these up from Ewald already.
            - Markers or pens
        - Day-of volunteers
            - Greeters 1-3
        - Contact Ewald staff ahead of time to set aside items to use for this event. Ewald will set aside but need a volunteer to pick up the items from Ewald offices on the day of the event.:
            - Name tag ribbons that say 'Exhibitor' or 'Sponsor'. (Need 10-20)
            - Formal blank name tags for attendees
            - Large poster board to use as backing for posters – Picked up 2 foam core boards from Ewald and they are at U Spatial with Len Kne. Transfer to Town Hall after the Spring Workshops.
            - 1-3 easels to use for the large posters – Ewald will have these. Still need to pick up.
            - Retractable vertical banner for the GIS/LIS Consortium – This is already at U Spatial with Len Kne.
            - Generic welcome signs for the GIS/LIS Consortium – There are roughly 6 directional signs already at U Spatial with Len Kne for the spring workshops.

- o These signs are 16X24" in size.
  - Event Promotion Update
    - Consortium website
    - E-announcement
    - Social Media
    - Evite
      - Sarah will send a reminder message to all those who have RSVP'd "yes" or "maybe".
    - FOSS4G
    - A message is being given to all spring workshop instructors to mention the networking event to their participants.

- July 30th Event – Saints Baseball Game: (Dan)
  - Discussion tabled until June meeting.

- Possible Joint Golf Outing Event with ASPRS: (Colin)
  - Discussion tabled until June meeting.

- November Event – Preferred Location at Summit Brewery:
  - Summit Facility cannot be reserved until less than 90 days before the actual event. Colin has a contact who may be able to help us reserve the space sooner than 90 days before our event.

Education (Stacey Stark)

The Education Committee has had two meetings. Lots going on.
1. The Mn Department of Education has just received an ELA for (almost) unlimited use of Esri products. This includes Esri software for all K-12 districts as well as associated programs like Boys and Girls clubs. Mn GIS/LIS Education committee would like to participate to support new K-12 social studies standards and Esri software – and will be reaching out to the membership for participation in several ways.
   - Volunteers will be needed to fill 10 Esri "technical specialists" as part of the agreement. These volunteers will be technical contacts to Esri for educators needing Esri assistance, and will also monitor an e- helpline and possibly a Q&A page like the LiDAR one. Volunteers will likely be 6 month rotating positions – not managed by Mn GIS/LIS - but members will be encouraged to participate.
   - Mn GIS/LIS Education committee has agreed to co-sponsor a Forum in late July/early August for K-12 educators to learn about GIS / new standards / software availability and for GIS professionals to learn how we can help them. Charlie Fitzpatrick from ESRI will help Dept of Education put this together. I will likely be requesting Mn GIS/LIS funds for refreshments at this event (or assist in putting together an event grant for this.
   - Mn GIS/LIS may be involved with sending out a survey to the K-12 educator audience – to help to define the needs (and delivery modes) for information/training.
   - Mn GIS/LIS education committee may organize a mentor program for K-12 teachers – this idea will be evaluated after the forum/survey in late July/August
   - Mn GIS/LIS may be asked to offer assistance /instructors/logistical support to MAGE, St Cloud State and Macalester College as they implement new workshop opportunities targeted to K-12 educators.

- YourMembership.com tools have the capability to host forums, blogs etc. Would Mn GIS/LIS want to take on a larger role of hosting something like this for K-12 efforts
- Panel proposed at Conference: K-12 Educator support – what is happening and how to get involved" Content will include how to get involved in your community as a GIS mentor, resources for teachers and volunteers, update on the status of geography standards in Mn. Panelists TBD.

2. Update for K-12 pages on MnGISLIS page. We may want to expand the scope of this site based on the outcome of #1. We will look at these pages and see what is appropriate to post here. http://mngislis.org/displaycommon.cfm?an=1&subarticlenbr=37

3. GIS employment panel at Fall Conference-
   - Abstract submitted: Panel presenters from private and mutiple public sectors will discuss what they look for in recent graduates, and what entry level positions and internships usually involve. The audience will be able to ask questions about resume building, networking, education, and skillsets. Following a 45 min panel discussion there will be an opportunity for mock interviews on a first come first served basis.

4. Expanded poster session/competition for Students at the conference.
   - All students, and multiple from each school, will be encouraged to submit a poster for the poster competition.
   - Categories have not yet been determined, but there will be multiple
   - The Community College competition will continue as before – no change
   - Posters will be submitted digitally also so they can be shown on screen during lunch.

5. Young Professionals Mentor Program at Fall Conference
   - Stacey had suggestions to rename the program "Conference mentoring program" - committee generally disagreed - noting that it does often result in more than that and we want to encourage longer relationships.
   - Stacey would like this program to be tied to the Education Committee instead of to Stacey personally. Request that Education Representative's responsibilities include Mentoring Program - or assigning someone to make sure this gets done
   - Stacey: Ask at the board meeting if anyone remembers who suggested 'year-long' program and motivation for this, remember to encourage longer relationships

6. More incentives for students to attend conference –ideas are still being discussed. We would like to offer more complimentary registrations (up to 10?) but who would get them has not been determined. Ideas:
   - volunteer spots for students -with specific tasks (ruled out by conference committee)
   - engage the local school where the conference takes place to participate on the conference committee and release students to attend the conference (look into this next year)
   - "first-timers" discount to extend to educators and students alike
   - First 10 students to submit a poster (limit 2 per school?)
   - Application for free student registration by essay (limit 2 per school?)

1. Scholarship Competition
   - A reminder was sent to all schools to send in their Student Scholars on May 10. May 17 is the deadline, though this isn't hard and fast.
   - Two schools have responded so far and I have been in touch with a few others. This is fewer than normal, but not alarming.
2. Scholarship Funds.
   - We finally have some definitive answers about the scholarship money: "Any earnings on these funds are 'excluded income', aka non-taxable, on the 990 tax return, provided they are used for the business purpose of the Consortium. You don't need to worry about funds becoming 'endowed'. Restrictions on donations are placed by the donor, so the principle would only be permanently restricted if that was the intent of the donor. All other donations to the scholarship fund are temporarily restricted to being used for scholarships, general, and administrative expenses relating to managing the fund."
   - So - I feel comfortable moving forward now to find a suitable way to "invest" part of these funds to earn some interest while also extending the uses of the money to further student-centered
     initiatives.
3. Below is a proposal I sent to the Scholarship Committee for discussion. I would like to run this by the Board.

Current Fund Value: $41,249.11 (April 22, 2013)
Scholarship Spending/Fundraising History

YEAR	2009	2010	2011	2012
student competition awards (expenses)	$4,600	$4,400	$3,600	$4,200
board transfer at end of year to scholarship*	?	?	$3,989	$2,094**
scholarship fundraising net income*	$4,571	$3,595	$6,089	$5,814

(*this was difficult to find/verify, **I do not know if these numbers were final for the FY)

What are our long term goals for the fund? (value, uses, and how to sustain)
- To maintain a minimum of base level in this fund (e.g. $30k). If this amount is reached, the committee must reconsider goals.
- To use this money to support students financially in order to help them attend the conference, to reward students for excellent work in GIS research and applications, to further MnGIS/LIS commitment to supporting early career GIS professionals.

What are our short term goals for the fund? (value and uses)
- To earn $1000/year in interest on a 3-year average
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Do we perceive that our fundraising will be more/less effective if we have an endowment?
- No. But we need to clarify how we will advertise and describe this fund to donors.
- Need to be clear that it is a fund. Not every dollar will be spent each year. Leave the door open for folks to give a big donation one year, knowing that it will support scholarships well into the future.

How do we demonstrate to our membership that their scholarship donation is put to good use?
- Collect testimonials from students, advertise to membership, use website and social media more effectively.

What do you want to fund and at what level(s)?
- To fund the scholarship competition at it's current levels (maximum of $5000)
- To support additional non-competing students attending the conference at some level tbd

Finance Committee (Kyle Chester)
- No report this month

Minnesota GIS/LIS Consortium
Treasurers Report for April, 2013
Date of Report: 05/17/2013
Prepared by: Kyle Chester

Account Status as of 04/30/2013

Account	Balance	Description
General Fund	25,485.65	Affinity Checking Account
Reserve Fund	35,093.07	Affinity Savings Account
Accounts Receivable	0.00	Unpaid invoices
Other Assets	5,500	Prepaid expenses, Inventory
Accounts Payable	0	Unpaid bills
Balance	**$66,078.62**	**Total Assets**

Income	7,685.27	Registrations, donations and interest
Expenses	1,814.68	See check detail

Scholarship Endowment	$41,252.50	Affinity savings account

Treasurer Comments:

- Workshop registrations driving income
- Expenses are typical
    - Additional fees for website and travel expenses

Income:

Sponsorship Income	200
Spring Workshop Registrations	7,479
Reserve Fund Interest	2.88
Scholarship Fund Interest	3.39
Total	**$7,685.27**

Expenses:

Travel and Lodging	100.57
Credit Card Charges (8041)	129.59
Meeting Expenses (8110)	112.93
Postage/Delivery (8150)	1.96
Management Fee (8173)	700.00
Website	600.00
Rent/Storage (8176)	4.38
Telephone (8178)	159.82
Office Supplies/Photocopies (8212)	5.40
Total	**$1,814.68**

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