

**AGENDA**  
**MN GIS/LIS Consortium Board**  
**Thursday, April 17<sup>th</sup>, 2014**  
**10:00 a.m. to 12:00 a.m. Board Meeting**  
**Location:** Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: **2014 GIS/LIS Consortium Board Members:**

**Board of Directors**

**Adam Snegosky – Chair**  
**Ben Verbick – Past Chair**  
**Heather Albrecht – Chair-Elect**  
**Kyle Chester - Treasurer**  
**Catherine Hansen – Secretary**  
**Greta Bernatz – Higher Education**  
**Scott Freburg – At-Large**  
**Bart Richardson – State Government**

**Jennifer Ward – Private Sector**  
**Michelle Trager - Local Government**  
**Kitty Hurley – Conference Chair**  
**Geoff Maas – Conference Chair - Elect**

**Ex-Officio Members**

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

From: Adam Snegosky, Board Chair

If you are unable to attend or will be late to this meeting, please call Adam @ 651-269-1136 or send an e-mail to: adam.snegosky@co.washington.mn.us

**Agenda**

|  |          |
|--|----------|
| Additions/Approval of Agenda                                     | Snegosky |
| Secretary's Report, Review of Action Items & Approval of Minutes | Hansen   |
| Treasurer's Report, Approval                                     | Chester  |
| Committee Report, Approval                                       | Snegosky |
| • Updated Committee Member Lists                                 |          |
| • Charter Statements – June Review                               |          |
| • Conflict of Interest Forms                                     |          |

**Action Items\New Business**

|  |             |
|--|-------------|
| • Spring Workshop Update   | Trager      |
| • Conference Committee Update  | Hurley      |
| • Future Conference Location Update                                  | Maas        |
| • Ewald Contract Approval  | Snegosky    |
| • Website Connection to Social Media                                 | Sjerven     |
| • Project Portal   | Heidi Gaedy |
| • Round Robin regarding Ewald  | Snegosky    |
| ○ 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.*

### **2014 Standing Committees**

- |   |                    |
|---|--------------------|
| • Awards Committee                        | Kotz               |
| • Communications, Outreach & Social Media | Verbick            |
| • Conference Committee                    | Hurley             |
| • Database & Web Committee                | Richardson/Sjerven |
| • Education Committee                     | Bernatz/Freburg    |
| • Executive Committee                     | Snegosky           |
| • Finance Committee                       | Chester            |
| • Future Conference Committee             | Maas               |
| • Networking Committee                    | Lee                |
| • Scholarship Committee                   | Bernatz/Stark      |
| • Spring Workshop                         | Trager/Stovern     |

### **2014 Ad Hoc Committees**

- |  |         |
|--|---------|
| • Utilities Ad Hoc Committee               | Verbick |
| • Governor's Commendation Ad Hoc Committee | Verbick |

### **Ex-Officio Committees**

- |                                     |         |
|-------------------------------------|---------|
| • Statewide Community Advisory Body | Gjerven |
| • MnGeo Update                      | Rader   |

Conference call instructions:

Dial 1-866-394-4146

Participant code: 11191230#

Board Chair: 11172589#



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Saint Paul, MN 55114  
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## Committee Reports – April 2014

### Awards (Mark Kotz & Ben Verbick)

- Did not meet this month, nothing new to report.

### Communications & Outreach (Ben Verbick)

- Did not meet this month, nothing new to report.

### Conference (Kitty Hurley & Geoff Maas)

- 2014 Proposed Conference Budget (*Action: Board Vote*)
  - 5% raise in registration except for a decrease in student cost and the same pricing for non-profit/academia exhibitors
- Call for Presentations (abstracts)
  - E-Form (Gerry)
  - PDF/trifold (Ewald)
  - New web map competition
  - Identified redundant and overused topics over last 5 years
- Sponsor/Exhibitor Brochure
  - Sponsorship opportunities
  - New vendor layout
- Speakers Update
  - New Keynote Speaker Offer and Acceptance Letters
- Surveys
  - Salary Survey
  - Future Conference Committee/Technology Subcommittee joined survey
- Additional Updates
  - Planning for a K-12 session Thursday afternoon for local schools to attend (and attend the vendor reception)
  - Conflict of Interest forms

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

- No Update

### Education (Greta Bernatz & Scott Freburg)

- The education committee met Friday, April 4<sup>th</sup> via conference call. Scott Freburg, Stacey Stark, Kiah Sagami, Michelle Trager, and Greta Bernatz attended.
- The postsecondary GIS institutions in Minnesota listed on the MN GIS/LIS website were contacted to confirm or update their information. Several have responded and the updates were compiled and sent to Gerry for the website.
- MN GIS/LIS hosted a booth at the Networking and Career Fair hosted by the Geographic Information Science Student Organization (GISSO) at the University of Minnesota, Twin Cities, on Thursday, March 27<sup>th</sup>. Membership and the fall conference were promoted. A handout or brochure specific to students could be a useful promotional tool. It would focus on

benefits of GIS/LIS for students (networking, job postings, scholarship program, mentor program, jobs panel at conference, etc.). We are working on a possible draft design.

- Teacher Training Update – There has been good response for hosting training sessions. Current session count is 16 in June and 19 in July for a total of 35 workshops. There is a good variety of dates and locations around the state. Materials have been distributed to the instructors. Communication with school districts and superintendents is going out Thursday, April 17. However, signup is now online on the MDE K-12 website as well as the MDE calendar. Scott is also considering using SharePoint to create a forum where instructors could post feedback (e.g., how long exercises lasted) and provide tips and tricks for other instructors.
- Members of the committee plan to submit a proposal for a jobs panel similar to last year as well as a K-12 session at the conference. We would like to have the K-12 session at the end of the day Thursday and invite local teachers to attend (free for just that session). Then they would be invited to stay and attend the exhibitor fair following the session. We are in discussions with the conference committee regarding the feasibility of this idea. We also want to extend invitations to staff and students from University of MN in Rochester. The committee also discussed incorporating high school students in the conference, but there is not a mechanism for this at the time.
- We hope to provide students ways to use technology and social media to connect during the conference (perhaps have an ArcGIS Online map that students could add themselves to - where they are from, what they are interested in, etc.). We will see how we could coordinate with the conference technology committee. Would this be something MnGeo (Norman Anderson?) be interested in taking on for the conference?
- There is a lot of support for continuing the open poster competition for students and the mentoring program.
- The committee is considering asking Ewald for statistics regarding how many students have attended the last few conferences so we can set attendance goals and track progress.
- There are ongoing discussions about a couple possible initiatives. One is a student ambassador program where past conference attendees / scholarship winners would travel to schools to promote the conference. The second is a grant program that would provide a limited number of conference registrations and/or shared hotel rooms for students. Both initiatives would require significant organization, and the committee is reviewing availability of resources to devote to those efforts.
- The committee discussed better utilization of the website for content that would benefit students and young professionals. If testimonials are obtained from previous scholarship winners, these could be posted on the scholarship competition page. The Educational Links page might be used to promote education and career development opportunities. This could include a calendar of upcoming workshops, networking events, career fairs, etc. A news feed component could be helpful for promoting upcoming events. The committee will work on some draft language to enhance this page.
- A draft charter will be developed and circulated among committee members for feedback and approval.

### Executive (Adam Snegosky)

- Did not meet this month, nothing new to report.

### Finance (Kyle Chester)

- No Report

### Networking Event Planning (Colin Lee)

- No Report

## Scholarship (Greta Bernatz)

- Greta Bernatz and Kyle Chester visited by phone regarding the Scholarship Committee budget Monday, March 24<sup>th</sup>.
- The committee met Monday, April 7<sup>th</sup> via conference call. Stacey Stark, Chad Martini, Kyle Chester, and Greta Bernatz attended.
- A question was raised about student eligibility for the community college competition. One school expressed difficulty finding students with 30 credits completed. Those students who earned enough credits usually graduated the spring prior to the conference, and it was difficult to entice them back for a fall competition. The school wondered if we could reconsider the eligibility requirement for the community college competition. The committee decided that students at two-year colleges should not have the same credit requirements as those at four year colleges. The language is going to be revised for clarification. The participating two year colleges are going to be consulted to determine an appropriate credit requirement.
- The committee decided to include Gustavus Adolphus College in the undergraduate competition since they meet the eligibility requirement by offering a GIS minor. Anoka Ramsey Community College has not competed over the last several years and has not returned emails. There is no longer evidence of a GIS program on their website. Normandale Community College was suggested as a possible participant, but they currently only offer one GIS course, which does not meet the current eligibility guidelines. It was suggested that the committee look into whether South Central Community College would be eligible and/or interested in participating.
- There was much discussion about how to include more schools in the scholarship competition while still maintaining some standards as to what is considered a GIS scholar. Currently a school has to have a GIS major or minor or 12 GIS credits embedded in another degree. There are only two two-year colleges that have participated recently in the poster competition. It would be nice to have more competing for that prize; however, few two-year colleges have significant GIS course offerings to make them eligible under the current guidelines. There was discussion about whether to include GIS certificates, but the committee felt they might be included using the 12 credit rule. If certificates are included, students might participate who are primarily studying a different subject but taking some GIS courses to get the certificate. This could be seen as a good way to increase student involvement or it could be interpreted as a less robust competition. The committee was inconclusive at this time but will continue discussions. Other ideas mentioned included:
  - Organizing the competition by theme (e.g., programming, modeling/analytical, cartography)
  - Allowing students to compete across categories (and/or remove distinction between grad/undergrad competitions)
  - Reducing the prize for the two-year college poster competition (since only two schools are competing for it)
  - Expand the two-year college poster competition to any two-year college or four-year undergraduate school that does not qualify for the other competitions.
  - A draft charter for the scholarship committee will be written and distributed among committee members for review and approval.
  - The student eligibility was clarified to include current students meeting existing credit requirements or a student who has graduated since December of the year prior to the conference (December included). Only Minnesota schools are currently eligible.
  - The scholarship committee plans to meet again to continue discussions, likely in May.
  - Requests for student scholar nominees will be sent to the participating schools by April 21<sup>st</sup>.

### **Spring Workshops (Michelle Trager)**

- 8 half day workshops are scheduled for May 22<sup>nd</sup> at the University of Minnesota in Minneapolis.
- Jump Start ArcGIS Online and ArcGIS Server 10.1 and Beyond will also be offered remotely in Mankato and Duluth as well as in Minneapolis.
- Registration is open: [http://www.mngislis.org/events/event\\_details.asp?id=422686](http://www.mngislis.org/events/event_details.asp?id=422686)
- There are 24 people registered so far. Spread the word!

### **Utilities Interest Ad Hoc (Andy Schmidt)**

- The first meeting of the Utility Interest Ad Hoc Group was April 3<sup>rd</sup>
- Committee members included Ben Verbick (Logis), Dale Nikkola (MNDOT) Andy Schmidt (Great River Energy), and Jeff Grussing (Great River Energy)
- Elected chair was Andy Schmidt
- Discussion topics included:
  - A primary focus of the committee is to support and promote utility related GIS interests among the MN GIS/LIS Consortium membership.
  - Assist the Conference Sessions Committee with soliciting presentations, workshops, and vendors.
  - Goal is 6-8 speakers form an array of utility focused GIS uses
  - Areas include electric, gas, telcom, fiber, locating, subsurface, water, and municipal aspects
- Creation of the Committee Charter will be discussed at the next planed meeting date of April 29<sup>th</sup>

### **Governor's Commendation Ad Hoc (Ben Verbick)**

- No report this month

### **MnGeo (Dan Ross)**

- No report this month

### **Statewide Geospatial Advisory Councils (Gerry Sjerven)**

- No report this month

**Minnesota GIS/LIS Consortium**  
**Treasurers Report for March, 2014**  
**Date of Report: 04/17/2014**  
**Prepared by: Kyle Chester**

Account Status as of 03/31/2014

| <b>Account</b>      | <b>Balance</b>     | <b>Description</b>                             |
|---------------------|--------------------|--|
| General Fund        | 14,046.96          | Affinity Checking Account                      |
| Reserve Fund        | 35,125.28          | Affinity Savings Account                       |
| Accounts Receivable | 280.00             | Unpaid invoices                                |
| Other Assets        | 4,500.00           | Prepaid expenses, Inventory, undeposited funds |
| Accounts Payable    | 7.46               | Unpaid bills                                   |
| <b>Balance</b>      | <b>\$53,944.78</b> | <b>Total Assets</b>                            |
|                     |                    |  |
| Income              | 515.18             |  |
| Expenses            | 1,707.74           | See check detail                               |
|                     |                    |  |
| Scholarship Fund    | \$16,088.97        | Affinity savings account                       |
| Investment Account  | \$30,310.91        | As of 03/31/2014                               |

**Treasurer Comments:**

- Corrected where the scholarship dollars were pulled from last year

## March 2014

|                                    | <u>Mar 14</u>           | <u>Jan - Mar 14</u>     |
|------------------------------------|-------------------------|-------------------------|
| Ordinary Income/Expense            |                         |                         |
| Income                             |                         |                         |
| 4320 · Sponsorship Income          | 200.00                  | 600.00                  |
| 8042 · Interest Income             | 315.18                  | 322.87                  |
| Total Income                       | <u>515.18</u>           | <u>922.87</u>           |
| Gross Profit                       | 515.18                  | 922.87                  |
| Expense                            |                         |                         |
| 8041 · Credit Card Charges         | 13.87                   | 36.90                   |
| 8110 · Meeting Expenses            | 130.05                  | 182.93                  |
| 8150 · Postage and Delivery        | 0.00                    | 24.22                   |
| 8173 · Association Management      | 833.33                  | 2,499.99                |
| 8174 · Web Services                | 630.00                  | 630.00                  |
| 8176 · Rent/Storage                | 9.12                    | 22.80                   |
| 8178 · Telephone                   | 85.57                   | 186.91                  |
| 8212 · Office Supplies/Photocopies | 5.80                    | 33.85                   |
| Total Expense                      | <u>1,707.74</u>         | <u>3,617.60</u>         |
| Net Ordinary Income                | <u>-1,192.56</u>        | <u>-2,694.73</u>        |
| Net Income                         | <u><u>-1,192.56</u></u> | <u><u>-2,694.73</u></u> |