

AGENDA
MN GIS/LIS Consortium Board
Thursday, August 21st, 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

Action Items\New Business

- | | |
|--|--------------------|
| • Conference Committee Update | Hurley |
| • Expanded Consortium Booth | Freburg/Hurley |
| • Awards Committee Recommendations | Snegosky |
| • Additional Board Position – Past Conference Chair | Hurley |
| • Salary Survey | Hurley |
| • Future Conference Committee Update | Maas |
| • GISP Documentation | Sjerven/Richardson |
| • V-cube USA | Albrecht |
| • Open Data | Ross |
| • 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 1-888-875-1833

Participant code: 5696856553#

Board Chair: 8464166303#



Minnesota GIS/LIS Consortium
1000 Westgate Drive
Suite 252
Saint Paul, MN 55114
www.mngislis.org

Committee Reports – August 2014

Awards (Mark Kotz & Ben Verbick)

- Recommendations for annual awards will be presented as a board agenda item.

Communications & Outreach (Ben Verbick)

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

Conference (Kitty Hurley & Geoff Maas)

1. **Keynote Speakers:** *Thursday* – Kevin Mickey; *Friday* – Joshua Stevens.
2. **Food:**
 - Sponsored hot breakfast Thursday morning provided by Pro West & Associates.
 - Lunch: *Thursday* – Pork; *Friday* – Breakfast for lunch.
 - Additional options added to the vendor reception Thursday evening.
3. **Program:**
 - Preliminary Program available on the registration and conference website pages.
 - Final Program wording needed by August 29th.
4. **General Registration:** Available to all attendees through all payment options.
5. **Salary Survey:** Presenting on Friday before the membership (*additional discussion in a separate board agenda topic*).
6. **Student Assistantship Program:**
 - There were 4 applicants from different institutions, all of which were accepted by the Conference Chairs.
 - All students will receive complimentary registration and a shared hotel room in exchange for their assistance at the conference.
 - The students will be sponsored in full by WSB & Associates.
7. **Workshops:**
 - There are 15 workshops with a wide range of topics and skill levels.
 - The committee has created a Google Docs document for student moderators.
8. **Sessions:** There are 37 confirmed sessions with 86 accepted abstracts by the committee and presenters.
9. **Facilities:**
 - *On-Site Signage:*
 - Signage has been specifically designed for sessions.
 - Specialized signage has been designed for K-12 teachers, the Thursday K-12 session and directing the teachers to the vendor reception.
 - All signage will include social media information including hashtags.
 - *Exhibitor Booths:* Booths are being assigned based on registration date and vendor requests. The MN GIS/LIS booth will have two tables to accommodate the teachers and give us more room than at previous conferences.
10. **Technology:**

- *Web Maps:* There are 7 confirmed web maps.
- *Geolounge:* Relocated the Geolounge to the Ballroom, a room that is double in size to last year's location.
- *Vendor Demonstration Area:* A sign-up sheet will be available on-site to vendors for their use to demonstrate software, tools, maps, etc. at their discretion.
- *Interactive AGOL/Mobile Map:* Will be available at the conference, currently researching options to provide an editable service hosted by MN.IT @ DNR staff.

11. Entertainment:

- *Wednesday Welcome Networking Event:* Rochester Art Center from 6:00 – 9:00 p.m., Cash Bar, Piano available to all attendees.
- *Thursday Evening Tailgate Social Event:* Mayo Civic Center Ballroom (using part of the Geolounge, including furniture) from 7:15 – 11:00 p.m. to showcase the Vikings vs. Packers game on multiple TV screens. Snacks will be available with pizza near halftime. Admission cost: \$10; Admission plus mug cost: \$20. All proceeds will be part of the scholarship fund.

12. Awards: There are 3 nominees – 1 lifetime, 2 Polaris recipients (*Their acceptance is pending board approval*).

13. User and Regional Groups: The user and regional group option is included as a text option in registration, as opposed to having conference committee members contact registrants directly. The user and regional group information will be included in the final program.

14. Posters: There are 14 confirmed posters.

15. Education:

- *Mentor Program:* Contacting past mentors and schools that includes information on participation in the program.
- *K-12 Participation:* A panel session is being offered on Thursday afternoon and afterwards will bring in teachers to the vendor reception.

Database & Web (Gerry Sjerven & Bart Richardson)

- No Report

Education (Greta Bernatz & Scott Freburg)

- The education committee met for a conference call Wednesday, August 6th from 1pm to 2pm. Kiah Sagami, Brandon Keinath, Scott Freburg, Greta Poser, and Andrew King-Scribbins attended. Brandon Keinath was added to the Education Committee.
- Teacher Training Update – There were 325 teachers registered, and just over 200 attended workshops (~65%). There were originally 42 scheduled. 35 were held after some were cancelled due to low enrollment. Participation was lower in the southeast part of the state and higher in the north part of MN. Scott followed up with an email to all registered teachers with the teacher materials and links to additional resources. He copied the education committee and all workshop hosts on this email. There will likely be additional workshops next summer, but the goal will be fewer workshops with higher participant numbers (consolidated locations). There is also consideration of a more intense training opportunity for teachers similar to the 4-day workshop Esri provides.

- Webpage Content – The committee is working to update information on the K-12 Links webpage and language for the Educational links landing page.
- GeoFest – This is a day-long professional development event for K-12 social studies teachers. It will be held October 11 at Macalester College. Scott requested two booths – one for MDE and one for MN GIS/LIS, which was approved. Scott is interested in providing an interactive data collection experience for teachers using the ArcGIS App and ArcGIS Online. It might be nice to have someone else at the booth to help teachers get started and answer questions. Last year at the booth there were lots of questions from teachers about how to get started. This year, there should be more resources for teachers. Those at the GIS/LIS booth last year were making a list of ways the consortium could help teachers. The GeoMentor and getSTEM programs were mentioned as ways GIS professionals can connect with school districts to provide assistance. The GIS/LIS could use our channels to promote these programs.
- Conference Related Topics
 - Mentor Program – will solicit mentors/mentees starting in late August
 - Poster Competition – Submissions are still being accepted.
 - Jobs Panel – The panel discussion titled “Finding, Applying for and Interviewing for Jobs in GIS” was assigned to Session 38: Students & Young Professionals on Friday, October 3, 2014 from 10:30 a.m. - 12:00p.m.
 - Thursday Teacher Session and Event – The panel discussion titled “K-12 Educator Presentations and Support” was assigned to Session 18: K-12 Education on Thursday, October 2, 2014 from 3:30 p.m. - 5:00 p.m. Scott will be inviting teachers. Geoff has created signage. We ask that part of the MN GIS/LIS booth be used for a place where teachers could follow-up with additional questions during the vendor reception.
 - Student Assistant Program – The committee was updated on the student assistant program.
 - Student Networking at Conference (social media, online map) – We continue to work with the conference technology committee to look for ways students can network at the conference using technology. The education committee proposed adding a layer to the conference ArcGIS Online map being developed that would allow students (and perhaps other conference attendees) to add themselves to the map with some information about where they are from, what they do, GIS interests, etc. The technology committee is determining if an editable layer will be possible due to permissions restrictions. There was also a suggestion that there be a time specified for students to meet-up in the GeoLounge. Maybe there could be twitter hashtag for students to use as another way to connect.
 - Fundraising Ideas – The education committee was updated on plans for the Thursday night networking event.

Executive (Adam Snegosky)

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

Finance (Kyle Chester)

- No Report this month

Future Conference (Geoff Maas)

- Update during regular board meeting.

Networking Event Planning (Colin Lee)

- No Report this month

Scholarship (Greta Bernatz)

- Of the all the eligible schools, scholar names have been provided for 13 of 14 spots. The remaining school is still planning to participate and has been notified of upcoming deadlines for submitting information for the conference program.
- Of the 13 selected students, 10 plan to participate in the scholarship competition. One is undecided and has been notified that she will need to decide this week to be included in the conference program.
- Selected students were contacted with information about the scholarship program and asked to provide their biography, project title, and abstract for publishing in the conference program. All necessary information has been received pending one undecided student and the school who has not yet sent their student's name or contact info.
- A request for scholarship competition judges will be made within the week. Former judges will be contacted directly and an e-announcement will be written. Social media might be used as well.
- The scholarship committee is investigating the remaining t-shirt supply and use of funds to order additional t-shirts for fundraising purposes. There is \$400 in the scholarship committee budget for this. Unless otherwise recommended, the t-shirt design would stay the same as last year.

Spring Workshops (Michelle Trager)

- Did not meet.

Utilities Interest Ad Hoc (Andy Schmidt)

- No Report this month

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 June, 2014
Date of Report: 08/20/2014
Prepared by: Kyle Chester

Account Status as of 06/30/2014

Account	Balance	Description
General Fund	23,540.77	Affinity Checking Account
Reserve Fund	35,134.04	Affinity Savings Account
Accounts Receivable	0	Unpaid invoices
Other Assets	4,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	3,781.17	Unpaid bills
Balance	\$58,393.10	Total Assets
Income	7,758.85	
Expenses	6,183.62	See check detail
Scholarship Fund	\$12,928.53	Affinity savings account
Investment Account	\$30,756.69	Schwab Managed Portfolio

Treasurer Comments:

June 2014

	<u>Jun 14</u>
Ordinary Income/Expense	
Income	
4320 · Sponsorship Income	0.00
5001 · Income from Fundraising Events	0.00
6300 · Spring Workshop Registrations	300.00
6310 · Honorariums Donated	1,200.00
7300 · Fall Conference Registrations	75.00
7301 · Fall Conference Exhibitors	5,740.00
8042 · Interest Income	3.85
8850 · Other Income	440.00
Total Income	<u>7,758.85</u>
Gross Profit	7,758.85
Expense	
4117 · Food/Catering	56.34
6115 · Facility Rental - SW	250.00
6117 · Food & Beverages	1,161.37
6125 · Honoraria	2,400.00
6183 · Travel/Lodging	528.00
8041 · Credit Card Charges	149.59
8050 · Scholarship Award	0.00
8110 · Meeting Expenses	-33.63
8150 · Postage and Delivery	0.00
8160 · Printing and Reproduction	7.65
8173 · Association Management	833.33
8174 · Web Services	776.00
8176 · Rent/Storage	4.56
8178 · Telephone	50.06
8212 · Office Supplies/Photocopies	0.35
8230 · Insurance	0.00
Total Expense	<u>6,183.62</u>
Net Ordinary Income	<u>1,575.23</u>
Net Income	<u><u>1,575.23</u></u>

Minnesota GIS/LIS Consortium
Treasurers Report for July, 2014
Date of Report: 08/20/2014
Prepared by: Kyle Chester

Account Status as of 07/31/2014

Account	Balance	Description
General Fund	13,650.17	Affinity Checking Account
Reserve Fund	35,137.02	Affinity Savings Account
Accounts Receivable	0	Unpaid invoices
Other Assets	4,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	127.79	Unpaid bills
Balance	\$53,414.98	Total Assets
Income	1,568.98	
Expenses	7,802.22	See check detail
Scholarship Fund	\$12,929.53	Affinity savings account
Investment Account	\$30,756.69	Schwab Managed Portfolio

Treasurer Comments:

July 2014

	<u>Jul 14</u>
Ordinary Income/Expense	
Income	
4320 · Sponsorship Income	0.00
5001 · Income from Fundraising Events	0.00
6300 · Spring Workshop Registrations	0.00
6310 · Honorariums Donated	0.00
7300 · Fall Conference Registrations	225.00
7301 · Fall Conference Exhibitors	1,340.00
8042 · Interest Income	3.98
8850 · Other Income	0.00
Total Income	<u>1,568.98</u>
Gross Profit	1,568.98
Expense	
4117 · Food/Catering	0.00
6115 · Facility Rental - SW	0.00
6117 · Food & Beverages	0.00
6125 · Honoraria	0.00
6183 · Travel/Lodging	0.00
7040 · Administrative Fees	6,250.00
7183 · Travel & Lodging	96.10
8041 · Credit Card Charges	162.51
8050 · Scholarship Award	0.00
8110 · Meeting Expenses	286.60
8150 · Postage and Delivery	6.47
8160 · Printing and Reproduction	0.00
8173 · Association Management	916.67
8174 · Web Services	26.00
8176 · Rent/Storage	4.56
8178 · Telephone	50.31
8212 · Office Supplies/Photocopies	3.00
8230 · Insurance	0.00
Total Expense	<u>7,802.22</u>
Net Ordinary Income	<u>-6,233.24</u>
Net Income	<u><u>-6,233.24</u></u>