

# **MN GIS/LIS Consortium**

## **Meeting Agenda**

December 17, 2015

1:00 pm – 3:00 pm

Type of Meeting: 2015 Board of Directors

Meeting Location: Ewald, 1000 Westgate Drive, St. Paul, MN 55114, Suite 252

Dial in: 1-888-875-1833, Participant Passcode: 5696856553#, Moderator: 8464166303#

Meeting Facilitator: Heather Albrecht, Board Chair

Invitees:	Past Chair: Adam Snegosky	Private Sector: Brandon Tourtelotte
	Chair-Elect: Tami Maddio	Local Government: Michelle Trager
	Treasurer: Brian Udell	Conference Chair: Gerry Sjerven
	Secretary: Catherine Hansen	Conference Chair-Elect: Ryan Stovern
	Higher Education: Greta Poser	Past Conference Chair: Kitty Hurley
	At-Large: Scott Freburg	MnGEO Ex-Officio: Dan Ross
	State Government: Zeb Thomas	MnGAC Ex-Officio: Gerry Sjerven

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|---|----------|
| I. Call to order  | Albrecht |
| II. Roll call   | Albrecht |
| III. Approval of meeting agenda & Committee reports             | Albrecht |
| IV. Review action items & Approval of minutes from last meeting | Hansen   |
| V. Review & Approval of Treasurers report                       | Udell    |
| VI. Open Issues/New business                                    |          |
| a) Board election results                                       | Maddio   |
| b) Policy manual changes  | Albrecht |
| c) Networking Committee Charter                                 | Thomas   |
| d) Mobile website   | Sjerven  |
| e) National Geospatial Data Act                                 | Ross     |
| f) WLIA Update  | Sjerven  |
| g) Bemidji Board Retreat  | Maddio   |
| h) Other issues/ Ewald round robin                              |          |
| VII. Adjournment  |          |

## VIII. Committee Business Summary Reports

a) Awards	Mark Kotz
b) Communication	Kitty Hurley
c) Conference	Gerry Sjerven
d) Database & Website	Gerry Sjerven
e) Education	Greta Poser/Scott Freburg
f) Executive	Heather Albrecht
g) Finance	Brian Udell
h) Future Conference	Ryan Stovern/Adam Snegosky
i) Networking	Colin Lee/ Josh Gumm
j) Scholarship	Greta Poser
k) Spring Workshops	Michelle Trager/Ryan Stovern
l) Ad Hoc, Utilities	Brandon Tourtelotte/Andy Schmidt
m) Ad Hoc, UMGEOCON	Heather Albrecht
n) Ad Hoc, K-12 Database	Scott Freburg
o) Ad Hoc, WLIA	Ryan Stovern

# December 2015

## UM GeoCon 2016 Ad-Hoc Committee Updates

### 1) Conference website is live

- a) Many sections are complete, others still under construction

### 2) Press Release and call for presentations have gone out

- a) A lot of buzz created by the PR
- b) Call for vendors and sponsors will go out very soon
- c) Rough/'skeleton' agenda is live on the site
- d) Ambitious goals and deadlines have been set (working hard!)

### 3) Meetings

- a) Full committee has been meeting approx. biweekly
- b) 4 subcommittees are active and have been meeting ad-hoc

## Communications & Outreach Committee Updates

### 1) Posted Content to Social Media (*Facebook, Twitter & LinkedIn*)

Manual postings:

- b) Give to the Max Day (11/12)
- c) Congratulate poster winners (link to winner document)
- d) Surly networking event (11/16)
- e) Pro-West AGOL video (*retweet*)

### 2) Social Media Update

- a) Social Media Statistics Update:
  - i) Twitter – **289** followers (up 8)
  - ii) Facebook – **172** likes (up 6)
  - iii) LinkedIn – **930** members (up 1)
    - (1) Action required: Need to update e-mail address connected to LinkedIn Account, [linkedin@mngisllis.org](mailto:linkedin@mngisllis.org)

### 3) Implementing Governance & Plan

- c) Implemented LinkedIn six-month waiting period rule, approving member requests without warning messages back to June 2015.
- d) Several more recent membership requests in the queue look legitimate – reminder: if any member knows a person in the queue, they can ask for expedited approval.

# **MN GIS/LIS Scholarship Committee Report**

- 1) Scholarship checks were mailed November 20<sup>th</sup>. One student reported not receiving his. Ewald was notified, and Greta will follow-up as needed.

**Minnesota GIS/LIS Consortium**  
**Treasurers Report for October, 2015**  
**Date of Report: 12/16/2015**  
**Prepared by: Brian Udell**

Account Status as of 11/30/2015

<b>Account</b>	<b>Balance</b>	<b>Description</b>
General Fund	64,177.34	Affinity Checking Account
Reserve Fund	35,183.95	Affinity Savings Account
Accounts Receivable	4,565.00	Unpaid invoices
Other Assets	1,500	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	147.37	Unpaid bills
<b>Balance</b>	<b>105278.92</b>	<b>Total Assets</b>

Income	\$23,725.56	
Expenses	\$82,363.04	See check detail

Scholarship Fund	20,512.30	Affinity savings account
Investment Account	\$31,483.29	Schwab Managed Portfolio (as of 07/31/2015)

**Treasurer Comments:**

With conference registrations exceeding projections by about \$20k, and product revenue by over \$7k, the consortium is poised to finish the year comfortably above the projected income amount.

A \$675 discrepancy in line item 7300 and a \$670 discrepancy in line item 7301. Net error \$5.

Cash deposit of \$240 for the merch sales at the Surly event was logged as interest income, I changed that

**Proposed Policy Changes to the MN GIS/LIS Committees:**

**Require a board member to sit on each committee:**

1. Require a board member sit on each committee.
2. Require treasurer to sit on all committees with a budget.

**Requiring communication and repercussions if failure has occurred:**

1. Requirement that Committee Chair provides monthly status reports. If the committee chair does not fulfill commitment to clear communication with board via committee reports, the responsibility for the report defaults to the committee's board representative.
2. Develop clear guidance for committee reports, including whether they are they required every month and examples of what should be included (e.g., if the committee met, meeting attendance, decisions made by committee, expenditures, communications with membership and public, actions requiring board approval, etc).
3. The board member co-chair requirement would only kick in if committee reports are not filed monthly, failure to apply for grant funds, and/or disrespectful communication or any situation where more board involvement is needed. This will require a majority vote from the board of directors.

**Limits to spending authority:**

1. Allow very few people have any spending authority, ability to sign checks, as a way to control expenditures (Board Chair, Treasurer, Conference Chair, and Conference Chair Elect.)
2. All committee financial budgets and expenditures need to be approved by the Board.
3. Requirement that all Consortium sponsored events are approved through the events grants process. (With the exception of the Conference and Workshops)
4. The event approval can occur at any monthly board meeting, at least one month prior to the event. (With the exception of the Conference and Workshops)
5. Committees may participate in fundraising for events and event grants on behalf of the Consortium, to increase the events and event grant budget.
6. Grants cover the cost of events, so that all money received for admission fees for attending events goes to the scholarship fund. (With the exception of the Conference and Workshops)

## *MN GIS/LIS Committees Discussion*

### **Consortium communication e-announcement/social media:**

1. An event cannot be advertised until the board has approved the grant.
2. All communications going out on behalf of the organization need to be approved by one or more members of the executive committee.



## MINNESOTA GIS/LIS CONSORTIUM

### Networking Committee:

### Purpose, Goals and Composition (DRAFT)

*As per Article IV, Sections 4.1 and 4.2 of the Minnesota GIS/LIS Consortium's bylaws, the Board of Directors creates a 'Scholarship Committee' and under Article IV, Section 4.3 appoints a chair to direct and maintain the committee. The following items delineate the purpose, goal and composition of the Committee.*

#### **Item 1) Purpose:** *The purpose of the Networking Committee is to:*

- Organize and plan networking events for GIS professionals to stay connected and make new connections;
- Create opportunities for GIS students, recent graduates, or young professionals to meet people currently working in the GIS field;
- Maintain events budget.

#### **Item 2) Goal:** *The goals of the Networking Committee are to:*

- Hold a wide variety of networking events that allow GIS professionals to remain connected throughout the year;
- Recruit vendor sponsors to help augment the budget of committee events and connect potential employers to GIS professionals;
- Provide income to the scholarship fund through reasonable attendance fees (when appropriate) that will still make events open to a wide variety of GIS professionals;
- Demonstrate to the Consortium's membership that its budget is used effectively towards the purposes of the committee and the mission of the Consortium.

#### **Item 3) Composition:** *The composition of the Networking Committee.*

*The Committee shall be led by a chair; which shall be an elected Board member unless the Board chooses otherwise or members of the Board are unable to serve. The Committee shall be composed of Board members and the general Consortium membership at the direction and discretion of the Board of Directors.*

#### **3.1) Role of Networking Committee Chair**

- Convene and organize meetings and/or conference calls of the Committee;
- Prepare and deliver monthly reports on the Networking Committee activities to the Consortium Board of Directors;



- Maintain an up-to-date archive of Networking Committee documents on Project Portal;
- Prepare and manage an events budget to be reviewed and approved by the Board through the Consortium's grants process;
- Documentation and reporting on the proceedings of meetings of the Networking Committee.

**3.2: Role of Networking Committee members:**

- To meet or convene as needed or directed by the Networking Committee Chair;
- To help plan and organize events in support of the Networking Committee's goals, including surveys, facilities, marketing/advertising, budget, recruiting speakers and sponsors, and collecting admission fees;
- Other relevant tasks and duties as assigned by the Networking Committee Chair.