

AGENDA
MN GIS/LIS Consortium Board
Thursday, May 15th, 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

- | | |
|--|----------|
| • Spring Workshop Update | Trager |
| • Conference Committee Update | Hurley |
| • Future Conference Location Update | Maas |
| • Scholarship Committee Budget Review/Approval | Bernatz |
| • 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.mngis.org

Committee Reports – May 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)

- **Speaker Update**
 - Jack Dangermond and Frank Jacobs are unable to attend
 - Pursuing Greg Babinski, King County (WA) and Jonathan Lewin, Chicago Police
- **Sponsor/Exhibitor Brochure and Registration**
 - Brochure and fax and snail mail registration is open
 - Online registration opens next week
- **Justification Letter**
 - To be listed on the website once registration opens in late June or early July
- **Square (Credit Card Reader)**
 - On-site registration
 - Booth merchandise purchases
- **Pre-Conference Workshops**
 - 3-4 workshops lined up
 - Seeking new workshop instructors
- **Call for Presentations/Abstract Submission**
 - Now open!
 - Web maps submission is a new abstract option
 - Abstract deadline is June 27th
 - Seeking new presenters
- **Vendor Technology Demonstration Area**
 - Located in the Exhibit Hall
- **Thursday Evening Event**
 - Off-site location
 - Informal event
 - Working with the Rochester Visitor Bureau
- **Student Assistant Program**
 - Selected students receive registration, lodging and a mentor in exchange for volunteering
 - Exhibitors/Sponsors will fund the program
 - At a minimum, one student will be funded
- **Raising Scholarship Funds**
 - Wednesday and Thursday events
 - Additional opportunities being investigated
- **Food Tasting**

- Adam and Kitty to visit and test food and view facilities and off-site locations. Do others have interest in attending in Rochester?

Database & Web (Gerry Sjerven & Bart Richardson)

- No Update

Education (Greta Bernatz & Scott Freburg)

- The education committee did not meet. The next meeting is scheduled for Monday, May 19th from 10am to 11am.
- A draft charter was written and uploaded to the Education Committee folder on the Project Portal. It was also distributed among committee members for review. It will be discussed at the next meeting.

Executive (Adam Snegosky)

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

Finance (Kyle Chester)

- No Report

Future Conference (Geoff Maas)

- **Vendor/Attendee Survey Finalization and Dispersal:**
 - Finalize the Survey Questions, **please comment and contribute** if you would like additional questions added!
 - Determine method and timing of survey dispersal (I believe the Consortium has a Survey Monkey account we can make use of);
 - Determine ***who will convert our questions into an electronic survey*** and ensure they are dispersed; (*Conference Chair Kitty Hurley and I have been working diligently on a full attributed and updated vendor list (past 3 conferences) which will be helpful*)
 - Results collection and analysis;
- **Confirmation of Computer Lab Availability @ Bemidji State**
 - Update from Jen Ward on availability of BSU's computer/GIS lab for 'hands on' sessions.
- **Finalization of 2017-18 Conference Requirements**
 - Documentation of what our needs are for the 2017-18 conference cycle (*with the input gathered from the surveys*)
 - With these in hand we can approach vendors in Bemidji and determine if they can meet our requirements.

Networking Event Planning (Colin Lee)

- Spring workshop event –
 1. Will be held at Stub & Herbs (all known venues on west bank were booked or too expensive)
 2. I will be dropping off fliers with event details, directions, and how to use the campus connector the morning of the workshops. I'll make these and a short cue card available for the moderators. Hopefully it won't be an issues to add this event to their announcements.

- What I'll need from the consortium for this event –
 1. Credit card number and expiration date to pay for the light appetizers we are providing.
- Summer event –
 1. This is on the agenda to discuss at our next meeting.
- Fall event –
 1. In contact with Summit Brewery and brainstorming speaker/educational component for the event.
- Aside from this I have a few questions –
 1. The conference call numbers I had been using no longer seem to be working. Have they changed? If so, would you please forward them to me.
 2. I'd like to have the event and evite link added to the facebook page. Who do I contact for this?

Scholarship (Greta Bernatz)

- A scholarship committee budget was created (Agenda item). There is some uncertainty about the exact methods of fundraising that will occur at the conference this fall; however, the conference committee and scholarship committee are both working on fundraising ideas.
- A draft charter for the scholarship committee is in the process of being written and will be distributed among scholarship committee members by May 19th for review.
- Changes or clarifications for this year's competition include:
 - Gustavus Adolphus College was added to the undergrad competition.
 - For this year the number of required credits for community college students was set to 15. We will work with the two community colleges to set an appropriate credit requirement for future years.
 - The eligibility requirements for the schools (12 GIS credits or a GIS degree major/minor) were maintained, but the committee will continue discussions for how to involve more schools in the future. For this year we will promote the open poster competition as a way for non-scholarship eligible schools to participate.
- Requests for student scholar nominees were sent to the participating schools. Schools were asked to submit the name and contact information of their student scholar by May 16th. Two have been received as of May 13th.

Spring Workshops (Michelle Trager)

- 8 half day workshops are scheduled.
- 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 still open: http://www.mngis.org/events/event_details.asp?id=422686
- We are working on final details this week for the workshops next Thursday.
- There are 50 people registered so far for 77 half day workshops.

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, reports will be done quarterly.

Statewide Geospatial Advisory Councils (Gerry Sjerven)

- No report this month

Minnesota GIS/LIS Consortium
Treasurers Report for April, 2014
Date of Report: 05/15/2014
Prepared by: Kyle Chester

Account Status as of 04/30/2014

Account	Balance	Description
General Fund	21,184.57	Affinity Checking Account
Reserve Fund	35,128.17	Affinity Savings Account
Accounts Receivable	280.00	Unpaid invoices
Other Assets	4,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	20.02	Unpaid bills
Balance	\$57,022.72	Total Assets
Income	4,730.02	
Expenses	1,943.56	See check detail
Scholarship Fund	\$11,726.57	Affinity savings account
Investment Account	\$30,756.69	Schwab Managed Portfolio

Treasurer Comments:

- Having Ewald look into recurring Accounts Receivable

April 2014

	<u>Apr 14</u>	<u>Jan - Apr 14</u>
Ordinary Income/Expense		
Income		
4320 · Sponsorship Income	200.00	800.00
5001 · Income from Fundraising Events	125.00	125.00
6300 · Spring Workshop Registrations	4,380.00	4,380.00
8042 · Interest Income	25.02	347.89
Total Income	<u>4,730.02</u>	<u>5,652.89</u>
Gross Profit	4,730.02	5,652.89
Expense		
8041 · Credit Card Charges	14.49	51.39
8050 · Scholarship Award	76.66	76.66
8110 · Meeting Expenses	12.97	195.90
8150 · Postage and Delivery	2.16	26.38
8173 · Association Management	833.33	3,333.32
8174 · Web Services	0.00	630.00
8176 · Rent/Storage	0.00	22.80
8178 · Telephone	93.55	280.46
8212 · Office Supplies/Photocopies	10.40	44.25
8230 · Insurance	900.00	900.00
Total Expense	<u>1,943.56</u>	<u>5,561.16</u>
Net Ordinary Income	<u>2,786.46</u>	<u>91.73</u>
Net Income	<u><u>2,786.46</u></u>	<u><u>91.73</u></u>