

MN GIS/LIS Consortium

Meeting Agenda

November 19, 2015

10:00 am – 12:00 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

- | | |
|---|-----------------|
| 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 Elections/Treasurer | Maddio/Albrecht |
| b) WLIA Conference Booth/Presentation | Stovern |
| c) Subcommittee Policy/Issues | Albrecht |
| d) Communications Policy/Issues | Hurley |
| e) General Policy Changes | Albrecht |
| f) UMGEOCONN Ad-Hoc Committee | Albrecht |
| g) Conference Wrap Up | Sjerven |
| h) 2016 Board Retreat | Madio |
| i) Holiday Meeting | Albrecht |

j) 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, Governor's Commendation | Ben Verbick |
| n) Ad Hoc, K-12 Database | Scott Freburg |

November 2015 Committee Reports

Communications & Outreach

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

Manual postings:

- a) 5k Fun Run/Walk registration final call
- b) Remember our colleagues at the conference
- c) Final call on pre-conference workshops
- d) Announcement of shirts and mugs
- e) Tuesday evening event (*on-site*)
- f) Day 1: Pre-Conference workshops (*on-site*)
- g) Wednesday keynote (*on-site*)
- h) Opening keynote (*on-site*)
- i) 5k Fun Run/Walk (*on-site*)
- j) Teachers attending Educator Day (*on-site*)
- k) Open positions on the Board of Directors
- l) Surly Networking Event
- m) Give to the Max Day
- n) Matt Koukol Polaris Award Winner (*retweet*)

1) Social Media Update

- a) Social Media Statistics Update:
 - i) Twitter – **281** followers (up 51)
 - ii) Facebook – **166** likes (up 20)
 - iii) LinkedIn – **929** members (up 3)

2) Implementing Governance & Plan

- a) Implemented LinkedIn six-month waiting period rule, approving member requests without warning messages back to February 2015.
- b) 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 Education Committee Report – November 2015

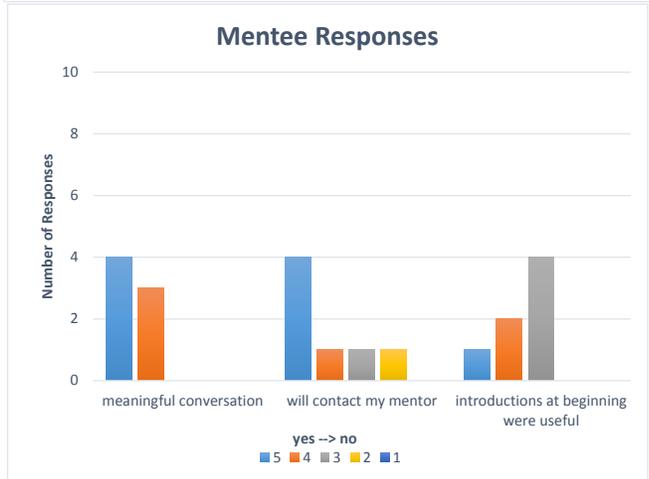
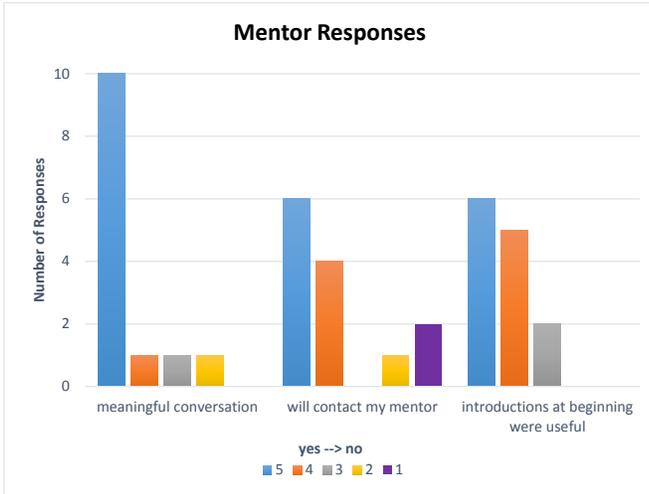
- Resumes received at the conference were distributed among reviewers. There were 7 resumes received. All feedback should have occurred in the two weeks following the conference. An email was sent to students to confirm that feedback was received.
- There were 16 mentor/mentee pairs at the conference. Stacey sent a follow-up survey. Feedback was positive.
- There were 57 K-12 teachers that signed up for the Wednesday Educator Day and 52 that attended. Other than a few Wi-Fi glitches and not knowing having good signage for the K-12 booth in the AM, the day went very well. Teachers responding to an informal survey provided positive remarks.
- The job board was not well announced or easy to find.
- The tally and announcement for the student (and general) poster winner needs to be better planned for next year.
- Charlie Fitzpatrick provided glowing remarks on efforts to partner GIS professionals and K-12 teachers. We are moving in the right direction to help further GIS education in Minnesota.

MN GIS/LIS Scholarship Committee Report – November 2015

- Scholarship (and student poster) winner information was sent to Ashley for generating and mailing the checks. Students awarded \$500 or more were asked to call Ashley with their social security number for tax purposes.
- Scholarship competition winners were announced and judges were recognized in an eannouncement. An article for the blog is being written.
- Certificates were mailed to scholars not in attendance during the awards presentation at the conference.
- Give to the Max Day was advertised through an eannouncement and on social media.

2015 Mn GIS/LIS Conference Mentor Program Summary

16 mentor / mentee pairs



Mentee
Ensure mentors are available as noted in the mentorship program.
I was fortunate enough to have my mentor spend extra time with me outside of the allotted time we had together to go through the topics I had given him prior to the conference. If my mentor hadn't gone above and beyond, however, I think more scheduled time would be beneficial. We did not have much of an opportunity to talk over lunch either due to the awards ceremony.
More time to spend with mentor felt rush.
Mentor
I think just having available is good enough. Last year it only went so so, but this year it went awesome. I even picked up another student at the lunch who didn't know about the mentor program!
I think this is a great program and definitely appreciate the "match making". I don't have much to suggest for improvement, perhaps list the interests of the mentees and mentors so they have some conversation launching points?
I'm pretty happy with the program and look forward to keeping up with my mentee and meeting a new one next year!
Its going great! Keith
No real comments - I thought it was great.
The conference schedule seemed so busy that it made it difficult to find time to have a good conversation with my mentee. I think rather than having a mentor or being a mentee, it would be cool to have a speed dating type hour, or full session. If you timed it during the session before the social, it would allow mentor/mentees to continue the discussion during the social if they do not have time during the speed dating session.
This was my first time participating and I thought you did a great job of organizing this event. I like that we were able to be in contact before the conference. One thought would be to have an option maybe for the vendor reception for an opportunity to connect. Especially for those students participating in the presentations.
Thanks for doing this!



Conference Committee – November 2015 (Gerry Sjerven & Ryan Stovern)

1. A big thank you to everyone involved in the planning of the 2015 MN GIS/LIS Annual Conference. Conference survey results are available for review on the Google Doc:
<https://drive.google.com/open?id=0BxPmlrOFy5PISHRtZGNYbGFWZ2s>
2. **Budget**
 - a. Conference Budget is tracking on budget, as of November 18, we still had 23K outstanding.
3. **Subcommittee Reports**
 - a. **Keynote Speakers**
 - i. **Recap:**
 - ✓ Jack Dangermond's presentation ran a little long. General feedback on both keynotes has been positive.
 - ii. **2016 Improvement:**
 - ✓ Make additional house-keeping announcements before/after the opening plenary session.
 - ✓ Work with Ewald on potential advertisement/marketing items.
 - ✓ Review the Thursday morning timeline to determine if the opening keynote could be shortened to make more time for the mentor programs.
 - b. **K-12**
 - i. **Recap:**
 - ✓ Attendee feedback was positive; would like to pursue at future conferences.
 - ii. **2016 Improvement:**
 - ✓ Put the K-12 check-in desk where the Visit Duluth table was located in 2015. Secure additional volunteers to assist with teacher check-in.
 - ✓ Identify other streams of sponsorship in order to continue with this program.
 - c. **ESRI HOLL**
 - i. **Recap:**
 - ✓ Well attended for the inaugural year.
 - ii. **2016 Improvement:**
 - ✓ Send a second instructor for the 2016 event.
 - ✓ Place tables on the perimeter.
 - ✓ Larger signage outside the room.
 - d. **Pre-Conference Workshops**
 - i. **Recap:**
 - ✓ Record high participation.
 - ✓ 8- AM Half Day Workshops
 - ✓ 8- PM Half Day Workshops
 - ✓ 1- Full Day Workshop
 - ✓ *10 workshop in total reached full registration (indicated by *)*
 - ✓ **Total Workshop Registration: 324**
 - a. **AM Workshop Registration:**
 - i. **WK0002-19**
 - ii. **WK0003- 9**
 - iii. **WK0004- 19**
 - iv. **WK0005- 20***
 - v. **WK0006- 26***
 - vi. **WK0007- 26***
 - vii. **WK0008- 26***

- viii. *WK0009- 16*
 - b. **PM Workshop Registration:**
 - i. *WK0011- 10*
 - ii. *WK0012- 15*
 - iii. *WK0013- 20**
 - iv. *WK0014- 16**
 - v. *WK0015- 27**
 - vi. *WK0016- 25**
 - vii. *WK0017- 10*
 - viii. *WK0018- 25**
 - c. **Full Day Workshop Registration:**
 - i. *WK0019-15**
 - ii. **2016 Improvement:**
 - ✓ Stronger WiFi needed.
- e. **Conference Sessions**
 - i. **Recap:**
 - ✓ Some rooms were a little overcrowded.
 - ✓ Positive comments on metadata sessions.
 - ii. **2016 Improvement:**
 - ✓ Make use of Harbor side rooms.
 - ✓ Add more chairs to rooms with more available space. Review where certain sessions are placed so that potentially popular topics are placed in larger rooms.
 - ✓ Add more "How-To" tracks.
- f. **Facilities/Technology**
 - i. **Recap:**
 - ✓ Facility staff was quick to respond to issues.
 - ✓ There were WiFi issues throughout.
 - ii. **2016 Improvement:**
 - ✓ Update the budget to include higher internet speed.
 - ✓ Create a large facility map to put in the lobby/commons area, and indicate room names.
 - ✓ Create more 11½ x17 room signs.
 - ✓ Have the DECC print more directional partitions.
 - ✓ Include room locations on the conference webmap.
- g. **Entertainment**
 - i. **Recap:**
 - ✓ RSVP numbers were higher than actual turnout on a number of events; especially Tuesday night event at Canal Park Brewery.
 - ✓ Feedback was positive about the Thursday Brew Review.
 - ii. **2016 Improvement:**
 - ✓ Continue the discount card and extend the expiration date.
 - ✓ Look into other non-bar venues for social gatherings (curling).
 - ✓ Ewald to take the lead on offsite contracts and payments.
- h. **Fun Run**
 - i. **Recap:**
 - ✓ 46 people pre-registered; ~38 people raced.
 - ✓ The shirt sponsorship covered the cost of the shirts.
 - ✓ Unclaimed shirts were shipped to sponsor companies.
 - ii. **2016 Improvement:**
 - ✓ Take more pictures.
- i. **Social Media and Communication**
 - i. **Recap:**
 - ✓ Participation is on track with previous years.
 - ii. **2016 Improvement:**
 - ✓ Create a drop box for volunteers to upload conference photos at the event.
 - ✓ Assign onsite social media volunteers.

- ✓ Post links to sessions that were recorded on the website.

j. **Awards**

i. **Recap:**

- ✓ Forgot to announce poster winners and sponsored students.

ii. **2016 Improvement:**

- ✓ Be sure to announce the poster winners at the closing luncheon.
- ✓ Be sure to announce the sponsored students during the Thursday reception. Have sponsors meet to be recognized with the students on Thursday.

k. **User Groups/Birds of a Feather**

i. **Recap:**

- ✓ More participants this year.

ii. **2016 Improvement:**

- ✓ Include room signs for User Group meetings.

l. **Higher Education, Mentor Program, and Poster Competition**

i. **Recap:**

- ✓ Mentor program in the Geolounge was well received.

ii. **2016 Improvement:**

- ✓ Purchase "Mentee" ribbons.
- ✓ Include mentor survey questions in the overall conference survey.
- ✓ Secure additional poster judges.
- ✓ Review the poster voting ballot on what should be judged by conference attendees.

m. **Geolounge**

i. **Recap:**

- ✓ Well received by attendees.

ii. **2016 Improvement:**

- ✓ Consider moving it to the Split Rock Room.

n. **Vendors**

i. **Recap:**

- ✓ Exhibitor feedback was very positive. Keep up the vendor relations.

ii. **2016 Improvement:**

- ✓ If an exhibitor had a booth by a pillar in 2015, try to not put them by one in 2016.
- ✓ Collect prize information in advance so that a poster can be created to show where the scholarship raffle prizes are located at.

4. 2016 Conference Committee will meet after the first of the year.

- a. Send Ashley and Ryan an e-mail message to confirm your interest in planning the 2016 Conference.

5. Additional Lessons Learned can be viewed and updated here:

https://docs.google.com/document/d/1BWZMaNBPGin_Jj7aVWCLJuyJpfqzE8jBtywoikwARJI/edit?usp=sharing

Or I've attached it here:

Budget:

- Add a "vendors count" to our numbers in the budget so we can track the bodies. Knowing how many people the vendors send as part of their booth will help us set the expense per booth and then adjust the future rates for the booths. That way we could use the numbers tab in the budget to see how many we have at the conference and how it's broken apart. So if a booth is 670, and two people are at the booth, they cost, say 200 for food. We are only getting 470 for the space. While that may work in Duluth, it may not work in other locals.

Exhibitors:

- If they had a booth by a pillar in 2015, try to not put them by one in 2016.
- Collect prize information in advance so that a poster can be created to show where the scholarship raffle prizes are located at.

Food & Beverage:

- Decrease breakfast quantities but add more yogurt and fruit.
- Decrease lunch count on Friday.
- Increase food offerings at exhibit hall reception.
 - Notes from the DECC:
 - *Wednesday – Sunny and warm fall day.*
 - *Lunch gtd 275 / actual 262*
 - *Thursday – rainy and cold.*
 - *Continental Breakfast – very lite eaters. Gtd 400. About half of everything came back except the yogurt, they ate it all.*
 - *Ashley asked that we add hot tea on consumption to the mid-morning and afternoon breaks.*
 - *Reception – They ate well.*
 - *Lunch gtd 620. Actual served was 523. They had 30 special meals, 12 were not claimed. We had 12 additional vegetarians that we weren't aware of ahead on time, totaling 27.*
 - *Reception – They ate everything! They added 2 orders of Gardettos and 1 order of drummies.*
 - *Friday – sunny, last day with lunch being the last part of the conference.*
 - *Lunch gtd 500 / actual 278.*
 - *We served 4 meals to registration each of the 3 days.*

Offsite Events:

- 2016 Entertainment Options:
 - **Tuesday:** Location TBD
 - **Wednesday:** Grandma's Sports Garden
 - **Thursday:** Curling & Costumes
 - OR
 - **Tuesday:** Location TBD
 - **Wednesday:** Grandma's Sports Garden
 - **Thursday:** Curling & Costumes
 - OR
 - **Tuesday:** Grandma's Sports Garden(Added by Ryan 11/5)
 - **Wednesday:** Curling & Costumes(Added by Ryan 11/5)
 - **Thursday:** BrewFest(Added by Ryan 11/5)

Printed Materials:

- Include a tab for "Schedule-at-a-Glance" in the onsite book.
- Include housekeeping items tab in the onsite book.

Signage:

- Create a large facility map to put in the lobby/commons area, and indicate room names.
- Create more 11½ x17 room signs.
- Have DECC print more directional partitions.
- Assign one of the more high-traffic poster partitions as the "Job Board". Send "Job Board" reminder message in attendee confirmation letter.

Speakers:

- Ask the people who are presenting the 60 and 90 minute panel discussion if they would like a separate moderator before we send out the sign-up sheet? They tend to not need one.

Student Assistants:

- 1. Allow anyone to sponsor a student** (include an option in registration). Make it an option for people who work in government to come back and sponsor on their own (similar to NACIS' registration where 'other registration' is allowed multiple times so individuals can purchase it themselves).
- 2. Up the per dollar amount from \$175/student to \$250/student**
 - a. Include the student scholars in this as well (?)
 - b. The upcharge would give us a 'slosh' fund to give students a stipend and t-shirt on-site.
 - c. We could offer \$125 sponsorships (e.g. "Sponsor a student for a day") to get more sponsors.
- 3. Provide students with a hotel the night before the conference (Tuesday evening)**
 - a. Students would get a hotel room (shared) on Tuesday, Wednesday, and Thursday evening. This way they can arrive on-site by 8:00 a.m. Wednesday.
- 4. Provide students with a stipend to cover their dinners, and give them a Consortium T-shirt**
- 5. Provide students with waived event fees (done in 2015)**
- 6. Create a timeline of events**
 - a. Announcements
 - i. Announcement of the program (open for applicants)
 - ii. Social media/e-announcements throughout opening
 - iii. Close of program
 - b. Work with the conference chair to ensure there is enough funding for 'x' number of students
 - i. Hotel room cost
 - ii. Parking cost (if not included with hotel)
 - iii. Student fee waived
 - iv. Event fees
 - v. Shirt cost
 - vi. Others (?)
 - c. Acceptance of students (letter to student/conference chairs)
 - d. E-mail to all students with their contact information and hours (have student assistants reach out to each other before the conference!)
 - e. Hour assignments [include workshop/session moderation, conference volunteer tasks, GIS/LIS Board Booth staffing (?)]
 - i. Wednesday: Must arrive at 8:00 am for orientation (hours dependent on workshop moderation)
 - ii. Thursday: 7:00 am – 12:00 pm // 12:00 pm – 5:00 pm
 - iii. Friday: 7:30 am – 11:00 am // 11:00 am – 2:30 pm
 - f. Registration information (How to register – a code will need to be created)
 - g. Hotel room assignments
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 - i. Workshop moderation
 - j. Session moderation
 - k. Mentee form (a requirement of the program is to be a mentee in the mentor program).
- 7. Ensure workshops, sessions, mentor, and chair know that student assistants get "first dibs".**
 - a. Workshop moderation (workshop chair)
 - b. Session moderation (session chair)
 - c. Volunteer assignments (conference chairs)
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Website

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Workshops:

- Put the number of registered attendees (or the max attendees) for each room on the moderator packets.

Volunteers:

- Print the MN GIS/LIS booth (Board) volunteer schedule.
- Set-up a “Square Training” for volunteers prior to the start of the conference.

Miscellaneous:

- Back-up all timelines and avoid extending deadlines (especially when putting together the final printed program).
- Send attendee confirmation e-mail 1-week prior to the event start date.

GIS/LIS 2015 Lessons Learned and Suggestions

Budget:

- Add a “vendors count” to our numbers in the budget so we can track the bodies. Knowing how many people the vendors send as part of their booth will help us set the expense per booth and then adjust the future rates for the booths. That way we could use the numbers tab in the budget to see how many we have at the conference and how it’s broken apart. So if a booth is 670, and two people are at the booth, they cost, say 200 for food. We are only getting 470 for the space. While that may work in Duluth, it may not work in other locals.

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GIS/LIS 2015 Lessons Learned and Suggestions

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GIS/LIS 2015 Lessons Learned and Suggestions

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GIS/LIS 2015 Lessons Learned and Suggestions

Miscellaneous:

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- Send attendee confirmation e-mail 1-week prior to the event start date.

Minnesota GIS/LIS Consortium
Treasurers Report for September, 2015
Date of Report: 10/16/2015
Prepared by: Brian Udell

Account Status as of 09/30/2015

Account	Balance	Description
General Fund	159,782.18	Affinity Checking Account
Reserve Fund	35,178.07	Affinity Savings Account
Accounts Receivable	565.00	Unpaid invoices
Other Assets	2,159.47	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	90.79	Unpaid bills
Balance	197593.93	Total Assets
Income	96,474.56	
Expenses	1,606.70	See check detail
Scholarship Fund	20,268.91	Affinity savings account
Investment Account	\$31,483.29	Schwab Managed Portfolio (as of 07/31/2015)

Treasurer Comments:

Solid month, all numbers checking out. Wasn't able to make it to the conference due to family conflict.

Minnesota GIS/LIS Consortium
Treasurers Report for October, 2015
Date of Report: 11/18/2015
Prepared by: Brian Udell

Account Status as of 10/31/2015

Account	Balance	Description
General Fund	145,997.98	Affinity Checking Account
Reserve Fund	35,181.06	Affinity Savings Account
Accounts Receivable	4,565.00	Unpaid invoices
Other Assets	1,500	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	2,032.46	Unpaid bills
Balance	185,211.58	Total Assets
Income	33,188.01	
Expenses	27,228.81	See check detail
Scholarship Fund	20,270.63	Affinity savings account
Investment Account	\$31,483.29	Schwab Managed Portfolio (as of 07/31/2015)

Treasurer Comments:

The projected revenue generated from conference registration is at 97.7% of what we projected, however the very small shortfall was more than made up by the additional revenue generated by the exhibitors and product revenue. Ultimately, everything appears to have hit the mark more or less.