

AGENDA
MN GIS/LIS Consortium Board
Thursday, September 18th, 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 |
| • Tablet Purchase | Hurley |
| • Consortium Booth | Hurley |
| • Additional Board Position – Past Conference Chair | Snegosky/Verbick |
| • Future Conference Committee Update | Maas |
| • GISP Documentation | Sjerven/Richardson |
| • 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 – September 2014

Awards (Mark Kotz & Ben Verbick)

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

Communications & Outreach (Ben Verbick)

- A one-page 'How To' Social Media guide has been designed by Mike Dolbow for both the student assistants and volunteers at the fall conference. The guide includes use for both personal and Consortium Facebook and Twitter accounts.

Conference (Kitty Hurley & Geoff Maas)

1. General Registration Update:

- As of 9/12: 321 attendees registered (371 including exhibitors)
 - *Historic September Numbers:* 2012 – 118; 2013 – 186.
- Exhibitor booths are sold out
- We have raised \$1,950 in sponsorship funding
 - Thursday Morning Break
 - Student Assistants
 - Geolounge
- We have raised \$900 in advertisements (9 total)
 - 4 Full Page
 - 3 Half Page
 - 2 Quarter Page

2. Board Booth, Volunteer and Session Moderator Sign-Up Sheets:

- Available to current Conference Committee Members and Board Members who have served from 2009 to present.
- All sign-up sheets will be available on-site for reference.

3. On-Site Conference Documents:

- Registration/North Lobby
 - Rochester map
 - Mayo Civic Center map
 - Registration FAQ's
 - Conference Chairs & Student Assistant Schedules
 - Social media information sheet
 - Poster assignments, organized by type (student and general)
 - 5k fun walk/run waiver
 - How to record a session
 - How to playback a session
- Exhibit Hall/Board Booth

- Vendor Technology Demonstration sign-up
- Workshop Instructor Interest Form (spring and fall)
- Lessons learned and future improvements

4. Conference Forms, Polls and Surveys:

- Initial design is complete and subcommittees are reviewing before the conference.
- Surveys include:
 - Post-Conference Survey
 - Student Assistant Survey
 - Pre-Conference Workshop Survey
 - Conference Session Survey
 - 25th Annual Conference T-Shirt Poll
 - 2015 Board Member Nomination Application

5. Final Program: Final Program review will be this week; Friday 9/19 is the final drop-dead date for final review before it goes to print.

6. Pre-Conference Workshops Update:

- Registration Update (as of 9/12): 224 registrants
 - *Historic Totals:* 2012 – 142 registrants; 2013 – 211 registrants
- The student moderator worksheet has been filled by 12 different students for the 15 workshops.
- All instructor biographies have been collected.
- Student moderators will provide technology and setup assistance before the start of the workshop in the assigned workshop room.

7. Sessions:

- Session chairs have sent correspondence to presenters with a PPT template and social media badge for PPT slides, if presenters find fit.
- Session chairs are working with moderators to determine any last minute presenter needs for A/V and/or other requests.
- Session chairs are creating moderator documents and will include text for Thursday afternoon sessions for moderators to remind attendees to attend the Exhibitor Reception.

8. Facilities:

- *On-Site Signage:*
 - Digital signage will be available at the Mayo Civic Center based on our daily schedule.
 - Navigation signage has been constructed for Civic Center navigation throughout the Civic Center.
 - All signage will include social media information including hashtags.
- *Exhibitor Booths:*
 - Booth numbers have been assigned to all exhibitors and the exhibit hall has been filled to its capacity.

- The Consortium's booth has been reduced to one booth due to the high demand of our exhibitors.
- The U-Spatial touch screen reserved to the MN GIS/LIS booth will be placed on the outside of the booth to save on space.

9. Technology:

- *U-Spatial Touch Screens:*
 - Len Kne, U-Spatial at the University of Minnesota will arrive mid-day Wednesday to deliver and setup the touch screens on-site.
 - Placement includes: 1 in the poster/web map gallery, 1 in the Geolounge, 1 in the MN GIS/LIS booth and 2 in the Vendor Demonstration Area.
- *Web Maps:*
 - There are 7 total web maps, with 2-minute maximum videos each.
 - The video will be displayed as a loop on a U-Spatial Touch Screen located in the Poster/Web Map Gallery in the North Lobby.
- *Geolounge:*
 - Received sponsorship from Bolton & Menk allowing us to purchase double the furniture ordered last fall.
 - The Technology subcommittee will compile two how-to guides: one for recording sessions in the McDonnell I Suite and one for playing back the sessions in the Geolounge.
 - A microphone will also be brought to the McDonnell I Suite for recording sessions.
- *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 as a non-editable service hosted by MN.IT @ DNR staff.

10. Entertainment:

- An e-announcement sent on 9/15 with event details has been sent to the membership.
- *Wednesday Welcome Networking Event:*
 - As of 9/5, 152 registrants have responded 'Yes' to attending.
 - Piano players will receive a legendary GIS/LIS mug from previous years.
- *Thursday Evening Tailgate Social Event:*
 - As of 9/5, 211 registrants have responded 'Yes' to attending.
 - Will utilize the 4-5 U-Spatial touch screens and 1 large projector screen. All logistics of the touch screens will be managed by the entertainment subcommittee.
 - Ordered lawn chairs with GIS/LIS logo for a raffle at the end of the event.
 - Ordered 200 mugs for the event (100 green, 100 purple).
 - Ordered kegs with the option for sponsors to upgrade.
 - All associated costs will be listed in Square.

11. 5k Fun Walk/Run:

- 50 T-shirts have been ordered based on 40 registrants on 9/5. All names have been added to the Registration FAQ document.
- An electronic waiver, designed by Ewald, will be sent electronically to all interested persons from the registration database. A paper waiver will also be available on-site to new registrants or those who do not fill out the form before the conference.

12. Awards:

- All award recipients have been contacted with additional information, including registration information for each award winner and their guests, all funded by the MN GIS/LIS Consortium.
- An e-announcement with the Polaris Leadership, Lifetime Achievement and Student Scholarship winners was sent out on Monday, Sept. 15th.
- Ewald is ordering the Polaris Leadership and Lifetime Achievement award plaques.

13. User and Regional Groups: Two user groups have been collected from registration and will be listed in the final program.

14. Posters: There are 15 confirmed posters.

15. Education:

- Student scholars have been given their registration codes and a schedule of important events during the conference.
- Judges are being compiled for the community college poster competition, undergraduate and graduate presentation competitions.
- An inventory of the t-shirts, stored at Ewald, indicate we possess over 100 t-shirts. Additional t-shirts will not be ordered for this fall's conference so we can work on selling our existing inventory.
- *Mentor Program:* As of 9/5 we have more mentors (12) signed up than mentees (7). Additional e-announcements will be sent out in the next two weeks and the Mentor and Education Subcommittees will be seeking out students up until the conference.
- A plan to coordinate financials between t-shirt revenue, the exhibitor raffle and Thursday Evening Tailgate Social is being coordinated. Additional credit tracking will be determined by Square.

Database & Web (Gerry Sjerven & Bart Richardson)

- No Report

Education (Greta Bernatz & Scott Freburg)

- The education committee did not meet this month.
- We are still planning to have a booth at GeoFest October 11th.
- Conference Related Topics
 - Mentor Program – 12 mentors and 7 mentees have signed up as of 9/5. Sign-up is still open.
 - Poster Competition – There are 15 submissions for the poster competition as of 9/5.
 - Plans are in order for the jobs panel and K-12 teacher session.

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)

- **Fall/Winter** – Summit event. Summit event space is booked for Dec. 3rd.
- We have a tentative educational component/speaker for this event. More details to will be available in the coming weeks.
- **Winter/Spring** – Possibly another curling event.

Scholarship (Greta Bernatz)

- We have scholars for all 14 of the eligible school programs.
- Of the 14 selected students, 11 plan to participate in the scholarship competition.
- Names, bios, and abstracts were received and submitted for the conference program.
- Students were sent registration information and a schedule for scholarship-related events during the conference (where they need to be when).
- Certificates for the scholars will be designed and printed by the scholarship committee this year, but the plan is for Ewald to take this task over starting next year.
- We have enough volunteer judges and are just finalizing who will judge which event. We should have at least three for each competition.
- Geoff conducted an inventory of the remaining t-shirt supply. There are 109 t-shirts left, including half of what was ordered last year. Despite a shortage of youth shirts and blue size small women's shirts, we decided to focus on clearing inventory this year and soliciting ideas for new designs and products in 2015. We thought about printing a small number to replace the youth and women's shirts, but the printing costs are higher per shirt for less quantity. Geoff and Kitty have worked on sample designs and a survey tool to have available at the conference booth.

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 August, 2014
Date of Report: 09/17/2014
Prepared by: Kyle Chester

Account Status as of 08/31/2014

Account	Balance	Description
General Fund	45,409.81	Affinity Checking Account
Reserve Fund	35,140.00	Affinity Savings Account
Accounts Receivable	0	Unpaid invoices
Other Assets	10,593.54	Prepaid expenses, Inventory, undeposited funds
Accounts Payable	18.27	Unpaid bills
Balance	\$91,125.08	Total Assets
Income	47,752.52	
Expenses	9,785.84	See check detail
Scholarship Fund	\$12,930.53	Affinity savings account
Investment Account	\$30,756.69	Schwab Managed Portfolio

Treasurer Comments:

August 2014

	<u>Aug 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	35,030.00
7301 · Fall Conference Exhibitors	6,845.00
8042 · Interest Income	3.98
8850 · Other Income	5,873.54
Total Income	<u>47,752.52</u>
Gross Profit	47,752.52
Expense	
4117 · Food/Catering	0.00
6115 · Facility Rental - SW	0.00
6117 · Food & Beverages	70.59
6125 · Honoraria	0.00
6183 · Travel/Lodging	528.00
7040 · Administrative Fees	6,250.00
7090 · Supplies and Equipment	910.31
7183 · Travel & Lodging	0.00
8041 · Credit Card Charges	63.51
8050 · Scholarship Award	0.00
8110 · Meeting Expenses	20.98
8150 · Postage and Delivery	0.54
8160 · Printing and Reproduction	0.00
8173 · Association Management	916.67
8174 · Web Services	780.00
8176 · Rent/Storage	4.67
8178 · Telephone	235.37
8212 · Office Supplies/Photocopies	5.20
8230 · Insurance	0.00
Total Expense	<u>9,785.84</u>
Net Ordinary Income	<u>37,966.68</u>
Net Income	<u><u>37,966.68</u></u>