MN GIS/LIS Consortium
APPROVED Meeting Minutes
January 21, 2016
10:00 am – 12:00 pm

Type of Meeting: 2016 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: Tami Maddio, Board Chair

Attendees: Past Chair: Heather Albrecht
 Past Chair (Outgoing): Adam Snegosky
 Chair-Elect: Scott Freburg
 Treasurer: Tim Loesch
 Conference Chair-Elect: Jane Mueller (phone)
 Past Conference Chair: Gerry Sjerven
 At-Large: Andrew King-Scribbins (phone)
 MnGEO Ex-Officio: Dan Ross

State Government: Zeb Thomas
 Local Government: Eric Kopras
 Local Government (Outgoing): Michelle Trager
 Conference Chair: Ryan Stovern
 Secretary: Leah Sperduto
 Higher Education: Stacey Stark
 Higher Education (Outgoing): Greta Poser
 MnGAC Ex-Officio: Gerry Sjerven

Invitees not present: Treasurer (Outgoing): Brian Udell
 Past Conference Chair (Outgoing): Kitty Hurley
 Secretary (Outgoing): Catherine Hansen
 Private Sector: Brandon Tourtelotte

I. Call to order

Done 10:00am by Maddio

II. Roll call

Done by Maddio

III. Approval of meeting agenda & Committee reports

Motion to approve meeting agenda. Motion carried. Stovern/Albrecht

IV. Review action items & Approval of minutes from last meeting

- Brian will get report for Greta

- Heather: Update to policy, will review in detail.

- Heather: asking how things are coming with curling networking event. Zeb hasn’t talked to colin yet but plans to. ACTION: Zeb reaching out to Colin to setup meeting to discuss/setup curling networking event (February 26)

- Dan and Gerry are coordinating to possibly provide a letter from the membership for support to senator Klobuchar (to support the act-a-piece of legislation Geospatial Data Act of 2015,
Motion to approve December minutes and action items. Motion carried. Stovern/Sjerven

V. Review & Approval of Treasurers report

Loesch

- Tim is working with Affinity Bank; needs to coordinate with Kitty and Brian to get their names off account, and get Tim on account.

- Tim: Jeff Maas is still designated as signatory on account, Geoff Maas needs to be transition off so Tim is signatory.

- Tim has a question for Amanda to review. Account looks good, needs to review template for accounting with Brian.

- Gerry has credit card still, can return. ACTION: Get Jane a credit card through affinity. Jane will contact Tim to get new card setup.

- Gerry commented that last profit share was done with 62.5 (with 25,000 split 4 ways). Would like to know how that is broken out. ACTION: This will be reviewed at Budget meeting this afternoon.

- Gerry: Accounting lets organization know what to update from membership. ACTION: Tim will bring new reports to February Meeting.

- Dan: looking for confirmation that Tim was appointed treasurer. Tami: commented that Tim took on treasurer role as needed in November

VI. Open Issues/New business

a) Welcome and introductions

Maddio

Introductions around the room

b) Conflict of Interest forms

Maddio

Maddio has some but needs the rest. ACTION: All board members will get their Conflict of Interest Forms signed/submitted to Tami.

c) Project Portal

Maddio

Stacey Stark needs access to folders in portal. ACTION: Tami will work on getting Stacey appropriate access to folders

d) Policy Changes

Albrecht

Heather: goal is to improve communication between board and committee with new methods, sent out a policy draft change out for review. Wants everyone to review and give feedback before approval. ACTION: entire board (all members) will review heather’s policy changes and give feedback/suggestions/changes items needing addressing, all changes are in red. Have back
to Heather a week before February meeting. Dan suggested particular focus on red items, calling out particular people’s names.

e) Spring Workshops Update

- Had meeting 5\textsuperscript{th} of January to discuss spring workshops (with Len Kne); Michelle Trager and Len Kne volunteered to co-chair the committee this year. Main event, Spring Workshops, at U of M (planned May 19\textsuperscript{th}), remote locations planned in Duluth and Moorhead, via webEX vs. last year’s method. Can connect from anywhere with Web EX. We sent out a survey to see what workshops people are interested in attending. We also have some instructors that have volunteered to instruct workshops. Our next meeting will be \textbf{January 26\textsuperscript{th} at 9:30} via teleconference.

- We are looking for volunteers to help with:
  - Surveys
  - Facilities
  - Marketing (Social Media/E-Announcements/Website)
  - Catering
  - Day-of-Volunteers at each location
  - Recruiting Instructors

- \textbf{ACTION:} Gerry: add new workshop information and call for volunteers to this to e-announcement (21 respondents, now have better idea of what workshops to plan for)

- Stacey recalls charge for room from last year’s course rooms, shouldn’t be an issue this year.

f) Conference Update

- Ryan meeting with EWALD to assess what there is in the budget for what items, will be covered in meeting this afternoon. Scott (k-12 educators), met with Ryan to assess room setups. Ryan looking for keynote speaker – looking for paleontologist currently. Also taking any suggestions on leads for a keynote.

- Ryan: found Joe Shed, professional shed hunter/writer for Friday speaker.

- Ryan: Feb 16\textsuperscript{th} is first meeting kickoff

g) WLIA Update

- Gerry: hasn’t heard anything from Tony Van Der Wielen or Martin Goettl (WLIA representatives). \textbf{Gerry will reach out to him again.}

- Discussion: (Dan) Opportunity to collaborate a conference would be good. (Gerry) discussed a joint conference and the benefits; particularly cost sharing. (Tim) initially, this was to do a comparison
and analyze/assess what works what doesn’t work. And ultimately attempt to push attendance to both.

- **Discussion:** How do they handle higher-ed? Dan: perhaps develop a list of questions to review with them? Stacey: can see benefits of getting memberships to go across borders to get what they need

- Adam, Heather, Scott will be involved in Lacrosse UMGeoCON meeting. **ACTION:** Dan will reach out to Adam to ask the group from GeoCON (Iowa, Illinois, MN, WI) about contributions/membership focus.

- **Discussion:** what is GEOCon?: collaborative conference between WLIA, GIS/LIS, Iowa sponsoring conference as a regional event.

- Because of website crashing, the deadline is extended on abstracts. **Heather and Dan will work together to get new e-announcement out.**

h) **Meeting Times**

- Current meeting time is planned to remain the same for regular monthly meetings
- **Wednesday, Feb 24th** is next meeting (retreat), will be at Fort Snelling with EWALD need to be there at 8:15am 8:30am speaker starts; 4pm end-time. **ACTION:** Tami will send out meeting request.
- Unless you have state park sticker, there will be a parking fee $5

  - **Heather agreed/volunteered to take care of the food.**

- **Discussion:** Looking at future conferences. Joint GIS;LIS- conference in Duluth. St. Cloud sent some information in July to Heather; (Gerry) came up with more questions on layout. Perhaps we should tour facility to see what we need/don’t need. (Gerry) Suggestion: have board meeting there and look at facilities (March 24th) for conference. **ACTION:** Tami will send out meeting request for March meeting.

- **Discussion:** (Tami) June meeting, Brian would like to have in Duluth, to get maximum attendance by board/committee members to look at layout and setup. Gerry: need to look at Rochester as well for other options to assess expense. Ryan: Reviewed changes in cost over last 3 years – this is something to consider when planning/assessing cost. Gerry: Recalled brief discussion on Mankato.

i) **Other issues/ Ewald round robin**

- **Greta:** Ashley is going to cancel last check and send new one.
- **Ryan:** mentioned anyone can attend the budget meeting this afternoon to review cost. Discussion: particularly on raising conference cost.
- **Tim** has gotten information for EWALD
• Heather: Purchased blank “Thank you” cards. If there are more suggestions on hand-written “thank you’s” written let her know.

• Discussion: (Stacey) Is final Conference report submitted? (Gerry) Yes. (Stacey) What is the number of students attending? (Ryan) Normally 35-40; 2015=77 students.

• Discussion: (Stacey) as a vendor, it’s a better deal to buy a booth than to buy their two registrations (vendor membership)

• **Ryan/Gerry: Will discuss food cost and whether it is covered with membership cost at budget meeting this afternoon.** Ryan: Friday food is always difficult to gauge. Last year we had many more meals prepared than needed.

• Gerry: this year we need to re-evaluate/rewrite Ewald contract. Heather: currently we have Ewald setup quarterly. **ACTION: Tami will setup an executive meeting.** Including the following: Chair, Chair-elect, Conference Chair, Conference chair-elect, Local Government, Treasurer, Secretary

• Continued Retreat discussion: (Tami) EWALD is going to briefly present. Other items to be covered at retreat include Regular board meeting, Brainstorming session, Discuss budget items, (re) new contract coming up. (Gerry) Would like board members to decide if you’d like a different photo for elections photo along with contact information on the website. Board members need to review job descriptions at retreat; read, add suggestions, subtractions, how it’s changed.  **ACTION: All board members are to go through job descriptions before retreat and be prepared to read, add suggestions, subtractions, how it’s changed at retreat. Need to add new roles for those that don’t have them.** (Gerry) Committees, for website updates. Should there be a new K-12 page or have some redeveloping done. Any suggestions/changes for Blogs? Rewrite any text on website? (Greta) would be good to have Networking discussions/suggestions at retreat.  **(Tami) contact committee chairs and ask for unfinished business and ask for suggested updates and policy changes.** Dan: Suggested goals for accomplishment/changes; suggested for retreat annually.

VII. Adjournment

*Motion to adjourn. Motion carried. Stovern/Ross*

VIII. Committee Business Summary Reports

a) Awards  
				Mark Kotz

b) Communication  
				Kitty Hurley

c) Conference  
				Ryan Stovern
d) Database & Website
   Gerry Sjerven

e) Education
   Greta Poser/Scott Freburg

f) Executive
   Tami Maddio

g) Finance
   Tim Loesch

h) Future Conference
   Ryan Stovern/Adam Snegosky

i) Networking
   Zeb Thomas

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