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

Guest in attendance: Mike Dolbow (communications committee)

Call to order

I. Roll call

II. Approval of meeting agenda & Committee reports

Committee reports posted on project portal.

Motion to approve the agenda: Zeb/Ryan. Motion carried.

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

Motion to approve the minutes with the discussed changes: Ryan/Gerry. Motion carried.

IV. Review & Approval of Treasurers report

Treasurer report submitted on project portal. Final payment to Ewald for conference yet to be paid ($6,250) as well as the profit sharing amount (approximately $25,000).

Greta: How much was made/deposited into the scholarship fund? ACTION: Brian to pull a report for Greta.

Discussion: regarding how scholarship money is raised and how the budget funds are managed. Clarifying the language and process regarding “donation goes to scholarship fund” should be discussed early in 2016. Perhaps the scholarship committee could draft a five-year plan, included in the committee charter. Review the chain of custody for the scholarship committee funds. If money is raised during a networking event, the scholarship committee should handle it. Networking event proceeds go to scholarship, gets complicated when sponsorships
are also added. Difficult to identify and clarify the scholarship budget identity.

*Motion to approve the treasurer’s report: Hansen/Thomas. Motion carried.*

V. Open Issues/New business

a) Board election results

Discussion regarding a tied vote. We should have something clearly stated in the by-laws for a tie. An option is that the standing board may vote on a tie.

b) Policy manual changes

Discussion: Adam – at minimum each committee should have a board member tied to the committee. If a committee has a budget, then one member of that committee should sit on the finance committee and report to the treasurer. Stating that the treasurer needs to be on each committee is not fair to our treasurer. The Finance Committee charter should state this structure.

Require a board member to act as a liaison to committees. Board members should not be required to chair committees. Regarding the other proposed policy changes to the committees:

Strike number 2, section one. Strike number 3, section two with added annual review of committee chairs. Section three, strike 3 and 6 (three to be its own policy to be further reviewed at annual planning meeting). Number 1 of section 3 should specify who has spending authority – specific board positions, add board chair elect to the list. Strike number 2 in section 4.

**ACTION:** Heather to update the points and language for the policy changes based on group discussion. Adam: recommend an e-vote before the end of the year.

Job Descriptions for each board member should be updated as well, good item for the annual planning meeting.

c) Networking Committee Charter

The board should review each committee charters at the annual planning meeting (February). Networking charter should be modified based on the new policy (e.g. chair does not need to be a board member chair)

**ACTION:** Zeb will reach out to Colin to identify when the curling event will be held.

d) Mobile website

(Executive committee discussion – see Chair Albrecht’s notes on project portal)

$750 to purchase reprogram our website to develop it as a mobile website. Implementation fees would be charged in 2016, up to $2500, to maintain and update (current web contract between Gerry and/or Ewald). Website committee to update all web links and working in place before spring workshops. Can we determine how many people access our web site with a mobile device now? It would be good to verify how many users access use with a mobile device to measure the investment. **ACTION:** Gerry to look into generate a report on what device accesses our web site.

*Motion to approve an additional $750 budget item for web committee to pay for mobile website development. Dan/Adam. Motion carried.*

e) National Geospatial Data Act

**Ross**
Discussed drafting a thankyou letter to Klobuchar for her support in co-sponsoring this bill. Possible use of an e-announcement to share with our membership to provide them information regarding the act and the opportunity to show their support. If our members are interested we could suggest that they contact their own congress members to support this. We should note in the announcement that the board of directors are going to have a vote to formally support the bill and that if they have concerns to contact the board of directors. **ACTION: Dan to provide a template to Gerry**

f) **WLIA Update**

(Struck at executive committee – see Chair Albrecht’s notes). Brandon and Dan will be attending. Perhaps present at the “board breakfast” to share how the MN GIS/LIS Consortium runs their conference. Adam may also be able to attend the conference. Gerry has asked his contact if the consortium will have booth space there. Dan and Brandon have different contacts. Gerry, Dan and Brandon will follow up.

**g) Bemidji Board Retreat**

February annual board retreat date still being determined. The Country Inn and Suites for lodging, does the board have any funding to support financially? Visitor’s bureau can pitch in $300 for us to go there. Rutgers resort is another option, still being explored. Reasonable rates for the evening rate. We can reach out to Jane Mueller for county office space? Perhaps DNR region 1 office may have space, or the DOT space?

Perhaps the February 2017 annual planning meeting should be held in Bemidji, not the 2016 meeting. Have the 2016 budget address and plan for the 2017 planning meeting. Perhaps have an addition to the policy manual for travel and overnight. Perhaps having an overnight planning meeting every other year. Stay local this 2016 year, discuss modifications and policies and then plan for 2017. In that the Bemidji conference is in 2017 it makes more sense to go there in 2017.

Tami will look for a local places (St Paul/Minneapolis) for 2016. Fort Snelling’s visitor center has a nice meeting facility.

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

Executive committee discussed the contract with Ewald (see Chair Albrecht’s notes)

Scholarship Check was missed/lost. Ashely (Ewald) is sending out another email.

**VI. Adjournment**

*Motion to adjourn the meeting: Adam/Tami. Motion carried. 2:58pm*