GIS/LIS Consortium Board Minutes
April 20, 2000

Present: Bixby, Bryant, Charboneau, Foster, Givens, Hansen, Knippel, Kritzky, Laumeyer, Weisel, Yaeger

Absent: Craig, Sjerven

The meeting was called to order at 1:05 p.m. by Chair Bryant at the MN Dept of Agriculture, St. Paul, Minnesota. The Agenda was approved unanimously.

The Secretary's report had been distributed previously by e-mail, and was also approved unanimously.

The Treasurer’s Report: Laumeyer passed around the April Report and reported a balance of $46,821. The Consortium’s 1999 corporate tax returns have a May 15th deadline. General discussion included Laumeyer relating the Post Office will hold the bulk mailing if there is not enough money in the postal account to cover the mailing costs. The Treasurer’s Report was approved unanimously. The Consortium’s web-site was featured by The Science Museum’s Link of the Day. Discussion included whether we should look into being a regular link. {Action Item: Knipple will contact Joel Halverson about establishing a regular link.}

Old Business:

• **Consortium Brochure Update**: The brochures had not yet been printed and Charboneau volunteered to have printed 1,000 color copies made, and to supply at the Spring Workshops. {Action Item – Charboneau}.

• **Sales Tax Exemption / Tax Lawyer**: Laumeyer reported the tax letter was completed and mailed on March 27 with the application (copy included in Minutes Binder). Charboneau reported being contacted by the Dept of Revenue with some follow-up questions: how Consortium contacts the public; how the public benefits from the GIS/LIS education/workshops. Charboneau would like to arrange a meeting with the Revenue person and Laumeyer commented he’d like to be included.

• **Polo-Shirts and Caps**: Currently being stored at The Lawrence Group’s warehouse. Will be sold at the Spring 2000 Workshops.

• **1st Class Bulk Permit**: Yaeger further clarified the Consortium’s 1st class bulk permit usage. Basically, this permit belongs to the State of Minnesota and is charged to LMIC’s account who in turn is reimbursed by the Consortium. Yaeger further reported the Consortium does between 3 and 4 1st class mailings each year. {Action Item: Yaeger to meet with Minuteman Press to get more information.}
• **Mailing List Request Form:** Kritzky reported Sjerven had received the completed mailing list request form from UMD and the labels were printed and mailed out; however, whether the $50 was received is unknown. General discussion prompted the following motion: A motion was made to include new language to the Mailing List Request Form stating the $50 charge must accompany the Mailing List Request Form. The motion was unanimously approved.

• **Web-Site List Serve:** General discussion centered around the pros and cons of creating a list serve: various members would be required to monitor the site; how would the list serve be used – for Consortium business only, security type issues, etc. Basically, a list serve would require high maintenance and Board Members would not be able to devote the amount of time required to maintain a list serve. Further discussion then brought up the idea of looking into an e-mail list serve instead. An e-mail list serve could help foster outreach by getting information out to the GIS community quickly. {**Action Item:** Knipple will look into the e-mail concept.}

**Committee / Subcommittee Reports:**

• **Web-Site:** Tabled until May.

• **Newsletter:** Yaeger reported the Newsletter is currently at the printer and will be mailed early next week. Included in this issue is a postcard for all non-Minnesota recipients requesting whether they wish to continue receiving the newsletter. Yaeger also passed out a sheet of “Costs for Consortium Newsletters, 1999.” Please note a change to the totals at the bottom: Inter-Office = 480; Minnesota = 2,123; Non-MN = 266 for a total of 2,871.

  Yaeger then brought up the DNR person (Tami Glassel) currently creating the Newsletter as part of her duties will be unable to continue because of cutbacks in the DNR. Yaeger received, on behalf of the Consortium, a letter from Ms. Glassel proposing her continued services on a Consulting basis (letter included in Minute Binder). In this letter, Ms. Glassel stated she would be willing to create the Spring Newsletter, free of charge, in order to allow the Consortium a chance to determine whether she should be hired to continue desktop-publishing the Newsletter. Because Ms. Glassel has been creating the Consortium’s Newsletter for quite some time and we are quite familiar with her ability, the following motion was made: A motion was made to pay Ms. Glassel a ceiling of $600 to create the Spring Newsletter. The motion was unanimously approved. {**Action Item** – Yaeger will discuss arrangement with Ms. Glassel and report back to the Board.}

• **Education / Outreach:** Hansen passed around a sheet listing criteria the Subcommittee had arrived at regarding solicitation of Consortium funds. (CATHERINE – can you send me the digital copy so I can send to those members not in attendance!! Thanks) Basically, the request must include the following five criteria:
  - 1) GIS activity held in Minnesota (e.g., workshops, training, speaker fees, presentations, rental, fees, food, speaker, printing, advertising, mailing support);
  - 2) statement as to what the funding is for;
• 3) the expected audience and attendance;
• 4) brief expense report;
• 5) recognition of the GIS/LIS Consortium as a co-sponsor of the event.

General discussion included putting an electronic form on the Web. Procedure would include that once the applicant has submitted the form, the request would be added to the next Board meeting’s agenda. Knipple then brought up another outreach goal should be to look at an outreach marketing direction for the Consortium. There is a need to strategize how to contact other new GIS areas, such as public health. The Consortium needs to create a profile of Consortium members which should be relatively easy to do with our mailing database.

{Action Item – Randy I believe there was something you were to follow-up on here, but I didn’t get it written down – can you please let me know! Thanks}

Spring Workshops: Givens reported everything is progressing smoothly and all is ready for the May 5th Workshops. Currently, there are 4 filled workshops. Laumeyer reported he had not yet received any monies from The Management Company (TMC). After some general discussion it was decided Laumeyer would contact Sharon Harris and decide how to transfer payments.

• Fall Conference: Charboneau reported a 2000 Fall Conference budget of $105,225. This year fees will be as follows: $180 Conference fee; $150 full day workshops; $95 half day workshops. The Conference Committee has established 4 Subcommittees: Workshops chaired by Bob Warner; Programs chaired by Sjerven; Sessions chaired by Sonia Dickerson; and Entertainment chaired by Charboneau. Student Workers will receive a complementary pass to the full conference and will be paid $50 for each half day workshop and $100 for a full day workshop worked; 20 students will be needed. Also, a 30% registration discount will be granted to the following categories: Presenters, Demos, Speakers, and Workshops.

NASA Update: 3 Speakers have been locked in: JPL (Jet Propulsion Laboratory), NIMA (National Imagery and Mapping Agency), and an astronaut (?). At this point there is still some behind-the-scenes work setting up whether these will be Keynotes, seminars, workshops, or a combination. A letter containing the timeline of events needs to be sent to the JPL and NIMA speakers. {Action Item – Charboneau to get Timeline and copy of the Letter to Keynote Speakers to Laumeyer.}

Bixby requested he be notified as soon as possible as to how many rooms would be required for the Fall Conference so instructors could include in their Fall syllabi. Charboneau also related the Board has a number of free Fall Conference Guest Passes and if anyone knows someone they’d like to receive one, to please let him know.

An Audio-Visual expert from MnDOT has been hired to handle the Fall Conference AV needs. {Action Item: Bryant will create a letter to be signed by ??(NAME) stating his agreement to handle the AV needs at the Fall Conference.}

• Scholarship Report: Tabled until May Meeting.

• Governor’s Council Update: Charboneau reported the May 10th meeting will be held at St. Mary’s in Winona and will include presentations and Committee reports. As follow-up, the
Governor’s Council will not be financed at all if current legislation passes reducing Minnesota Planning and LMIC’s budgets; and the brochure is done and ready to go to print.

**New Business:**

- **By-Laws:** A change was made to the By-Laws to include the new Governor’s Council ex-officio member (language included at end of Agenda). The change will be sent to Sjerven to include on the Web.

- **Web-Site Job Postings:** After much discussion it was decided this would require too much work to maintain. It was decided job posting links, however, could be added to the Web-Site.

The **May** meeting is set for **Thursday, May 25, from 11:00 a.m. to 2:00 p.m.** at **The Water’s Edge in Roseville, Conference Room A** (lower level next to lunchroom) and will be hosted by Ms. Givens.

The **June** meeting is scheduled for **Thursday, June 15, from 11:00 a.m. to 2:00 p.m.** at **St. Cloud State University** and will be hosted by Dr. Bixby.

There being no other new business, the session **adjourned** at 3:15 p.m. On behalf of the Board, the Secretary was thanked for provision of the facilities and arranging refreshments.

Respectfully submitted,

B. Kritzky, Secretary

May 11, 2000