MN GIS/LIS Consortium Board of Directors  
June 14, 2002  
Exchange Building - Saint Paul, Minnesota

Minutes

Action items are underlined

Present:
Will Craig, Banette Kritzky, Alan Laumeyer, Susanna McMaster, Charlie Parson, Craig Perrault, 
Annette Theroux, Ben Verbick, Eric Ewald (staff).

Absent:
Sonia Dickerson, Joellea Givens, Pete Knutson, Gloria Weisel, Don Yeager.

Call to Order:
The meeting was called to order at 9:15.

Approval of Agenda:
The following changes were proposed to the agenda: add discussion of MN GIS/LIS lifetime 
achievement award.

Secretary's Report
A motion was made to accept the May minutes as presented. The motion was seconded and 
carried. Banette will e-mail the most recent version of the May minutes to the Board following 
the meeting.

Treasurer's Report
Laumeyer presented the financial report. There was brief discussion over accounting for 
scholarship funds. Laumeyer and Ewald explained that there will be a separate accounting of the 
funds and there will likely be a separate investment account for the funds as well. Ewald will 
officially take over the accounting process on July 1st. At our August board meeting we should 
see the first, new financial report, and Eric requested time on the Agenda to discuss the new 
financial format. There was a motion to accept the financial report as presented. The motion 
was seconded and carried. Laumeyer also mentioned that the Consortium was again denied full 
Sales Tax exemption, although we still have exemption for quarterly publications.

Action Items - New Business

Management Report (Ewald)
Eric summarized each of the points from our contract as follows:

PHASE 1 (May – Aug) – Financials – establish classes to set up the accrual basis; A/P and A/R to start July 1st. Membership – Eric, Banette and Desiree will be meeting on the 18th to
see the format of the new database. **Conference** – meetings with Sonia; Ewald has received a $1,000 on our behalf from the city of St. Paul for using the River Centre.

**PHASE 2 (Sept – Dec)** – Corporate - setup of the corporate address (although this will be pushed ahead because of the Conference mailings going out before September); phone has been ordered and is in place with training of Ewald’s personnel to take place shortly; **Newsletter** – Ewald will write an article for the next newsletter regarding the official change of address for the organization. Banette will contact Gerry about making a similar change to the website on or around August 10 (the approximate date that the newsletter will reach members). Ewald will also make plans for printing new letterhead/envelopes.

**Insurance**
Ewald reviewed three quotes on directors and officers insurance. A motion was made to pay to bind the AON policy for $750. The motion was seconded and carried.

**Spring Workshops**
Banette reported that 276 seats were sold for the spring workshops, not including last minute walk-ins for a gross income of approximately $27,000. Banette reported that the content of the programs she attended was excellent. A couple of key suggestions for next year from participants included offering the option to pay for lunch separately (in the case of attendees attending just one session) and provide materials from other sessions in cases where attendees want materials from concurrent workshops. This last suggestion has been made before, but the Board has always decided not to provide the materials for many reasons. Banette also requested that anyone interested in serving as Spring Conference Chair for next year contact her. Because Annette was not able to attend the Spring Workshops, Theresa Foster asked that Banette recognize Annette at this meeting for her excellent work on helping with the spring workshops. Banette commented she would be willing to take on the Spring Conference Chair for next year and Annette also mentioned she would be interested in Co-Chairing the event.

**Questions for the Board**
Banette was approached by an ESRI employee who asked whether the Board might be open to lending financial support to ESRI’s effort in bringing out-of-state presenters to Minnesota for the fall conference. Banette will get more details about their specific needs and the presenters they are planning to bring to Minnesota.

**Subcommittee Budgets**
In response to an issue raised by Gloria at the last meeting, an Agenda item included whether committees of the Board should have their own budgets. There was broad discussion on the issue and consensus that the scholarship committee would likely be the only committee that would require a budget. Any other committee wishing funds, however, can bring their requests to the Board for consideration. If the request is an ongoing one, that committee can submit a budget for Board consideration. The scholarship committee will put together a budget request and present it to the Board for consideration.
Strategic Planning Session

The Strategic planning session will be held at the MN History Center in the Irvine room, July 15 (10-4 p.m.) July 16 (8-2) with a dinner at a location TBD. Additional topics for discussion at the planning session were solicited. One suggestion was to take a close look at last year's plan to make sure that those items were finished and/or still relevant. Banette will pull-up last year's document and check-off items that have been completed and highlight items that have not been completed and forward it to the Board in advance of the meeting.

In preparation of the planning meeting and to determine if the Consortium’s membership has issued they’d like addressed, each Board member will contact about 5 members of their "constituent group" and ask if there are any needs they’d like the Consortium to address. Will volunteered to talk with Gerry about getting a call for input into the next electronic newsletter. Board members were asked to submit any additional possible agenda items to Banette. The consortium will cover the cost of one night's lodging for outstate Board. Craig mentioned he would not be able to attend, Annette mentioned she may be late, Don Yaeger emailed he also be late, and Charlie is doubtful he can attend as he will be in Winnipeg the morning of the 15th.

GIS Vendor List "Link"
Will is going to include a link to the CU software and commercial vendor resource list on the GIS/LIS website.

Lifetime Achievement Award
Will mentioned it was again that time of year when the Board needed to start soliciting nominations for the lifetime achievement award. There will be mention of the need for nominations in the next e-newsletter. Banette will contact Gerry about putting a request for nominations in the next E-news, along with an email asking “How can we meet your needs?”. Will mentioned he thought David Claypool would be a great recipient of this award.

Will moved that retired lifetime achievement members be offered a complimentary registration at the conference. The motion was seconded and carried.

The fall conference committee will make sure to invite LCMR members and the citizens advisory committee.

Committee/Subcommittee Reports

2002 Fall Conference
Susan Church (staff) distributed a draft of the exhibitor prospectus that is going to be distributed to potential exhibitors. After much discussion, it was decided the sponsorship page should be removed and MN GIS/LIS not accept sponsorships this year to avoid conflicting with the current fundraising campaign taking place for the scholarship fund.
The door prize drawings will be split between the luncheons on each day, and one of the awards programs will be moved to Thursday in order to decrease the length of the program on Friday.

Craig volunteered to call Sonia and inquire about why Daryl Holman is not listed on the program with Paul Olson and John Monson.

A motion was made to adjourn the meeting. The motion was seconded and carried. The meeting was adjourned at 12:30.

Respectfully submitted,

*Eric Ewald, CAE*