Minutes
Minnesota GIS/LIS Consortium Board of Directors

Friday, May 21, 2004
SEH, 3535 Vadnais Center Dr, Vadnais Heights, MN

Present:
Becky Blue, Chair
Joella Givens, Chair-Elect
Alan Laumeyer, Treasurer
David Bauer, Secretary
Lonnie Meinke, Local Government
Sally Wakefield, Conference Chair-elect
Will Craig, Governor’s Council Ex Officio
Martin Mitchell, Higher Education
Matt Koukol, Conference Chair
Chad Martini, At-Large
Blaine Hackett, Private Sector
Banette Kritzky- Scholarship Chair

Absent:
Don Yaeger, E-news Chair
Steve Benson, State Government
Chris Cialek, LMIC Ex Officio
Charlie Parson, Past Chair

Call to Order: 10:21 am

Approval of Agenda:
Motion: Approve agenda with two additions to new business, Craig to discuss awards and Meinke to discuss the past workshop. (Koukol, Meinke) Approved

Secretary’s Report:
Motion: Approve the minutes of April 16 with minor revisions. (Craig, Meinke) Approved

Treasurer’s Report:
• Items shown as paid included deposits for the St. Cloud Civic Center, workshop expenses, and printing.
• The money market account was closed and balance transferred to checking because the service fees on the account were greater then the interest earned.
• River Center has not invoiced us for last year’s conference yet. We cannot begin paying what we owe them until we get invoiced because we need to maintain proper documentation. The Consortium needs to clear an additional $13,000 this year to cover our outstanding bill from last year. Blue was interested in the results of Ewald investigating the list of billed items from River Center. Joella will contact Susan Church at Ewald to find the results.
• The Minnesota Society of Professional Surveyors has changed management companies, showing that the GIS/LIS Consortium is not the only organization going through management changes.

Motion: Approve April Financial Report. (Bauer / Givens) Approved

ACTION ITEMS / NEW BUSINESS

Sjerven 2004 Contract Approval
• The contract combines previous web site and newsletter contracts. It includes E-Announcement updates and member roster collection. The contract is for a maximum of 120 hours at $30 per hour.
• Laumeyer and Koukol suggested that future invoices be itemized so that the consortium knows what the individual services cost. Blue will ask Sjerven to itemize future invoices.
• The board expressed extreme satisfaction with Sjerven’s work to this point.
• Blue will send Laumeyer digital copies of the April invoices.

Motion: Approve contract between the GIS/LIS Consortium and Sjerven for 2004. (Koukol / Wakefield) Approved

Outreach / Education Committee Consolidation
Hacket and Wakefield suggested that since there are more committees than volunteers, the outreach and education committees should be combined. The Special Events was also considered for consolidation, but decisions on that committee will be discussed during the summer strategic planning session.

Motion: Consolidate the Outreach and Education Committees. (Craig / Givens) Approved

Wakefield and Hackett will be co-chairs of the consolidated committee.

Blue will make sure the committee list is updated.

Summer Strategic Planning
The strategic planning session is tentatively set for July 16th in Bemidji. The location may be change to the Twin Cities if members are required to stay overnight, due to the amount of lodging required. Board members should email possible discussion items to Blue before the May meeting. Blue will email last year’s list to the Board.

E-Newsletter

Motion: The GIS/LIS Consortium Newsletter will be have its name changed from E-Newsletter to Newsletter. (Givens / Hackett) Approved

Summer Strategic Planning
Blue distributed last year’s strategic planning topics and pointed out that many were accomplished, including new revenue ideas, changes to workshops, new officer roles, and the sponsorship program. Topics already suggested for this year’s session are advertising, golf tournament, professional development, and a review of the committees.
Laumeyer will contact Logis in Golden Valley (last year’s site) about hosting the strategic planning session around the 16th of July.

Craig will organize food for the event as a pot luck.

Blue will consolidate topic suggestions and put together an agenda.

Ewald Contact Update
Laumeyer volunteered to add monthly financial management to the Treasurer duties, eliminating that from the proposed Ewald contract. When added with other cost-saving changes, the total annual bill for association management will likely drop from $15,000 to $3,000.

Conference management fees will likely be $25,500 plus a profit sharing incentive.

Givens will finish the contract changes and get to Blue.

Remote Sensing Workshop
The workshop is set for June 24th, 8 am. Consortium members will receive a postcard mailing. The budget for the event is $8,000, with $5,000 coming from a federal grant. Givens will use old conference folders for the workshop and shirts for door prizes. The workshop is not expected to generate profit.

Awards
Nominations are due by the end of June for the Polaris and Lifetime achievement awards. Bauer will put a bulletin in the first June E-announcement.

May Workshop Report
The event was considered a success with 45 full-day and 11 part-time attendees. The program, facility, and lunch were all good. Two full-day and two part-time registrations did not attend, but they will be invoiced anyway. If all attendees pay, then the event will net $3,700. Meinke will get attendee list to Ewald. One speaker, Holland, will have hotel and rental car reimbursed since he cut his vacation short and flew directly from his vacation to the event. Blue will send thank you notes to the speakers. Meinke and Wakefield will send paragraphs for Blue to use. Laumeyer will warn Ewald about the incoming payments from the attendees.

COMMITTEE / SUBCOMMITTEE REPORTS

Fall Conference 2004
Koukol turned in a written report about the progress of conference planning. Fifty abstracts have been received with more expected as late entrees. All other parts of the conference are progressing well.

Education / Outreach
Geotech K-12 Education conference has moved to the Department of Education in Roseville. There is no cost for use of the facility. Expected attendance is 100 teachers at a registration of $25. Wakefield will seek Perkins funds to offset the costs. Institutions in the Minnesota State University System will offer follow courses. Substitute-teacher cost policies vary from district to district and may be a factor in attendance.

GIS was added to Minnesota’s education standards.
Outreach strategies will be discussed at the Summer Strategy Planning Session.

**Scholarship**
The scholarship committee advocates free attendance to the 2004 conference for student helpers. Koukol disagreed due to concerns about bringing in as much profit as possible to get the GIS/LIS consortium out of debt. Students who moderate a workshop can attend the workshop for free, but not the conference. Scholarship winners (2 per school) do get free attendance to the conference. Free rooms at the hotel for scholarship winners were discussed since the GIS/LIS consortium would receive several complimentary rooms.

*Motion:* Three rooms will be provided for scholarship recipients to stay in while attending the conference. (Kritzky / Givens) Approved

**Web site**
No report

**Newsletter Update**
Articles due by June 1st.

**Governors Council Update**
Bill Swing from Wright County is the first IT Director to be a member of the Governors Council.

**LMIC Update**
National Orthophoto Steering Committee meeting: Laumeyer provided vivid visuals that demonstrated private sector use of Federal data.

FSA photos can be downloaded from the LMIC web site by county.

The Governor agreed to sign FEMA delegation to Minnesota DNR.

**Meeting Adjourns** 12:36 (Meinke / Koukol) Approved