Minutes
Minnesota GIS/LIS Consortium Board of Directors

10:00 am, Friday, March 11, 2005
Mn/DOT Water’s Edge – 1500 W County Road B-2, Roseville, MN  55113

Present:
Steve Benson, State Government
Will Craig, Governor’s Council Ex Officio
Joella Givens, Chair
Banette Kritzky, Scholarship Committee Chair
Tim Loesch, Treasurer
Chad Martini, At-Large
Lonnie Meinke, Local Government
Martin Mitchell, Higher Education
Nancy Rader, LMIC Ex Officio
Annette Theroux, Chair Elect
Sally Wakefield, Conference Chair
Don Yaeger, Newsletter Committee Chair

Absent:
David Bauer, Secretary
Becky Blue, Past Chair
Monica Gerberding, Conference Chair Elect
Dave Gorg, Private Sector
Blaine Hackett, Outreach Committee Chair
Bill Marken, Professional Development Committee Chair
Gerry Sjerven, Webmaster

Call to Order:  10:05 am

AGENDA

Approval of Agenda  (Givens)
Motion:  Approve agenda (Meinke, Martini)  Approved

Secretary’s Report (Givens)
Motion:  Approve the minutes of February 18, 2005.  (Craig, Theroux) Approved

Treasurer’s Report (Loesch)
Loesch presented four handouts:  balance sheet (as of 2/28/05); check detail (2/05); profit & loss statement (2/05); and profit & loss by class (Jan. – Feb. 2005). For future meetings, he is considering also creating graphs to show financial trends to give the bigger picture.
All back bills have been paid. Craig requested a separate item for “spring workshops.” Wakefield will find out more details about the portion of the conference payment to the St. Cloud Civic Center classified as “website.”

Motion: Approve the treasurer’s report (Craig, Mitchell)  Approved

ACTION ITEMS / NEW BUSINESS

GIS Job Fair (Givens)
The Consortium has a booth at the GIS Job Fair, held 3/11 at the University of Minnesota’s St. Paul campus. People who stop by the booth can sign up for a prize drawing of Consortium merchandise (e.g., glasses and shirts).

Motion: Authorization to give away leftover Consortium merchandise at the GIS Job Fair and other events until it is gone. (Craig, Loesch)  Approved.

LMIC Support Letter (Givens)
As decided at the 2/18/05 meeting, Craig and Givens drafted a letter on behalf of the Consortium in support of restoring LMIC’s proposed budget; it had been reviewed and approved by email and the letter had been sent. Givens distributed the letter, two email updates from David Arbeit, and Administration Commissioner Badgerow’s written response to the letter.

Policy on Letters of Support (Givens)
The Board discussed whether there should be a more formal procedure about requests for letters of support. The topic then broadened to include any request for board action. The intent is to let any member of the public know that it is possible to request board action and how to go about making such a request. Examples that could serve as a model are Winona County’s request for board action form and the Consortium’s form for requesting funding for an event. Theroux will develop a draft form to bring to the next month’s board for discussion; board members should send any sample forms or ideas to her beforehand.

Stipend for Newsletter Editor (Craig)
Since the GIS/LIS Newsletter editor position requires substantial ongoing effort, Craig proposed that it merits a stipend. Yaeger has volunteered as editor since his retirement from LMIC; at some point, however, he may choose not to continue, and it would help to attract another editor if there were some payment involved. Since the Consortium can only pay employees, not volunteers, there would need to be an employee agreement form.

Motion: The Consortium will pay the newsletter editor $250 per issue, starting this calendar year, January 2005 (Wakefield, Craig)  Approved

Givens will provide Loesch with a copy of the employee agreement form used for the webmaster as a template for Ewald to use for the newsletter editor.
Travel Mileage Reimbursement (Loesch)
Loesch had not been informed that he needed to provide materials for this discussion, so the issue was postponed until the April meeting.

Hardcopy Newsletter for Conference (Yaeger)
Yaeger described three options for providing a hardcopy of GIS/LIS News at the annual conference:
- 1-page handout about the News
- Double-sided table of contents from the latest issue on the News website
- Copy (in booklet form) of the final PDF version of the latest News

Discussion raised several other options:
- Special conference issue (could consist of selected articles from the past year)
- Handout/brochure/flyer that could serve as a more general marketing tool for the Consortium (wouldn’t become dated like a specific newsletter would)

Members agreed that many people miss the hardcopy publication and are less likely to read the web version; however, hardcopy incurs more expense and more production effort. Suggestions of possible ways to cover the costs were: 1. Sponsorship by conference exhibitors in exchange for mention/ad in the hardcopy version; 2. Increase in the conference fee specifically to fund the News; 3. Assessment of member dues, with or without the option of receiving the hardcopy. Concern was expressed that dues (if adopted) not be a separate transaction from the conference fee; separate fees would be costly and time-consuming to process and more difficult for organizations to pay.

In preparation for the next meeting:
Board members will look at PDF version on current News site to see what the format looks like.
Yaeger will compile cost estimates for the three options he presented.
Loesch will check on desktopping costs.
Theroux will check with the Wisconsin Land Information Association about their experience with assessing membership fees.

MnSCU GIS license issue (Mitchell)
As agreed at the 2/18/05 meeting, Mitchell had prepared a draft letter urging MnSCU, the organization that administers the state college and university system, not to drop their MnSCU-wide ESRI product licensing. The board suggested that the letter emphasize that the Consortium represents a wide diversity of employers who are concerned that they will have fewer qualified students as potential employees. MnSCU should be concerned that they will likely attract fewer students. If the license is not maintained, it is likely that 1. the number of MnSCU institutions offering GIS programs will decrease from 14; 2. the software will become older; 3. GIS programs will drop software modules and thus provide their students with less diverse experience.

Givens will send the board a revised draft for approval.
COMMITTEE SUMMARY REPORTS

Conference Committee (Wakefield)
The conference budget is not quite ready for board review; it will be presented in April.
Conference preparations are moving along well.

Professional Development Committee
The committee was not able to meet before this board meeting due to members’ illness.

Outreach Committee
Hackett was unable to attend the meeting.

Scholarship Committee (Kritzky)
The committee presented details of their proposed changes to awarding high education scholarships at the annual conference. Qualifying schools would now be:

- Community College Programs: Itasca, Fond du Lac, Anoka-Ramsey.
- Undergraduate Programs: University of Minnesota; Minnesota State University – Mankato; St. Cloud State University; Bemidji; Macalester; St. Thomas; University of Minnesota – Duluth.
- Graduate Programs: University of Minnesota; Minnesota State University - Mankato; St. Cloud State University; St. Mary’s.

The schools bolded above qualify for 2 awards – one for each program. This adds 3 more awards to the already approved 11 awards.

1. Each school would choose one winner per qualifying GIS program who would receive a “scholarship award” of free conference registration and a chance to compete in the presentation contest (schools in both undergraduate and graduate could choose one student in each category).

2. Cash scholarships to winners of three categories as follows: one $500 prize for the best poster presentation from community college programs; two prizes ($1000 for first-place; $750 for second-place) for best oral presentations from bachelor programs, and one prize ($1250) for best oral presentation from graduate programs (a written paper must be submitted in advance).

The prizes add up to $3,500; the remaining $1,500 is to adjust for the additional 3 awards the Board had not approved earlier resulting in the increase in the number of students receiving free registration from 11 to 14, and housing allowances for those students traveling over 75 miles to get to the conference.

Motion: Adopt the scholarship changes as presented (Craig, Loesch) Approved.

Criteria for judging will be discussed at the next meeting.
Education Committee (Wakefield)
The committee is focusing on its primary goal which is to update the K-12 portion of the education section of the consortium website.

Database Committee (Kritzky)
The committee will meet before the April board meeting.

Newsletter Committee (Yaeger)
Articles for the Spring 2005 issue will be sent to Sjerven by early next week; the newsletter should be online shortly thereafter.

Web Update (Givens)
The committee has four members (Bauer, Blue, Martini, Wakefield) but no chair yet, perhaps because it is not obvious what is expected of the chair. Sjerven is responsible for day-to-day maintenance; the committee provides oversight and review. Theroux agreed to organize a short-term web review committee.

Governor’s Council (Craig)
Much of their time recently has been taken up with the issue of expressing support for LMIC. Teleconferencing has been very successful; the last meeting connected with three different remote sites.

LMIC (Rader)
Rader expressed thanks for the board’s efforts to support LMIC. Other organizations have sent support letters, including: the Governor’s Council on Geographic Information, MetroGIS, USGS, CenterPoint Energy and Pine to Prairie User Group (in progress). Individuals have testified at initial Senate budget hearings.

For those interested in hydrography data, the last portions of the federal NHD (National Hydrography Dataset) have been completed for Minnesota. LMIC just announced four recipients of metadata grants designed to help regional development commissions encourage creation of local metadata to provide to the Minnesota Geographic Data Clearinghouse (Northwest RDC; Mid-Minnesota RDC; Upper Minnesota Valley RDC; East Central RDC).

Adjourn at 12:10 (Loesch, Mitchell)  Approved