MINUTES
GIS/LIS Consortium Board
Friday Mar 23, 2007        11:00 a.m. to 1:00 p.m. Board Meeting
Location – Ewald     1000 Westgate Dr    St. Paul, MN 55114

Board Directors
Steve Benson – State Government
Kari Geurts – Conference Chair Elect
Mark Packard – Private Sector
Tim Loesch – Treasurer
Sally Wakefield – Chair Elect
Jane Mueller – Local Government
Rebecca Foster – Conference Chair
Steve Kloiber – At Large
Sarah Schrader – Secretary
Chad Martini – Chair
Fei Yuan – Higher Education

Ex-Officio Members
Annette Theroux – Past Chair
Will Craig – Governor’s Council
Nancy Rader – LMIC

Committee Chairs
Banette Kritzky – Scholarship/Database
Jane Mueller – Professional Development
Don Yaeger – Newsletter
Gerry Sjerven (via phone)

Action Items
Called to order: 11:05AM

AGENDA
Approval of Agenda / Additions to Agenda
*Motion to approve the Agenda with a few additions (Loesch/Benson)
**Motion carried.

Secretary’s Report Approval of Minutes
*Schrader
**Motion to approve minutes with some minor changes (Schrader/Martini)
**Motion carried.

Treasurer’s Report Approval of Report
Loesch
• Review distributed Treasurer’s Report for February

Loesch: Add to the budget a line item for newsletter content editing of $1000

Benson: Send out a note to the Board regarding the recent Board Training put on by Ewald.

*Motion to approve the Treasurer’s Report (Benson/Rader)
**Motion carried.

Action Items/New Business
• Review the goals determined at the Strategic Retreat (added)
  Rader
  o Reviewed the distributed List of Goals to make updates and changes as necessary.

Martini & Kloiber: Work on wording of the education/outreach 2007 goals list.
Martini: Send a revised list of 2007 goals to the Board for one more review.

• Ewald Staff Introductions
  Martini
  o Scott Franzmeier and Gretchen Zampogna, staff members at Ewald were introduced to the Board. Both will be working with GIS/LIS this next year for the Fall Conference.

• Web Contract (Gerry’s contract)
  Martini
  o Similar contract to the 2006 contract
  o The 2007 Web Contract stipulates a $30/hour fee to be billed quarterly with a maximum of $3600 or 120 hours. Anything above and beyond those amounts will need to be approved by the Consortium Board.
*Motion to approve the 2007 Web Contract (Martini/Wakefield)
**Motion carried.

- **Conference Budget**
  - Foster
  - Review distributed draft budget for the 2007 Fall Conference.
  - Signage: Have the cost to produce the signage within the budget and have Ewald handle all sign creation, mounting, and other related tasks.
  - Review estimated conference budget numbers with and without a registration cost increase.
*Motion to increase the conference rates by $5 for each early registration, $10 for each late registration, and $5 for each student registration. (Foster/Craig)
**Motion carried.

*Motion to create a discounted registration fee for Poster Presenters. Keep it the same amount as the existing Presenter rate. (Foster/Craig)
**Motion carried.

- **Spring Workshops**
  - Mueller (Martini)
  - Working on a one-day workshop with one class in the North and South regions.
  - North – Ryan Kirk might be the instructor for the class
  - Assist with a remote sensing workshop on June 5th being run by Chris Cialek at LMIC
  - Make sure to use Affiniscape for registration for the LMIC remote sensing workshop and spring workshops.

- **Ewald Contract**
  - Martini
  - Review draft Ewald contract for discussion
  - Martini: Send all Board members most current Ewald contract for review.
  - Need to have the contract finalized before the spring workshops.
  - Board should continue to review the draft contract and send questions, comments and concerns on to Chad.

- **Web Update**
  - Sjerven
  - Have only had about 30 responses for the call for workshop ideas. Consortium’s current email distribution list is about 1500 so we should send another reminder to get more responses.
  - Sjerven: Send out a reminder announcement to members regarding the workshop survey information.
  - Possible future updates to the web includes: Posting resumes and internships online
  - Gerry will be test-driving the ‘career center’ portion of the website and will send out an email to the Board in the next couple weeks with more information.
  - Continuing to get 50+ emails returned regarding bad email addresses, ‘return to sender’ etc.
  - Schrader: Send Gerry the missing approved meeting minutes in pdf format for Gerry to add online!

- **Career Fair at the UofMN**
  - Requesting $400 in funds from the Consortium with their Career Fair.
  - Review initial information sent by Sarah Dolan for this event.
*Motion to approve the $400 in funds request for the Career Fair at the UofMN (Martini/Loesch)
**Motion carried.
**Consortium Booth March 29th at the UofMN Career Fair**

- Sally Wakefield, Kari Geurts, and Nancy Rader volunteered to assist at this event.

*Rader:* Find the 2006 Consortium brochure to update and reprint for this event

*Motion to adjourn the meeting. (Martini/Wakefield)*

**Meeting adjourned: 1:05pm**

*Meeting ran overtime and the Board was not able to speak on the following topics:*

**Committee Summary Reports**

- Professional Development Committee, Mueller
- Education Committee, Wakefield
- Scholarship Committee, Kritzky
- Database Committee, Kritzky
- Newsletter Committee, Rader
- Web Committee, Martini
- Governor’s Council, Craig
- LMIC Update, Rader

**ADDENDUM:**

The summer newsletter deadline is May 1st.

*All Board Members:* Compile a newsletter article or find contributors and send along to Don Yaeger. Submit articles via email to newsletter@mngislis.org.

4/11/2007: Consortium Board members took a vote via email regarding the following motion:

*Motion to have GIS/LIS Consortium sign the facility contract for the 2007 Remote Sensing workshop and assume all financial responsibility for this event. (Martini/Craig)*

**Motion carried.**
The balance sheet for the consortium looks good with a bottom line of $57,506.33 total assets. The biggest change from last month is the transfer of $10,000 to the reserve fund that now stands at $20,000. Accounts receivable grew in February and I’m investigating how this could happen and have asked EWald to provide detail on those accounts so that they can be followed up and payments received.


<table>
<thead>
<tr>
<th></th>
<th>30th Jan</th>
<th>31st Jan</th>
<th>30th Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$28,931.77</td>
<td>$18,427.67</td>
<td>$10,504.10</td>
</tr>
<tr>
<td>Scholarship Fund</td>
<td>$4,855.89</td>
<td>$4,858.66</td>
<td>$2.77</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$10,000.00</td>
<td>$20,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$3,845.00</td>
<td>$9,220.00</td>
<td>$5,375.00</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$2,200.00</td>
<td>$5,000.00</td>
<td>$2,800.00</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td>$49,832.66</td>
<td>$57,506.33</td>
<td>$7,673.67</td>
</tr>
</tbody>
</table>

Check Detail:

- EWald $210.89 Mgmt Fees and operating expenses
- RegOnLine $2.50 Bank Fees
- Affiniscape $2,000.00 Webhosting
- Gerald Sjerven $915.00 Webmaster
- ACT Teleconferencing $52.34 Teleconference
- Banette Kritzky $60.16 Policy Manual reimbursement
- Wells Fargo $20.95 Bank Service Charge

Total $3,261.84

For a full listing of the Checks written in February, or any other financial reports contact Tim Loesch at tim.loesch@dnr.state.mn.us
Awards

- The first call for Lifetime and Polaris winners was posted in the Spring newsletter.

Governor's Council

- Significant effort has gone into convincing the legislature to fully fund LMIC.
- A new website section lists all current and past Policy Statements.
- Presentations have been made or are planned to MACO and the Midwest Utility Group.
- Strategic planning retreat is scheduled for April.

Conference Committee Report

- The conference committee met on Thursday, March 8th.
- The Workshop Committee is currently surveying our members for workshop topics
- The Sessions Committee sent Ewald the first draft of “Call for Presentations”
- Sent out an e-announcement advertising “Call for Birds of a Feathers Sessions” to be held in hotel meeting rooms
- The first draft of the “Exhibitor’s Brochure” has been sent to Ewald
- We’ve been reviewing our Exhibitor’s list and have a potential of 156 at the moment with 49 of them being new
- Possible Keynote Speaker Suggestions being researched:
  1. Someone from Goggle Earth/Maps
  2. Keith Clarke UC Santa Barbara
- Possible Closing Speaker Suggestions being researched:
  1. Lansing Shephard
  2. Tim Walz

Professional Development Committee:

Spring Workshops:
Topic: Python Programming
Instructor: Ryan Kirk (same instructor as fall workshop) will do both
Northern MN - Bemidji State Univeristy during week of June 4 - 8th, 25 seats
Southern MN - Still Pending due to securement of lab facility.
Need to set registration fees and how registration will be handled.

Topic: Remote Sensing Workshop
Location - MN DOT
Date - June 5th?
Joella to give more information.