MINUTES
GIS/LIS Consortium Board
Friday, September 12, 2008 - 10:00 a.m. to Noon
Ewald Consulting: 1000 Westgate Drive, Ste. 252, St. Paul, MN 55114-1067

Board Directors
Steve Benson - State Government
Rebecca Foster - Chair Elect
Kari Geurts - Conference Chair (via phone)
Leanne Knott - At-Large
Tim Loesch - Treasurer
Mark Packard - Private Sector
Ben Richason - Higher Education
Sarah Schrader - Secretary
Jeff Storlie - Conference Chair Elect (via phone)
Sally Wakefield - Board Chair
Jennifer Wittkopf, Local Government

Ex-Officio Members
Will Craig - Governor’s Council
Chad Martini - Past Chair
Nancy Rader - LMIC

Committee Chairs
Banette Kritzky – Scholarship/Database
Jane Mueller – Professional Development
Ben Yaeger – Newsletter
Gerry Sjerven - Webmaster

Action Items

Meeting called to order at: 10:09am

AGENDA

Approval of Agenda / Additions to Agenda Wakefield

- Addition to agenda: Tim would like to bring up possible policy issues regarding volunteering. DNR is currently implementing new policies regarding this. Add to end of agenda.
- Addition to agenda: Chad and Ben would like feedback regarding the judges slated for the student scholarship competition at the Fall Conference.

*Motion to approve the meeting agenda with two additional items. (Knott/Richason)
**Motion carried.

Secretary’s Report Approval of Minutes Schrader

- Not everyone was able to review the August meeting minutes since they were only made available right before the September meeting. Have Board members review the minutes on the document portal and then participate in an e-vote to approve the August meeting minutes.

Treasurer’s Report Approval of Report Loesch

Review distributed Treasurer’s Report from Tim.
- The Reserve Fund amount is $30,011.15. The $11.15 is from interest accruing on this account.
- A next step is to look at investment plans for the Endowment Account.
- Rebecca noticed that the Rochester Mayo Civic Center had overcharged us $1,000 for a deposit on event space for the 2007 conference. That amount will be deducted from the 2008 fees for the conference.
- Tim has been working with Amanda from Ewald, who is the new person creating the financial reports for Tim. So far things are working well.
- Taxes for the Consortium were completed in August. We make a payment to keep our non-profit status each year of $25 and that has been paid. There will also be bill coming in soon to pay for the tax preparations.
- The “Prepaid Expenses” items include conference event space holding fees for future conferences in Duluth and St. Cloud.

*Motion to approve the Treasurer Reports (Martini/Wittkopf)
**Motion carried.
ACTION ITEMS/NEW BUSINESS

Database Worksession/09 Contract Prep  Wakefield
- The Database group will be meeting soon to discuss database issues and preparations for the 2009 Ewald contract negotiations.

Booth Purchase – cost and design  Wakefield/Foster
- Jen, Sally, and Rebecca found a local company “Pictura” with some great options for a Consortium booth.
  - They narrowed it down to a few options. Review distributed flyers illustrating their booth options.
    - One option is having a static graphic booth backdrop on fabric on a freestanding metal wire frame. The fabric display can also wrap around the sides of the display to better hide the metal framing. (This would be helpful since our booth is always a corner booth) This metal frames easily collapses and has a carrying case. Whole booth only weighs around 23lbs.
    - No design has been formalized yet but would need something in the next week in order to get a booth created in time for this year’s Fall Conference.
    - A member of Pictura staff would be willing to create our design work for free since she is an art student and can use the work for school projects.
    - Prices seem in line with other companies.
  - Main idea is to have a running slide show listing conference events instead of having only paper handouts for announcements. Messages can run through the day & night - beer tasting announcement, elections, etc.
    - Instead of using a projector and screen for a slideshow, possibly use a large monitor to run off of a laptop. When using a projector, there could be traffic moving between the projector and screen and would block the images.
  - Jen, Rebecca, and Sally have volunteered to head up this project and figure out the booth design etc. Time is short to further research and make a decision regarding the Consortium booth display.

Wittkopf, Foster, Wakefield: Compile a draft booth design this week and email to Board members for their review.

Loesch: Research specs for a monitor that the Consortium will purchase to use in the booth.

*Motion to approve spending up to $4,000 on a new board booth & monitor. (Martini/Richason)
**Motion carried.

MISC:
- Possibly move Consortium tshirts and polos to the registration table for better organization and to sell them easier.

Conference Booth Shifts – sign up  Wakefield
Wakefield: Email the Consortium booth signup sheet to Board.

Newsletter Editor Vacancy  Wakefield
- Don Yaeger is retiring from the newsletter committee and so we need someone to step forward and help with this committee.
- Will Craig was recently chosen as NSGIC President-elect. This is a great opportunity for Will but could affect his ability to assist with the newsletter over the next couple years.
- The current Newsletter committee includes Don, Will, and Nancy Rader. There is too much work needed regarding the newsletter for Nancy to handle on her own! Multiple people are needed to review newsletter articles and help collect articles from different agencies.
  - Leanne Knott and Tim Loesch have volunteered to help with the newsletter committee and
review articles.

- The Consortium needs to do a better job of getting the word out to new GIS users and agencies. There is still a large population of GIS users/agencies that does not know about the Consortium or what services we provide to the GIS community.
  - Reach out to those users/agencies and encourage them to sign up online to become a member so that they can start receiving e-announcements and keep up to date with what is going on around the state regarding GIS.

**Nancy:** Write up something for an e-announcement to send out this next week and request volunteers for the newsletter.

- Board members should be reminded/encouraged to try and solicit more articles from their respective areas – Federal, State, Local, Private Sector, etc. It would also be helpful to collect contact information for people who could be asked to submit an article for a future newsletter.
- Tim suggested creating a Communications sub-committee next year which would include the newsletter and web committees. This group would focus on how to better communicate to our member group as well as non-members. The group could also be in charge of the Consortium booth design, handouts, etc. We will keep this in mind to bring up again during the 2009 Board Strategic meeting.
  - Could be helpful to get volunteers on this committee with a background in Communications or something similar.
- Mark suggested contacting ESRI to try and get a list of new purchasers of GIS software so we know who to contact regarding the consortium. Might not be able to get this information from ESRI but we could still check into this.

**Conference Committee Report**

- Current registration numbers for the fall conference: 32 exhibitor booths have been sold. 363 people have registered as of 9/12/2008. One workshop is full – ‘Expanding Model Builder’. Workshop and Conference registration seems to be a little lower at this point.
  - 2007: 372 early bird registrations
  - Kari sent out an email to GIS users group recently regarding the workshops and encouraging people to sign up. Hopefully this will get some more people to register for workshops.
  - Break-even number for each workshop is 5 people. There are a few workshops that have only a few people registered so far. As long as there are at least 5 people signed up for a workshop, it will still be held. If there are less than 5 people signed up, the workshop will be canceled.
- Kari needs all information for the registration packets by September 19th so that it can be included in the registration packets.
- Winona State will let us change the laptop rental number up until the day before workshops! This is great since we can wait until we have a more solid registration number for workshops and not rent too many laptops.
- There have not been many errors in the conference registration at this point so that is good.
- Kari needs help with Lifetime Achievement Award winners and finding out whether they have registered for the conference yet or not. If the Lifetime Award winner is retired then their conference registration fee is waived. Registering online will not allow for any comped registrations and so they will need to register through Ewald.
  - Kari will check with Ewald to see if any Lifetime Award winners have registered yet.
  - It would be helpful to have someone maintain the contact information for past Lifetime Achievement Award winners.

**Foster:** Send Kari the Lifetime Award winner letter that was sent out in 2007. Includes information about registering for the conference.
Loesch: Send Jeff Grosso and Les Maki a note about updating their contact information with the Consortium.

**Request sponsorship and t-shirt donations for the Fun Run/Walk**
- 61 people have signed up online to participate in the Fun Run/Walk this year. Though not all of these people will end up participating but we will still need to order enough shirts just in case.
  - Kari has budgeted $150 for the hot dog eating contest and t-shirts for the Fun Run. Pro West & Associates have also donated $100 towards the hot dog event OR running event.
  - 40 t-shirts will cost around $311. Would it be possible for the Consortium to provide an additional $100 to cover the cost of the t-shirts for the running event?
  - One possibility would be to get advertisers on the t-shirts to help cover the costs next year.

*Motion to approve $100 for Fun Run/Walk t-shirts. (Wakefield/Loesch)
**Motion carried.

- The Consortium does have extra insurance for this event and participants have to sign a waiver. The runners get the shirts after they cross the finish line. If we run out of t-shirts at the event, more could be ordered afterward and then sent to the participants.

**Order of Events at the Conference Lunches and Additional Conference Information**
- Thursday Lunch: Sally speaks as Board Chair, Kari speaks as Conference Chair, and Rick Gelbmann will be speaking regarding the Governor’s Council. There will also be the student award presentations, Polaris, and Governor’s Council Awards presentations.
  - Ben will present the student awards. Ben will also speak briefly about Dr. Phillip Kelley, Professor at MSU, who recently passed away. Ben would like to add a photo of him and give a 2-3 minutes overview of his professional carrer.
  - Steve Swazee would like to speak for 5min about the Governor’s Council Emergency Preparedness Committee at some point during the lunch. This should either be part of the Governor’s Council update OR space may be available at the registration table for their committee to have handouts and posters.
  - Last year, the EP Committee had information displayed at the registration table and it seemed to work well.
  - There is a request for a short session regarding the role of GIS with the Republican National Convention. Currently, there is one session available from the student undergrad competition that is open. This session would be a great slot for the presentation on the Republican National Convention.
  - Since Banette will be unable to attend the conference in person, she would like to pre-record her remarks for being awarded the Polaris award to then be played during the Thursday lunch.
  - Friday Lunch: Pasta bar buffet! Awards for the student competition (Ben will handle this). Closing speaker. Consortium business meeting and Sally will mention the amount money raised from the Silent and Live auctions. Door prizes.
  - Birds of a Feather: Only two groups requested rooms for BOF – Open Source group and MCGISA. So far, only 4 people have signed up online to attend the BOF’s.
  - Should we collect digital presentations from our presenters? They have not been collected in the past but could be helpful to post online.
  - Shelly should request from presenters that they give her digital presentations if they want them posted online.

**Agenda Addition: Scholarship Competition – Judging**  Richason/Martini
- During the judging sessions for the student competitions, the Consortium can’t have any perception of favoritism. Most often, the volunteer judges for the student competition come from the same schools as the students competing. The scholarship committee tries to have judges with varied backgrounds or at least
have judges from two or more of the schools competing to keep it more even.

- For the graduate session, the committee is wondering whether it would be okay to have Marty Mitchell judge even though one of the students is from MSU.
  - It would be best if there were another judge from a participating school OR just have Marty not judge and find a replacement.
  - Scholarship committee will find a replacement judge for Marty.

**Agenda Addition: Possible Policy Issues Regarding Volunteering**

- The DNR has been recently dealing with changing policy regarding staff volunteering with conferences or groups such as the Consortium.
- Tim has created a policy for the DNR and feels it would be good for Board members to be aware of this issue. Tim is not requesting any action from the Board at this time but wants the Board to know about this and keep it in mind.

*Loesch: Send out the new document regarding the DNR’s new policy on volunteering.*

*Motion to end the meeting: (Loesch/Packard)*

**Motion carried.**

Meeting ended at: 12:26pm

**Next Meeting:** Business meeting at the Fall Conference, October 3rd.