MINUTES
MN GIS/LIS Consortium Board
Friday, May 15th, 2009 - 10:00 a.m. to 12:00 p.m. Board Meeting: Location – Ewald

Board Directors
Steve Benson – Board Chair Elect (via phone)  Carla Coates – Treasurer
Rebecca Foster – Board Chair  Heidi Gaedy – Private Sector
Kari Geurts – State Government

Ex-Officio Members
Josh Gumm – Governor’s Council  Nancy Rader – LMIC
Sally Wakefield – Past Chair

Committee Chairs (Non Board Members)
Don Ross – Awards  Chad Martini – Scholarship/Database

Steve Benson – Board Chair Elect (via phone)  Carla Coates – Treasurer
Rebecca Foster – Board Chair  Heidi Gaedy – Private Sector
Kari Geurts – State Government
Leanne Knott – At-Large  Ben Richason – Higher Education (via phone)
Sarah Schrader – Secretary  Stacey Stark – Conference Chair Elect (via phone)
Jeff Storlie – Conference Chair  Jennifer Wittkopf, Local Government

Action Items
10:02am

AGENDA

Approval of Agenda / Additions to Agenda
Additions to Agenda: 1) GISSO final budget – Foster 2) Consortium History paragraph – Schrader

Motion to approve the agenda with additions (Rader/Knott)
Motion carried.

Secretary’s Report
Approval of Minutes
Review April Board minutes and action items. Carla is still working on posting past Treasurer reports to the Document portal. Ben is still working on finalizing the 2009 goals for the Education committee.

Motion to approve the April minutes. (Knott/Gaedy)
Motion carried.

Treasurer’s Report
Approval of Report
Review Treasurer’s report from Carla.

Motion to approve (Wittkopf/Storlie)
Motion carried.

Action Items/New Business

GISSO Final Budget (Added Agenda Item)
- The University of Minnesota GIS Student Organization was under budget by $400 for their Job Fair event. The group is hoping to keep these leftover funds to use to pay for a keynote speaker at the 2010 event. The group is asking the Consortium whether it is acceptable that they keep the money until next year instead of refunding it to the Consortium and their other sponsors.
- The Board’s general consensus is to allow the GISSO to keep the leftover funds and use for their 2010 event.
Foster: Review the Consortium’s policy regarding distributing funds and asking for a receipt or budget information.

- **Consortium History Paragraph** (Added Agenda Item) Schrader
  - Review distributed paragraph to post on the website regarding the Consortium’s history. Sarah has been working with Don Yaeger, Les Maki, and Will Craig to compile this information.
  - It was suggested to create an “About Us” page on the website to include this history information rather than post it on the main page.

Schrader & Sjerven: Continue to work together to get the history information posted on the Consortium website.

- **2009 Conference Budget** Storlie
  - Review draft budget for the 2009 fall conference and workshops.
  - Committee is looking at cutting costs regarding the preliminary program this year. By not printing this document, it could save around $2,000!
    - One option would be to use a template from Ewald for a postcard or something similar to send to members. That way, members would still receive a reminder in the mail but it would be much less expensive to produce and to mail.
  - All of the workshops will be held at the DECC. This should make serving lunch and getting attendees to the workshops much easier since it is all in one place.
  - Laptops will need to be rented this year and have been confirmed. Many agencies and vendors were contacted to rent laptops and most were unavailable or too expensive.

Stark: Make a list of those agencies who were contacted regarding laptops.

  - There have been 34 abstracts submitted as of May 14th.
  - The Consortium will receive a rebate for each room night spent by conference and workshop attendees. Though the maximum rebate amount should be revisited to see whether it can be increased.
  - Fun Run event might include timing equipment from the Grandma’s Marathon organizers. There will be t-shirts available again this year for participants of this event.
  - Overall, the conference budget has a projected profit.
  - At this point, the estimated break-even point for the conference is 400.
  - One possibility of cutting down the on-site program is to limit the length of the session abstract bios.
  - People may need to double-up on these laptops for the fall workshops.
    - Might be able to get desktop computers instead of laptops to use for the same price for the fall workshops.
  - The Conference Committee has started a new policy regarding printing instructor materials. Workshop instructors can get their printing costs paid for ONLY IF they are donating their honorarium. Otherwise, the Consortium can print their documents BUT they will get charged for it and the amount will be deducted from their honorarium.
  - Sally suggested a new way to hold a raffle event at the conference. Kari recommended that if vendors donate an item for the raffle, then there is a raffle bucket for the tickets at that vendor’s booth. That way, it will bring more attendees to the vendor booths and encourage vendors to donate great raffle items.

Richason: Talk with Chad Martini about the raffle idea for the Conference.
A suggestion was made to not use the pipe and drape material at the fall conference in the vendor area and that could save some money.

The Wednesday night Entertainment will be a social event at the DECC with the opportunity to go Curling. Curling will cost $15 per person and there will be appetizers provided by the Consortium.

- A suggestion was made to give each workshop attendee and instructor a $5 coupon towards curling. Since these members have already given money to the Consortium by taking a workshop, it would be nice to give them a discount to that evening’s event.

The following are items in the conference budget to be reviewed and that might change before the Board’s final approval in June:
- On-site program
- Entertainment subsidy for Curling event
- Preliminary program
- Break-even attendance number.

Storlie: Finalize some of the conference budget line items and bring back for Board approval at the June Board meeting.

**2009 Spring Workshop Budget**

- Review distributed budget for the Spring Workshops.
- As of May 14th, 100 people have registered. With 100 people registered, the Consortium has a projected net profit of $1,580. If 130 people end up registering, the projected profit increases to $3,560.
- Thanks to Sally volunteering to Chair the planning committee for this event!
- There is a line item in the budget for Air Cards, costing a total of $600, which will be used to access the internet from a couple of the workshops. The Air cards cost $30 each and 20 were ordered. There will also be an Air card for the workshop instructor available.

*Motion to approve the Spring Workshops budget. (Knott/Gaedy)

**Motion carried.**

Wakefield: Add the spring workshop budget to the Document Portal.

- Carla noticed in the Consortium’s main budget that there is a line item for credit card processing fees and that there is also a separate line item for this expense for spring workshops. Sally had not included the processing fees as a line item in the spring workshops budget. A general estimate of the total cost for the processing fees is between $400-500. Carla will change that line item in the main budget to $500. Sally will update her budget to include this line item expense.

**Salary Survey**

- The Salary Survey is almost ready and Gerry should be able to get a test out to Board members in the next week.
- The survey includes 14 questions and only takes about 10 minutes to finish.

Wittkopf: Email Board members when the draft survey is available online to test!

**Project Portal File Structure**

- Review the list of changes that Heidi has made to the Document portal online. These changes are to make the folder and document structure more intuitive for users.
There is also a tool that Board members can use in to upload entire folders of documents to the portal instead of uploading one document at a time.

Gaedy: Send Board members a companion tool to allow the ability to upload entire folders to the portal site.

- There is also a tool available that will send an email to specified people when a new document has been added to the portal or has been updated.
- It was suggested that committee members be granted limited access to the Document portal. Heidi can set up access for users to certain folders or the entire site, whichever is appropriate for that user.

Board Members: Send Heidi the names and email addresses of committee members who you would like to have access to the Document portal.

- **2009 Consortium Goals**
  - Review the 2009 Goals list and update with the progress. The updated Goals list will be posted on the Document portal.

Knott & Richason: Send headshot photo to Gerry for the website.

- Suggestion was made to take the Consortium’s Mission Statement off of the main web page and post it on a different page called “About Us” or something similar. If there is not upcoming event information to post on the main page then the Mission Statement can be posted on the main page. Would be best though to compile some text to stay on the main page permanently.
- There are currently some issues with formatting with Affiniscape. The text on the main page of the Consortium website is showing up much smaller than it is supposed to be. Gerry is working with Affiniscape to fix this problem.

Schrader: Post the updated Goals list to the Document portal.

Foster: Add Alan Laumeyer to the awards committee and the email distribution list for the Board.

**E-announcements have been sent out recently regarding the Spring Workshops and the Call for Abstracts. There are other announcements that will be going out soon too but the Workshops and Call for Abstracts has priority.**

Motion to adjourn. (Wakefield/Storlie)
*Motion carried.*
**Meeting adjourned at 11:56am**