Minutes
GIS/LIS Consortium Board: Friday, November 19th, 2010
10:00 a.m. to 12:00 p.m. Board Meeting
Location – Ewald Consulting – 1000 Westgate Drive, Suite 252, St. Paul, MN 55114

Board Directors
Kari Geurts – State Government
Tami Maddio – Conference Chair-Elect
Heidi Goedy – Private Sector
Tim Loesch – Treasurer
Sarah Schrader – Chair-Elect
Adam Snegosky – Local Government
Stacey Stark – Conference Chair (phone)
Josh Gumm – At-Large (phone)
Jesse Adams – Secretary (phone)
Steve Benson – Chair
David Kelley – Chair

Ex-Officio Members
Rebecca Foster – Past Chair
Nancy Rader – MnGeo

Committee Chairs
Mark Kotz – Awards
Ben Richason – Education
David Kelley – Scholarship
Sally Wakefield – Professional Development
Gerald Sjerven – Web Administrator (phone)

Action Items

Meeting started: 10:07 AM

Board Chair Steve Benson will be arriving late and so Past Chair Rebecca Foster will run the meeting until Steve arrives. Secretary Jesse Adams could not attend the meeting in person and Chair-Elect Sarah Schrader volunteered to take the meeting minutes.

AGENDA

Approval of Agenda / Additions to Agenda

Sarah Schrader asked to move the discussion regarding the 2010 conference to later in the agenda. Stacey Stark planned to call in to the meeting but would not be available until around 10:30am.

*Motion to approve the agenda with the suggestion change in order. (Rader/Kelley)
**Motion carried.

Secretary’s Report

Approval of Minutes

Board reviewed the action items and the draft minutes from the September Board meeting. All action items have been completed. Nancy sent Jesse some minor edits for the September minutes including some clarification suggestions which Jesse will be implementing for the final draft of the minutes.

*Motion to approve the September meeting minutes. (Snegosky/Rader)
**Motion carried.

Board reviewed the draft minutes from the annual membership meeting at the fall conference. Nancy has some minor edits for these minutes, such as correcting the date for the minutes, and has sent them along to Jesse.

*Motion to approve the October meeting minutes. (Snegosky/Kelley)
**Motion carried.

Treasurer’s Report

Approval of Report

Tim was not present at the meeting but had emailed the September Treasurer’s report to Jesse and Steve. Unfortunately, Steve did not receive the report in time before he left town and was unable to make
copies for the meeting. The Board will review the September Treasurer’s report at the December meeting along with the reports for both October and November.

**Action Items\New Business**

- **Board Nominations – Update**
  - Sarah reviewed the current list of nominees for each board position. At this point, there are no nominees for either the Treasurer or the Conference Chair-Elect positions.
  - Kari volunteered to remove herself from the election for the State Representative and instead run for Treasurer. She will need to check first with her supervisor to get approval and will contact Sarah.
  - Sarah checked the Consortium by-laws to see whether there is any information to guide the board in proceeding without any nominees for the Treasurer position. There is no helpful information to guide for this situation.
    - Sarah asked Ewald staff for their advice for this situation and they suggested the following - In the event that there is no Treasurer designated for the Consortium, the current Board Chair should be available to sign checks.

  **Geurts:** Check with supervisor regarding ability to run for Board Treasurer position.

- **2011 Conference – SARC Lab Availability**
  - Many changes happening at St. Cloud State University (SCSU) including staff layoffs and in how departments are organized and grouped together.
  - Can use the college campus catering service for the workshop box lunches.
  - Spatial Analysis Research Center (SARC) labs should be available for the 2011 conference workshops at no cost to the Consortium.
    - Kari comments that the Consortium is willing to pay for room rental at SARC and asks Ben to keep that in mind. If the Consortium will need to pay for the room rentals then the cost information would be helpful to have soon for planning purposes.
  - Software installations needed for the workshops will need to be done by the SCSU IT staff. In the past, there was no cost to the Consortium for the installation work done by SCSU staff. The Consortium is willing to pay for this service as well as find volunteers to assist with the software installations if necessary.
  - Currently the SARC is using ESRI version 9.3 with plans to upgrade to version 10.0 in the spring of 2011.

  **Foster:** Email Tami and Ben the documentation from the 2005 and 2006 fall conference regarding which labs and classrooms were used for the workshops.

- **MAGE Update**
  - There are changes being made regarding standards for teaching Geography in K-12 schools. A proposal that students be aware of GIS is under consideration. The changes in standards should be completed and approved by June 2011.
  - ESRI is working on a K-12 license option for school districts, 4H clubs and other groups. In addition to software though, there is still a great need for trained teachers and professionals to work with the students and the GIS technology.
Ben said that the Consortium may be asked to write a letter supporting GIS education in K-12.

The Consortium could offer workshops geared towards K-12 educators at the spring or fall workshops.

**RFP Discussion**

- The Executive Board recently met to discuss the Consortium’s current contract with Ewald Consulting and the possibility of switching to a different agency. Summary notes of this meeting are posted on the Project Portal.
- There needs to be improvement in Ewald’s conference pre-planning, post-conference summary, and database issues. Regarding pre-planning for the conference, it was suggested to start early in the year and explain to Ewald staff exactly what is expected of them. The lack of quality post-conference summary information is closely linked to Ewald’s poor database system, using both Membersia and Affiniscape. Many of the conference planning issues that have come up in the past are due from issues with the current database structure. At this point, the only other database option that Ewald has offered is for the Consortium to upgrade to Affiniscape 360. After a demonstration of this program though, Consortium board members decided that it was not a good fit for what we need, especially considering the significant cost to upgrade.
- Kari suggested that we look into other agencies that could handle our database and registration. The Consortium could still contract with Ewald for conference planning.

**2010 Conference**

- Stacey received the conference evaluations from Ewald recently. Because of how the information was captured online, Ewald staff will need more time to compile the information.
- Overall, the feedback was very positive:
  - Workshops – Excellent!
  - Keynote Speaker – Excellent! There were also some comments though that the Consortium has focused too much on open-source for the last few conferences.
  - Closing Speaker – Average. Some people felt that the topic was too general and others commented that the topic had nothing to do with GIS.
- Stacey will give a more detailed conference budget update at the December meeting.
- Stacey is compiling a document for Tami and future conference chairs with detailed tasks and information to review early in the year.
- A historical document listing past conference attendance numbers, costs, gross profits, etc would be helpful for current and future conference chairs and board members. Information for each conference should be included and not removed.

**Holiday Meeting**

- Don Yaeger and his wife Suzanne have graciously offered to host the Board’s holiday meeting at their house in Shoreview. The meeting is scheduled for Friday, December 17th at 10am.
• Spring Workshops
  o David Kelley and Tami Maddio have been looking into using the University of St. Thomas’ GIS labs for spring workshops.
  o The labs currently have ESRI version 10.0 on all the computers. Some students would be available to assist with additional software installations if needed.
  o The University has its own catering department that would need to be used for the box lunches.
  o March 21st-27th is spring break for the University and the last day of finals is May 20th.
  o General consensus of the board members is to hold the spring workshops on Thursday, May 26th, 2011. The workshops would be held the week before the Memorial Day weekend and should give the planning committee enough time to plan this event.
  o David volunteered to be the planning chair for the spring workshops committee. Sally Wakefield has mentioned to Rebecca that she would like to help on the planning committee as well.
  o An e-announcement should be sent out soon to members requesting volunteers for the planning committee, suggestions for workshop topics and instructors, and to advertise the date and location for the spring workshops.

Kelley: Compile an e-announcement for spring workshops and send to Jesse for inclusion in an upcoming e-announcement.

• Bylaws Review
  o Nancy recently sent Steve some edits for the Bylaws and Steve asks all other board members to send him any changes for the Bylaws soon.
  o The Board will vote to approve the updated Bylaws document at the December board meeting.

Benson: Update the Bylaws to include the edits provided by board members and post the updated Bylaws document on the Project Portal.

• MAGIC
  o Will Craig was able to call in to the last MidAmerica GIS Consortium (MAGIC) meeting.
  o Will and Steve plan to call in to the next MAGIC meeting to find out more about this group and how the MN GIS/LIS Consortium could benefit by becoming a member agency.

• Polaris Award
  o Reviewed the suggested wording change for the Polaris Award description. The wording change has already been reviewed and approved by the Awards committee.

*Motion to approve the wording change for the Polaris Award description. (Rader/Geurts)
**Motion carried.

• Committee Reports
  o No additional report.

Benson: Post the November Committee Reports on the Project Portal.

• Round Robin
  o Request from Ewald a document comparing the 2010 conference to past conferences; including a financial overview, what went well and what could be improved upon.
*Motion to adjourn (Schrader/Kelley)
**Motion carried.
Meeting adjourned: 11:58 AM