To: 2011 GIS/LIS Consortium Board Members:

**Board Directors**

Jesse Adams - Secretary  
Steve Benson - Past Chair  
Kari Geurts - Treasurer  
Josh Gumm – At-Large  
Blaine Hackett - Private Sector  
David Kelley - Higher Education  
Tami Maddio - Conference Chair  
Bart Richardson - State Government  
Sarah Schrader - Chair  
Adam Snegosky - Local Government  
Ben Verbick - Chair-Elect  
Alison Wieckowicz - Conference Chair-Elect

**Ex-Officio Members**

Gerry Sjerven - MnGAC  
Nancy Rader - MnGeo

**Committee Chairs** (Non Board Members)

David Kelley - Scholarship  
Mark Kotz – Awards  
Ben Richason – Education  
Gerry Sjerven – Web Administrator  
David Kelley – Prof. Development

**AGENDA**

Approval of Agenda / Additions to Agenda   Schrader

- Discussion of meeting agenda

*Motion to approve the meeting agenda (Geurts/Kelly)
**Motion carried.

Secretary’s Report Approval of Minutes   Adams

- Review of November action items

* Motion to approve the November meeting minutes (Rader/Benson)
**Motion carried.

Treasurer’s Report Approval of Report – November   Geurts

- General fund currently has $37,000
- Only $100 in accounts payable
- Accounts receivable down from $16,000 to $10,000
- Total assets are at $88,000
- Clarification on Summit networking event: funds raised from 50% of the attendance fee equaled $580
- Strange negative on the report from the Kelly Inn for around $400

Geurts: check with Scott regarding the refund of $400 from the Kelly Inn
• $1000 dollars recorded on board meeting expenses
  o This is from the Swine catering used at the Summit networking event
  o Need to move this to a different budget item
• Administrative fees go to Ewald – also includes the Affiniscape maintenance bill
• Clarification on print versus reproduction: separates out the printing costs between board expenses versus conference expenses

*Motion to approve the November treasurer’s report (Verbick/Hackett)
**Motion carried.

**Action Items\New Business**

**Fall Conference Networking Event and Funds Transfer to Endowment**

- Schrader

  • According to the board policy manual the net proceeds from a scholarship fundraising event should go to the scholarship fund

  *Motion to transfer the net proceeds, $1570.50, from the general fund to the scholarship (Rader/Kelly)

  • Further discussion: for the past 7-8 years gross proceeds have been transferred to the scholarship fund
  • Suggestion to wait for the final conference budget to determine if the funds are available to make a donation to the scholarship to make up the difference between the net and gross proceeds
  • 2002 was the first year the conference networking event transferred money to the scholarship fund
    o 2007 was the first year the venue started charged for food, which increased the cost to hold the event
  • Suggestion: create a line item in the conference budget for the donation going to the scholarship fund
  • 2009 was the first year budgets became detailed to point that scholarship fund donations were separated out of the budget as a separate line item
  • Two options:
    o Transfer the gross profit at this time staying with what was done in the past
    o Transfer net in one motion and transfer the difference between gross and net in another motion as a donation from the board to the scholarship fund
  • The line item donation will fall on the board budget and no long have any line items that fall on the conference budget
  • The donation would go to the scholarship committee from the board budget

  **Motion carried.

  • February retreat would be good time to bring up a scholarship committee budget
  • $1229.50 total expense from the networking event – pizzas, room, cups

  *Motion to transfer the difference between the net and gross proceeds, $1229.50, from the general fund to the scholarship as a board donation to the scholarship (Richardson/Madio)
  ** Motion carried

Geurts: Ask Amanda to transfer the dollars from the two previous motions
Conference Budget Summary  
- Tabled until January

Alternative Phone/Web Conferencing Options  
- JoinMe works well for basic screen and document sharing  
  - Free for basic screen sharing service

Adams: verify the number of attendees that can join a JoinMe online conference

Geurts: check into Adobe connect with Ewald to see if this option is available to the consortium

Adams: setup a JoinMe session for the January meeting and send out instructions to the board including the URL for joining the meeting

Affiniscape 360  
- Affiniscape Members 360 (M360) summary and discussion
- Database committee recommends transferring from Membrosia to M360 under the following conditions:
  - The funds are available for the data transfer and the increased maintenance costs ($1,500 for the data transfer, $4,500 annual maintenance fee. The current annual maintenance fee is $2,000)
  - We will maintain total ownership of the database after its conversion to Members360 and will have the right to request a complete duplication of the database for our own use (such as, for migration to another association management firm)
  - The data cleansing procedure and data transfer model that Ewald creates are approved by the Database Committee
  - An acceptable solution is found for transferring our members’ conference and workshop attendance records into the new database
  - It’s demonstrated that Members360 will fulfill all of our e-announcements business needs
- Need to have some financial constraints upfront in a contract that states we will pay half of the database transfer fee to get started and the remaining when the process is complete to our satisfaction
  - That will give us some leverage if something isn’t right after the data transfer
- There is a statement of work on the portal as a draft we can use as a guide for a contract
- Question: if we go with this system, who will we be dealing with at Ewald?
  - How long will be have access to the staff in charge of database transition?
- Suggestion: have E-Announcements go through Constant Contact
- The new M360 can be thought of as three separate parts:
  - E-Announcements
  - Member profiles
  - Conference attendance
  - GISP historical record keeping
• Be sure to reiterate that we DON’T charge for membership to the consortium when migrating the databases
• Reiterate that transferring to the new system will save Ewald time
• Suggestion to check with other consulting firms to see what they would charge
• The website and member profile will not change with M360
  o The conference registration will look different with M360
• Question: how long will it take to transfer from the current system to M360
• Database committee will get started on the initial planning of the transition in January 2011

*Motion to give the database committee permission to move forward with discussions on moving to Affiniscape 360 (Kelly/Verbick)
** Motion carried

Board Elections

Verbick

• At this point the race is very close for the contested seats
• So far there are 100 members who have voted for board seats
• Voting will close on December 17th

Review 2011 goals

Schrader

Board: review the goals document on the portal

• A fair number of goals have been completed or at least in process

Round Robin with Ewald Staff

Schrader

• Discussion with Scott regarding the conference attendance database distribution at the end of the conference each year
  o Revisit the policy regarding membership list distribution versus conference list distribution
• Sally Wakefield received an invoice for $190 but did not attend the conference
  o How does Ewald track presenters that aren’t registered?
  o Need to ensure that presenters are registered for the conference before attending
  o Contact presenters who are not registered prior to the conference to ensure they are registered, or have made prior arrangements to attend only the workshop or presentation they are giving
• Mention to Scott that the database is discussing Affiniscape 360 and will be contacting them soon
• Discussion with Scott regarding conference reporting
  o More details are need on the budget and conference registration reports
• The report provided by Ewald for conference attendees didn’t make sense. The total number of attendees in the list doesn’t match the total at the bottom
  o Requested a list of vendors who have attended the fall conference
  o Also requested a list of vendors who registered for the conference prior to June 1st 2011
    ▪ Still have not received correct information on either of these lists

Meeting adjourned: 12:43 PM