Minutes – August 2013
MN GIS/LIS Consortium Board
Thursday, August 15th, 2013

Board of Directors
Vacant - Chair
Ben Verbick – Past Chair
Adam Snegosky– Chair-Elect *acting chair
Kyle Chester - Treasurer
Catherine Hansen - Secretary
Stacey Stark – Higher Education (phone)
Heather Bergen – At-Large

Bart Richardson – State Government
Jennifer Ward – Private Sector (phone)
Michelle Trager - Local Government (phone)
Derek Lorbiecki – Conference Chair
Kitty Hurley– Conference Chair-Elect

Ex-Officio Members
Gerry Sjerven – MnGAC (phone)
Dan Ross – MnGeo (phone)

Brought to order 10:02 AM
Approval of Agenda

• Stark requested to add education committee discussion

Motion to approve the agenda – Lorbiecki/Verbick – motion carried.

Secretary’s Report, Review of Action Items & Approval of Minutes

ACTION: Follow up to send letter to attendees (action item was to draft letter, but was it sent?) – Adam/Scott Ewald

Change: Josh did attend the June meeting; do not cross out his name on the minutes.
ACTION: New portal directory: “2013 Board Documents” public section on project portal – move all approved minutes to this directory.

Motion to approve the secretary’s report– Verbick/Bergen– motion carried.

Treasurer’s Report, Approval of Reports

Posted July report to portal, June report is in financial section on portal.
Administrative Fee for fall conference is the large charge from past two months

Motion to approve the treasurer’s report – Verbick/Lorbiecki - motion carried.

Action Items/New Business

• Your Membership Transition

Portal document: transition plan and timeline
This is our chance to update the website with layout options, there are templates available. Gerry looking for a work group to review a new look. More multi-media web layout look.

September will be the work month. Changing the domain so Ewald will control the DNS and server, and taking care of the email. The change from Affiniscape to YourMembership is being implemented this month-
Question: Joe (Ewald) gislis.org expires at the end of 2015 – will Ewald renew this or will Gerry need to do this with Network solutions. Who will pay for this in the future?
Layout Design Committee * Email Gerry if you’re interested. Template review in September - probably include Nancy Rader and Mike Kotz.

• Approval of 2013 Award Winners

Catherine stepped out of the room briefly.
Motion to approve the award committee award recommendation: Verbick/Lorbiecki – Motion Carried.

- Changes to Awards
  
  Discussion to change a few criteria for the awards:
  
  Point 1: Consider Modifying 3rd Polaris Criterion
  
  Change third point of Polaris criteria: “Conference presenter, committee or board member”
  
  Motion made to approve the text change to the Polaris Criterion text – Verbick/Lorbiecki – motion carried.

  ACTION: Mark to update changes and provide on portal

  Point 2: consider a consortium specific award: discussion regarding this is not necessary

  Point 3: tweak polaris instructions to encourage more complete nominations

  Mark provided text changes. The board agrees that the committee can update those changes.

- Conference Update

  Lorbiecki

  Opened registration on August 1st - early bird registration by 16th Sept. 2013.
  
  Bring your own laptop – ArcGIS above 10 is the main requirement
  
  Digital dropbox will be set up so students can go there to get class documents before class.

  *early set up* Question: Can ESRI give us an iso to use for students for the day? We can get evaluation software DVDs for participants?

  The GeoLounge is not in the budget, we may go over the budget to get this set up.

  Discussion: Dan Ross was asked to do a brief introduction from State GIO at the conference. Perhaps the State of the State address to highlight the collaborative work in the community – rather than just a state agency focus, emphasize a community focus.

  No closing date for the on-line registration. We can take them up to the actual date of the conference.

- GISP Form Letter

  Richardson

  Although not mandatory, the GISP process does advise applicants to document all claims. Is it necessary for the BOD to provide a letter? It’s the member’s responsibility to fill in the information on the letter template. We can add this letter in the database (as template for members to download)

  ACTION: contact member to update letter, send letter to Scott to print on letter head and then send to member (Angela). Catherine

  Motion to adopt the form letter for members to use for the GISP process: Sjerven/Bergen – motion carried.

- New Consortium Merchandise

  Snegosky

  Adam: our merchandise (t-shirts) inventory is getting low. Stark has a catalog – can send a few ideas out to everyone.
  
  At the International ESRI conference, they sell at $17, $21, $30 (t’s, shirt, golf shirts).

  Adam will look into ideas and share at the next board meeting.

  Discussion: Is there a budget item for promotional products? NO.

- Board Meeting Schedule

  Snegosky

  Change to Thursdays seems to work well for current board meetings. On 2nd floor of Ewald office for the rest of the year.

  Motion to move standard meeting to 3rd Thursdays at 10am for the remaining 2013 year. Snegosky/Lorbiecki. Motion Carried
• ADDED agenda item: Education Committee update  
  Stacey
  Suggested a poster submission form to promote more student involvement at the conference. Member Stark would like to offer a new “open student” poster competition to offer $100 prize and the student doesn’t have to be the scholarship nominee from the school, and many students from one school could enter. Student would attend and participate in the conference. In order to receive the prize they would need to be there as a student attendee. Open to all students (no matter what education level they are at).
  
  Motion to approve $100 for open competition poster – Stark/Hansen. Motion Carried.

K-12 Workshop: Stacey printed GIS/LIS brochures. $37.41 to print the brochure –
  Is there an expense form? Send receipt to Amanda and Kyle for reimbursement – ACTION: Next meeting Kyle will sign the check.

• Round Robin regarding Ewald  
  Snegosky
  o Issues in General
    Stacey Stark called 10am Wednesday morning to get booth set up/exhibitor – and they haven’t gotten back to her yet. This is outside of our expectations (24 hour rule) Adam will check in with Scott Ewald today.

  o Any Ewald issues for the next monthly follow-up request from Scott

Committee Business and Summary Reports
• Awards Committee  Kotz - submitted
• Conference Committee  Lorbiecki - submitted
• Education Committee  Stark - submitted
• Database/Web Committee  Richardson - submitted
• Communications/Social Media Committee  Rader
• Outreach Committee  Hackett – no submission
• Spring Workshop  Trager - no submission
• Scholarship Committee  Stark – conference
• Statewide Community Advisory Body  Gerry – no submission
• Networking Event Planning Committee  no report
• MnGeo Update  Rader - no submission

Discussion: Dan. Is the Geo Advisory report be part of the consortium committee reports? Should we continue the MnGeo update report? Is it useful to people? Dan pointed out that there is the Geo Spatial commons – subscribe to the rss feed. New website design should include a place on the web site for user groups in the state to share information. They’ll have their own space on the site. With website update, we will have an online newsletter/blog. But this is not the formal committee report or update.

Yes, we do want to see this report each month. Can we get this report in other ways? Maybe just provide the link to where else it is published. Dan will look into the best way for the state to share the updates with us.

  Motion to approve the committee reports: Bergen/ Verbick. Motion Carried.

Motion to adjourn the meeting Adam/Derek. Motion carried. Meeting adjourned at 11:33am  

clh