

**AGENDA**  
**MN GIS/LIS Consortium Board**  
**Friday, April 15<sup>th</sup>, 2011**  
**10:00 a.m. to 12:00 p.m. Board Meeting**  
**Location:** Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

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**

Rebecca Foster - 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

From: Sarah Schrader, Chair

If you are unable to attend or will be late to this meeting, please call Sarah @ 651-385-3193 or cell phone 651-775-1417 or send an e-mail to: [sarah.schrader@co.goodhue.mn.us](mailto:sarah.schrader@co.goodhue.mn.us)

**AGENDA**

Approval of Agenda / Additions to Agenda	Schrader
Secretary's Report Approval of Minutes	Adams
Treasurer's Report Approval of Report	Geurts

**Action Items\New Business**

- |   |          |
|---|----------|
| • Review and approve final draft of General Operations Budget             | Geurts   |
| • Fall Conference Onsite Program Advertising Fees                         | Maddio   |
| • Policy regarding E-announcements, Newsletter articles, Web ads – update | Schrader |
| • UofMN GISSO Event Grant – update  | Schrader |
| • Review Website Page Maintenance Plan                                    | Schrader |
| • Review 2011 List of Goals   | Schrader |
| • Round Robin   | Schrader |
| ○ Issues in general   |          |
| ○ Any Ewald issues for the next monthly follow-up request from Scott?     |          |

**Committee Summary Reports**

- |                                 |          |
|---------------------------------|----------|
| • Awards Committee              | Kotz     |
| • Conference Committee          | Maddio   |
| • Education Committee           | Richason |
| • Membership Services Committee | Foster   |

1. Database\Web Committee
  2. Newsletter Committee
  3. Outreach Committee
- Professional Development (Spring Workshops) Committee
  - Scholarship Committee
  - Statewide Community Advisory Body
  - MnGeo Update

Richardson  
Rader  
Hackett  
Kelley  
Kelley  
Foster  
Rader

**Conference Call Instructions:**

Dial: 1-866-394-4146

Participant code: 11191230#

Board Chair: 11172589#



Minnesota GIS/LIS Consortium  
1000 Westgate Drive  
Suite 252  
Saint Paul, MN 55114  
[www.mngislis.org](http://www.mngislis.org)

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## Committee Reports – April 2011

### Awards

- No Report this month

### Conference Committee Report

- The Conference Committee meets on Thursday, April 14<sup>th</sup>.
- The first Workshop questionnaire went out and the second will be going out soon. We have a keynote speaker. His name is Scott Mest from the NASA Planetary Science Institute. He uses GIS in his work with the Lunar Reconnaissance Orbiter (LRO) Mission as well as Mars mapping. He is excited to speak at our conference and visit Minnesota for the first time.
- The Call for Presentations will be done electronically this year and will be out this week.
- Things are progress on schedule so far.

### Database Committee

- No report this month

### MnGeo State Government Geospatial Advisory Council

- A Council meeting was held Tuesday, March 15<sup>th</sup> at the Centennial Office Building, St. Paul from 9:00-Noon.
- John Blood from HSEM briefed the Council on the proposed 2011 Spring Flooding preparation.
- Fred Logman reviewed the 2011 Legislative Session
- Mike Dolbow did a presentation on the Geocoding RFI.
- The next meeting will be held Tuesday, May 10<sup>th</sup> at the Centennial Office Building, St. Paul from 9:00-Noon.

All meetings of both councils are open to the public and meeting materials and presentations are posted online. For more info, see: <http://www.mngeo.state.mn.us/councils/index.html>

### MnGeo Statewide Geospatial Advisory Council

- A Council meeting was held Thursday, March 31<sup>st</sup> at the Centennial Office Building, St. Paul from 1:00-4:00pm.
- John Hoshal briefed the Council on the current 2011 Spring Flooding.
- Mike Dolbow did a presentation on the Geocoding RFI.
- Chris Cialek did a presentation on State Geospatial Standards.
- David Arbeit reviewed the 2011 Legislative Session
- Will Craig did a presentation on the new Outreach Committee.
- The 2011 Governor's Geospatial Commendation Award Committee was formed and Rebecca Foster will continue as Chair.
- The next meeting will be the last meeting of the first appointed MnGeo Statewide Council Members.
- The next meeting will be held Thursday, June 30<sup>th</sup> at the Centennial Office Building, St. Paul from 1:00-4:00pm.

All meetings of both councils are open to the public and meeting materials and presentations are posted online. For more info, see: <http://www.mngeo.state.mn.us/councils/index.html>

## MnGeo

- **New LiDAR:** LiDAR data is becoming available for 25 counties in SW Minnesota that were flown in 2010, as well as for several counties whose LiDAR data has previously been proprietary (Blue Earth, Chisago and Rice). DNR is QC'ing and standardizing the data and hosting it on their FTP site; MnGeo is coordinating the acquisition of the proprietary data. See the Minnesota Elevation Mapping Project webpage for details: [www.mngeo.state.mn.us/committee/elevation/mn\\_elev\\_mapping.html](http://www.mngeo.state.mn.us/committee/elevation/mn_elev_mapping.html)
- **Spring imagery flights:** The contract for flying spring leaf-off imagery over 36 counties in Southern Minnesota was awarded to Surdex Corporation, and flights began April 11. To aid flight planning, a network of about 20 volunteers is submitting reports and photos of flooding, snow, ice and leaf-out conditions from field locations throughout the project region. For more on the project, see: [www.mngeo.state.mn.us/chouse/airphoto/southmn11.html](http://www.mngeo.state.mn.us/chouse/airphoto/southmn11.html)
- **Spring flooding:** Staff from MnGeo and a number of other state agencies have been assisting with GIS flood response work at the State Emergency Operations Center.
- **GLO Field Note scanning:** The project to scan and index Minnesota's original General Land Office survey field notes is on track to meet a May 6th deadline for completing 250,000 pages (75% of all interior and exterior survey notes). The MN Historical Society granted additional funds to scan and index 80,000 extra pages that were discovered after the scanning RFP was issued. Estimates are that just the TIFF images for 320,000 pages of notes will require 20 terabytes! The project team will also review the island, reservation and railroad surveys and develop a plan and estimates so they can be scanned and indexed in a subsequent project. For more information, see: [www.mngeo.state.mn.us/chouse/GLO/fieldnotes/index.html](http://www.mngeo.state.mn.us/chouse/GLO/fieldnotes/index.html)

## Newsletter

- **Spring issue:** Will be published this week.
- **Summer issue:** The deadline will likely be moved back a bit from May 1.
- **Future issues:** The News team is assessing whether or not the current format of distinct issues continues to be the best way to meet the purpose of the newsletter, and ways to streamline and better distribute the workload of producing the News. Recommendations will be brought to the Board for discussion.

## Outreach Committee

- As of March 15<sup>th</sup>, there are 42 members on the Consortium's LinkedIn page.
- Work is continuing on the 2010 Annual Report.

## Professional Development Committee

- Spring Workshops Update – Meeting Agenda Item

## Scholarship

On April 12<sup>th</sup>, Chad emailed all of the participating schools with the competition judging guidelines, student criteria, and an overview of the timeline and what the student competitors receive by being selected.

The following 10 schools have confirmed their eligibility and desire to participate in the 2011 GIS/LIS scholarship competition at the annual conference.

### 2011 Confirmation

SCSU	YES
St Thomas	YES
UMN	YES
St Mary	YES
Mankato	YES
Itasca	YES
Fond du lac	YES
UMD	YES
Macalester	YES
BSU	YES

**Web Committee**

- No Report this month

**Finance Committee**

- No report this month



# Fall Conference Onsite Program Advertising Agreement

[www.mngisliis.org](http://www.mngisliis.org)

MN GIS/LIS now offers an opportunity for Vendors to get exclusive visibility within the Fall Conference Onsite Program by purchasing Advertising space.

### Advertiser Benefits:

- You will reach the leading GIS/LIS professionals in Minnesota.

### Ad Sizes:

- Full page (7.5" x 10") – \$125
- Half page (7.5" x 4.5") – \$75
- Quarter page (3.75" x 4.5") – \$50
- Eighth page (3.5" x 2") – \$25

### Ad Specifications:

- Advertisers must submit ad as a high resolution (300 dpi) .eps, .pdf, or .jpg file.
- All ads will be printed in black and white.
- Ads will be rejected if specifications aren't met.
- Email ad to Tami Maddio at [tmaddio@cityofeagan.com](mailto:tmaddio@cityofeagan.com).
- Deadline to submit ad: September 1, 2011.

Contact Name \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Indicate the ad size you'd like to purchase:

- Full page – \$125     Half page – \$75     Quarter page – \$50     Eighth page – \$25

### Payment Method:

- Check     MasterCard     Visa

Credit card number \_\_\_\_\_ Exp. date \_\_\_\_\_ 3-digit security code \_\_\_\_\_  
 Cardholder name \_\_\_\_\_ Phone \_\_\_\_\_  
 Billing address (if different than above) \_\_\_\_\_

This Agreement is subject to the terms and conditions set forth. By signing this agreement, the advertiser agrees that it has received a copy of the terms and conditions and agrees to abide by them.

Signature \_\_\_\_\_

### Return completed application form and payment to:

MN GIS/LIS Consortium  
 1000 Westgate Dr., Ste. 252  
 St. Paul, MN 55114  
 Fax: 651-290-2266  
 Email: [webmaster@mngisliis.org](mailto:webmaster@mngisliis.org)  
 Call (651) 290-6296 with any questions.

(For office use only)

initials	fin.
date	
CK/CC	
amt. paid	
bal. due	



# Fall Conference Onsite Program Advertising Agreement

## Terms and Conditions

Deadline for submission of advertising materials and full payment is as noted on the Advertising Agreement.

All advertisers having Agreement rates must sign an agreement. Rates may be increased on 30 days notice. Advertisers on Agreement are protected from rate increases for the duration of the Agreement.

Mechanical Requirements: Please consult Advertising Agreement. Ads submitted must adhere to the Ad Specifications outlined.

MN GIS/LIS reserves the right to determine advertising placement position.

Advertising appearing on the MN GIS/LIS Consortium Web site does not constitute a recommendation or endorsement by MN GIS/LIS.

MN GIS/LIS reserves the right to refuse or cancel any advertisement for any reason, at any time. Advertisements are subject to review by the MN GIS/LIS.

Cancellations must be in writing and arrive at the MN GIS/LIS office at least five business days prior to the scheduled closing date. No Refunds.

MN GIS/LIS reserves the right to cancel Agreements for non-payment or when referred for collection.

All ads are accepted subject to the terms and conditions of the advertising agreement. (The advertising agreement, including its terms and conditions, is available online at [www.mngislis.org](http://www.mngislis.org)).

This document represents an agreement between MN GIS/LIS and the below named advertiser and/or its agency for advertising placed on the MN GIS/LIS Consortium Web site. The advertiser and/or its agency agree to all conditions specified in this Agreement and those specified in the terms and conditions of the Advertising Agreement. Both the advertiser and agency agree that they may be separately and mutually held responsible for non-payment of monies due MN GIS/LIS.

In the event of default, in addition to the finance charges, the advertiser will be responsible for payment of all attorney fees or collection fees, court costs and other expenses reasonably incurred in connection with collection of the debt.

In the event of cancellation of this Agreement, whether by MN GIS/LIS or the advertiser, the advertiser will be responsible for all fees due up to the date of cancellation.

All accounts are payable prior to publication.

**Minnesota GIS/LIS Consortium**  
**Treasurers Report for March, 2011**  
**Date of Report: 04/15/2011**  
**Prepared by: Kari Geurts**

Account Status as of 03/31/2011

<b>Account</b>	<b>Balance</b>	<b>Description</b>
General Fund	\$10,000.00	Affinity checking account
Reserve Fund	\$35,019.97	Affinity savings account
Wells Fargo Accounts	\$4,681.58	Wells Fargo accounts
Accounts Receivable	\$6,915.00	Unpaid invoices
Other Assets	\$6,650.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-\$109.19	Unpaid bills
<b>Balance</b>	<b>\$63,157.36</b>	<b>Total Assets</b>

Deposits	\$270.06	Registrations and interest
Expenses	\$317.30	See profit/loss detail

Scholarship Endowment	\$28,120.69	Affinity savings account
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### **Treasurer Comments**

The Wells Fargo account has \$4,681.58 balance. We still have a bill for Affiniscap for \$2,000.00 to pay. I signed the check to pay for the web contract (shows on February expenses) and will sign the Affiniscap bill 4/15/11. Amanda still needs to close the Wells Fargo account and have them issue a cashier's check for the remaining balance.

I opened the checking account at Affinity. It has a balance of \$10,000.00, which leaves the reserve fund with a balance of \$35,019.97. I will deposit the cashier's check from Wells Fargo into the checking account.



Deposits:

Fond Du Lac Fall Conference	\$260.00
Interest Income	\$10.06
Total	\$270.06

Expenses:

Heidi Gaedy	\$100.00
Sarah Schrader	\$31.43
Sarah Schrader	\$130.87
Postage	\$1.64
Rent/Storage	\$2.19
Telephone	\$0.20
Office Supplies/Photocopies	\$7.15
Bank Fees Wells Fargo	\$43.82
Total	\$317.30