

AGENDA
MN GIS/LIS Consortium Board
Friday, June 15, 2012
10:00 a.m. to 12:00 p.m.

Location: Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: **2012 GIS/LIS Consortium Board Members:**

Board Directors

Ben Verbick - Chair
Sarah Schrader – Past Chair
Josh Gumm – Chair-Elect
Kari Geurts - Treasurer
Catherine Hansen - Secretary
Stacey Stark – Higher Education
Heather Bergen – At-Large
Bart Richardson – State Government

Blaine Hackett – Private Sector
Michelle Trager - Local Government
Alison Wieckowicz – Conference Chair
Derek Lorbiecki – Conf. Chair-Elect

Ex-Officio Members

Gerry Sjerven – MnGAC
Nancy Rader – MnGeo

From: Ben Verbick, Chair

If you are unable to attend or will be late to this meeting, please call Ben @ 763-543-2638 or cell phone 763-226-7060 or send an e-mail to: bverbick@logis.org
See conference call instructions at the end of this document.

AGENDA

Approval of Agenda / Additions to Agenda
Secretary's Report, Approval of Minutes
Treasurer's Report (& phone usage estimates)

Verbick
Hansen
Geurts

Action Items\New Business

- Fall Conference budget review and approval
- Spring Workshops summary and final budget review
- Event grant request (SE MN GIS Users Group)
- M360 transition progress report & demo
- Policy Manual review and approval
- Approval of Committee Reports
- Review/discussion of 2012 Board Goals
 - Identify action items for June/July
- Round Robin
 - Issues in general
 - Any Ewald issues for monthly follow-up

Wieckowicz
Schrader/Trager
Trager
Richardson
Verbick/Schrader
Verbick
Verbick
Verbick

Committee Business and Summary Reports

Note: an oral report not required but Board approval is required for all submitted reports.

Individual reports are assembled into a single document for quick review on our Portal for the specific board meeting month.

- | | |
|---|-----------------|
| • Awards Committee | Kotz |
| • Conference Committee | Wieckowicz |
| • Education Committee | Stark |
| • Database\Web Committee | Richardson |
| • Communications/Social Media Committee | Rader |
| • Outreach Committee | Hackett |
| • Spring Workshop | Trager/Schrader |
| • Scholarship Committee | Stark |
| • Statewide Community Advisory Body | Rader |
| • MnGeo Update | Rader |
| • Networking Event Planning Committee | Schrader |

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.mngisllis.org

Committee Reports – June 2012

Awards (Mark Kotz)

Polaris and Lifetime award nominations are due at the end of June. In July the Awards Committee will evaluate them and make a recommendation to the Board for its August meeting.

Conference (Ali Wieckowicz)

- No report this month (regular agenda item)

Web/Database (Bart Richardson)

- No report this month (regular agenda item)

Communications/Social Media (Nancy Rader)

Summer 2012 Newsletter: Being edited.

MnGeo (Nancy Rader)

LIDAR: Most of the Arrowhead region LiDAR data is now [available!](#) For ongoing updates, see the [MN Lidar Facebook page](#) (publicly viewable).

Spring Orthophoto Program: One-foot Spring 2011 imagery for Murray and Rice counties has been added to MnGeo's [WMS Image Service](#). This higher-resolution imagery was a collaboration between the State program and the two counties as part of the [spring ortho program](#)

Geospatial Advisory Councils (Statewide: Gerry Sjerven, State Gov't: Nancy Rader)

Both the **Statewide** and **State Government** Geospatial Advisory [Councils](#) met at the end of May and covered similar topics:

- Introduction of Dan Ross as the new State Chief Geospatial Information Officer and Director of MnGeo.
- MnGeo's current organization, project portfolio, and funding model to initiate discussion about priorities and how MnGeo's role and, more broadly, coordination within Minnesota's geospatial community could evolve.
- MnDNR's GDRS (Geospatial Data Resource Sites). Tim Loesch described DNR's next-generation approach to distributing data that promises to move Minnesota much closer to a coordinated portal for data, metadata, services, and tools. For more info, see his [slides](#) and p. 2-3 in the [State Govt. Council Jan. minutes](#).

Nominations for Governor's Geospatial Commendation Awards: Deadline is June 29, 2012. For more info, see the [award webpage](#).

Outreach (Blaine Hackett)

- No report this month

Spring Workshops (Sarah Schrader, Michelle Trager)

- No report this month (regular agenda item)

Networking Event Planning (Schrader)

May 26th, 2012 – University of St. Thomas campus

Attendees – 52

Budget

- \$1,400.00 Event Sponsorship Income
- \$713.40 Total Expenses
- **\$686.60 Remaining Funds to Go Towards November Networking Event**

Event Sponsorships for 2012

- Elevated GIS Solutions
- ESRI
- Flat Rock Geographics
- Houston Engineerings
- North Point Geographics,
- Pro West & Associates
- RESPEC

Upcoming Events

- Thursday, October 4th at the fall conference
 - Possible inclusion of additional activities such as Birds of a Feather and trivia
- November 15th at Summit Brewery
 - Have to wait until August to reserve the space for this event

Education (Stacey Stark)

- No report this month

Scholarship (Stacey Stark)

We have nominations for student scholars for all the qualifying schools. The students have been contacted for information about their presentations. The committee also sent a survey to higher education Mn GIS/LIS members (as could be identified) to get feedback on the timing of the scholarship competition. The survey has closed, but the committee has not finished talking about the results. Results will be presented at the next Board meeting.

Finance Committee (Kari Geurts)

- See Treasurer's report

Research Committee (Sarah Schrader)

- **Committee Members**
 - Members of this committee include Heidi Gaedy, Joella Givens, Chad Martini, Sarah Schrader and Sally Wakefield
 - This committee is made up of past board members.
- **Purpose**

- The purpose of this group is to research what options exist regarding agencies to provide database, membership, conference, and/or financial management services to the Consortium. The committee will then present the compiled information to the board and will also provide their recommendation.

- **Progress**

- The committee had a phone conference in March.
- The committee discussed what services the Consortium currently utilizes through Ewald and grouped services into four categories: database, membership, conference, and financial.
- Committee members are currently researching other associations similar to GIS/LIS to find out which agency handles their conference management and/or other services.
- The group decided that the best way to proceed is to create an RFP or RFI document in order to collect helpful information from existing companies. The group members lack the knowledge of what agencies currently exist who could provide the necessary services to the Consortium. Rather than the Consortium trying to contact these companies, by sending out a Request for Proposal or a Request for Information, the companies can contact the Consortium.
 - Chad Martini is working with a staff member at Stearns County to compile a draft RFP document.
 - Once completed, this group will review the draft and then send an approved draft to the Board for their review and approval.

Minnesota GIS/LIS Consortium
Treasurers Report for May, 2012
Date of Report: 06/15/2012
Prepared by: Kari Geurts

Account Status as of 05/31/2012

Account	Balance	Description
General Fund	\$32,159.65	Affinity Checking Account
Reserve Fund	\$35,060.98	Affinity Savings Account
Accounts Receivable	\$3,340.00	Unpaid invoices
Other Assets	\$5,000.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-\$922.60	Unpaid bills
Balance	\$74,638.03	Total Assets
Income	\$10,130.89	Registrations, donations and interest
Expenses	\$1,098.16	See check detail
Scholarship Endowment	\$34,244.82	Affinity savings account

Treasurer Comments

Spring workshop registration income was \$12,150.00 as of 5/31.

Networking sponsorship income total was \$1,400.00

Meeting expense includes the check for \$136.10 to Ben for lunch at the strategic planning meeting.

Stacey did you have time to check with your lab to make sure they received the check for GIS day?

Deposits:

Networking Sponsors	\$400.00
Spring Workshop Registration	\$9,075.00
Fall Conference Exhibitors	\$650.00
Reserve Fund Interest	\$2.98
Scholarship Fund Interest	\$2.91
Total	\$10,130.89

Expenses:

Credit Card Charges	\$111.94
Meeting Expenses	\$150.17
Postage/Delivery	\$14.69
Management Fee	\$700.00
Rent/Storage	\$4.07
Telephone	\$50.14
Office Supplies/Photocopies	\$67.15
Total	\$1,098.16

Summary of Proposed Changes to the GIS/LIS Policy Manual June 2012

In order for the page numbers listed to correspond correctly, the Policy Manual should be viewed in the 'Final' version.

- General:
 - Changed all text to Times New Roman, 12pt font and with 1.5 line spacing.
- Page 3
 - Table of Contents:
 - Add a section for “Website”
- Page 4
 - Committee Policies:
 - Moved the committee listings to all be under “Committee Policies” rather than under “Committee Policies” and “Committee Information”.
 - Changed the “Professional Development” committee name to “Spring Workshops”.
 - Board Position Descriptions:
 - Removed the Spring Workshops Committee Chair from this listing since this committee Chair does not have to be a Board member.
- Page 5
 - Calendar:
 - (January) Changed “Executive Committee meets...” to “Treasurer establishes draft budget”.
 - (June) Changed Ewald contract deadline from March to June.
- Page 7
 - Budgets:
 - Added a bullet point “All budgets need to be reviewed by the Treasurer.”
 - Added a bullet point “If an expense within a committee budget exceeds the amount previously approved by the Board, or is a new item, it must be reviewed by the Board.”
- Page 9
 - Endowment Fund:
 - Removed the non-policy text about reimbursing the endowment fund.
 - Reworded the sentence about transferring all net proceeds from fundraisers into the endowment fund.
 - Added a sentence about the Endowment Fund being a savings account at Affinity Plus.
- Page 10
 - Financial:
 - Added a sentence about the Endowment Fund being a savings account at Affinity Plus.
 - Add a sentence about the General Fund being a checking account at Affinity Plus.
- Page 13
 - Voting:
 - Updated wording with what the Board approved earlier in 2012 regarding “Action without a meeting”.
- Page 14
 - Website:
 - Added a new section to list the policies specific to the Consortium’s website.
- Page 18
 - Database:
 - Removed all non-policy information regarding Affiniscape.
- Page 19
 - Fall Conference:
 - Removed non-policy text

- Page 21
 - Newsletter:
 - Updated with new text that was compiled by the News committee in 2012.
- Pages 22
 - Outreach:
 - Added a section for the Outreach committee
 - Added a policy that the Chair of this committee does not have to be a Board member.
 - Scholarship:
 - Removed all non-policy information
 - Removed Banette Kritzky listing as the main contact.
 - Added text regarding a new policy to automatically assign four board members (Past-Chair, Treasurer, Conference Chair and Higher Ed rep) to the scholarship committee.
- Page 31
 - Spring Workshops:
 - Changed committee name to “Spring Workshops”
 - Added various policies
 - Web:
 - Move all website-related policies to Page 14 where the new Website policy section is listed.
- Pages 32 & 33
 - Board position descriptions:
 - Removed all listings for budget creation except for the Treasurer position.
 - Added that the Past Chair, Treasurer, Conference chair automatically serve on the scholarship committee.
 - Past Chair – Removed the task of updating the history document. This is the responsibility of the Chair each year.
 - Treasurer – Added that this position assists the Higher Ed rep with creating the annual scholarship budget.
 - Higher Ed – Added that this position establishes the annual scholarship budget with the Treasurer.
- Page 33
 - Board position descriptions
 - Removed the text regarding the Spring Workshops Committee chair.
 - Because this Chair position is not always a board member, this chair position should not be listed on this page along with the board member listings.
 - Removed the listing for the Scholarship Chair.
 - Because this position is now automatically the Higher Ed rep, it does not need to be listed separately in this document.
- Page 34
 - Board position descriptions
 - Higher Ed Rep - Moved all tasks for the Scholarship committee chair to be listed under the Higher Ed rep.