

**AGENDA**  
**MN GIS/LIS Consortium Board**  
**Friday, August 17, 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](mailto: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

Verbick  
Hansen  
Geurts

**Action Items\New Business**

- |   |                  |
|---|------------------|
| • Awards Committee recommendation/approval of awards        | Kotz/Verbick     |
| • Awards Committee recommendation for criteria modification | Kotz/Verbick     |
| • Fall Conference budget review and approval                | Wieckowicz       |
| • Fall Conference planning progress report                  | Wieckowicz       |
| • Project Portal benefits and remuneration                  | Verbick          |
| • M360 transition progress report                           | Richardson       |
| • FOSS4G and MN GIS/LIS involvement                         | Hackett          |
| • Policy Manual review and approval                         | Schrader/Verbick |
| • Scholarship Committee – competition timing, budgeting     | Stark            |
| • Approval of Committee Reports                             | Verbick          |
| • Round Robin   | Verbick          |
| ○ Issues in general   |                  |
| ○ Any Ewald issues for monthly follow-up                    |                  |

## **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 (primary agenda item)       | Kotz            |
| • Conference Committee (primary agenda item)   | Wieckowicz      |
| • Education Committee                          | Stark           |
| • Database/Web Committee (primary agenda item) | Richardson      |
| • Communications/Social Media Committee        | Rader           |
| • Outreach Committee                           | Hackett         |
| • Spring Workshop                              | Trager/Schrader |
| • Scholarship Committee (primary agenda item)  | 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#



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## Committee Reports – August 2012

### Awards (Mark Kotz)

August Board meeting agenda items – Awards committees for Polaris and Lifetime Achievement have completed their processes and will present recommendations to the Board for Polaris Awards and Lifetime Achievement Awards.

### Conference (Ali Wieckowicz)

- No report this month (regular agenda item)

### Web/Database (Bart Richardson)

This past spring and summer the GIS/LIS membership database was successfully migrated to Affiniscape Members360. Current members have been instructed to log into the new system and change their password and update their profiles (over 300 members have done this so far). Assembling our members event history (conferences attended, board membership, etc.) and loading it into the database is the last task of the conversion process.

Conversion summary:

- January 2012 – Ewald staff demonstrates Members360, outlines the benefits of switching, and reviews the migration process and timeline. The goal is to finish the migration in time for the fall conference registration. The board tentatively approves the migration to Members360 if Ewald can address a few technical concerns, such as tracking past event histories and interfacing the database with e-announcements.
- February 2012 – the board formally approves the migration to Members360 with a onetime migration expense of \$1,500, and an annual maintenance expense of \$4,500. (The existing Affiniscape/Membrosia system had an annual maintenance expense of \$2,000)
- April 2012 – Ewald outlines the tasks and the timeline for the conversion. The main task for the board is to review and finalize the database fields.
- June 2012 – the board finalizes the database fields, expanding the number of attributes associated with volunteer and professional activities. Ewald finishes the migration process in mid-June. On June 19, an e-announcement is sent to our members requesting they login into the new database.
- July and August 2012 – the transition has gone smoothly and the data cleansing process appears to be successful. The next big test is the fall conference registration.

### Communications/Social Media (Nancy Rader)

**Summer 2012 Newsletter:** Will soon be online.

**Change in News Publishing Method:** The committee plans to change from 3 newsletters per year to an on-going blog-type method of publishing. This will allow news to be released when it's ready, rather than being delayed or rushed to meet an issue deadline. More details to follow.

### MnGeo (Nancy Rader)

**Proposed Digital Cadastral Attribute Data Transfer Standard for Minnesota:** This proposed standard establishes a common set of attributes and field definitions to encourage sharing and aggregation of geospatial cadastral (parcel) data. The [public review period](#) is open until Nov. 2, 2012.

**LiDAR:** New data for all of the Arrowhead region and part of the metro area is now [available](#). For ongoing updates, see the [MN Lidar Facebook page](#) (publicly viewable).

**MnGeo is now part of MN.IT Services:** On July 1, MnGeo transferred administratively from the Dept. of Administration to [MN.IT Services](#) (the Office of Enterprise Technology). We remain at the same physical location. For continuing updates on the State's Executive Branch IT Consolidation initiative, see the [IT Consolidation webpage](#).

**Geospatial Advisory Councils (Statewide: Gerry Sjerven, State Gov't: Nancy Rader)**  
Neither [council](#) has met since the last report. The State Government Council's July meeting was cancelled in favor of individual meetings between MnGeo management and state agencies.

Next meetings:

- **Statewide Council:** August 29
- **State Government Council:** September 11

**Governor's Geospatial Commendation Awards:** No nominations were received this year for the [award](#).

#### **Outreach (Blaine Hackett)**

- No report this month

#### **Spring Workshops (Sarah Schrader, Michelle Trager)**

- No report this month. No meetings planned until December.

#### **Networking Event Planning (Schrader)**

Next meeting is scheduled for Monday, August 27 at 1:00 pm. Expect to continue the planning process for the Thursday night Conference event and will start planning the November Networking Event.

#### **Education (Stacey Stark)**

- No report this month

#### **Scholarship (Stacey Stark)**

August Board meeting agenda item. Committee sent a survey to higher education Mn GIS/LIS members (as could be identified) to get feedback on the timing of the scholarship competition. Results of the committee's findings will be presented to the Board.

#### **Finance Committee (Kari Geurts)**

- See Treasurer's report

#### **Research Committee (Sarah Schrader)**

**MNGISLIS Conference Committee Update**  
**August 14, 2012**  
**2:30 PM**

Present: Ryan Stovern, Sarah Schrader, Rebecca Foster, Ben Richason, Sherry Watson, Michelle Trager, Adam Snegosky, Josh Gumm, Gerry Sjerven, Etoile Jensen  
Staff: Scott Franzmeier

The meeting was called to order at 2:30 pm.

Scott announced Alison was not able to be on the call due to an unexpected family conflict.

1. Conference Committee Reports

- Sessions/Program
  - Preliminary Program Progress (Ali)
    - Scott reported that the sessions are all set and all of those details are with the communications department at Ewald. The only missing information is the final workshops. Once these are received, the preliminary program can be finalized and the registration can open on line.
- Scholarship (Stacey Stark)
  - Sarah reported for the Scholarship committee and spoke briefly on the mentor and
- Workshops (Sherry Watson)
  - Sherry reported that all but two workshops are finalized and confirmed and she will be following up with those speakers today or tomorrow. Once she receives the final details, she will forward to Scott and they will begin to work on the website and preliminary program. Ben Richason will check on the internet accessibility for students who bring them to the workshops. If this is not possible, we will need to make arrangements for additional hands on rooms. The committee discussed the available rooms and how to make it work regardless of computer needs and internet capabilities.
- Facilities (Etoile Jensen)
  - Etoile offered to assist Sherry with assigning rooms for the workshops and will work with Ben and Sherry on this. The hospitality room has been secured for breakfast and breaks for workshops. Ben will contact SCSU regarding a room for lunch and will let Scott and Etoile know where it will be. Scott will make all other arrangements with the caterer. Etoile will work on the map to provide to participants for the workshops.
- Entertainment (Sarah Schrader)
  - Wednesday night – trivia, games – Josh, Chad and Sarah are working on food ideas and will forward them to Scott so he can get a quote. Door prizes may be included.

2. Next Meeting: TBD

The meeting was adjourned at 2:55 pm.



**Minnesota GIS/LIS Consortium**  
**Treasurers Report for June, 2012**  
**Date of Report: 08/17/2012**  
**Prepared by: Kari Geurts**

Account Status as of 06/30/2012

| <b>Account</b>        | <b>Balance</b>     | <b>Description</b>                             |
|-----------------------|--------------------|--|
| General Fund          | \$28,925.95        | Affinity Checking Account                      |
| Reserve Fund          | \$35,063.86        | Affinity Savings Account                       |
| Accounts Receivable   | \$1,465.00         | Unpaid invoices                                |
| Other Assets          | \$5,000.00         | Prepaid expenses, Inventory, Undeposited funds |
| Accounts Payable      | -\$106.56          | Unpaid bills                                   |
| <b>Balance</b>        | <b>\$70,348.25</b> | <b>Total Assets</b>                            |
|                       |                    |  |
| Income                | \$2,930.69         | Registrations, donations and interest          |
| Expenses              | \$7,217.66         | See check detail                               |
|                       |                    |  |
| Scholarship Endowment | \$34,247.63        | Affinity savings account                       |

**Treasurer Comments**

Spring workshop registration income was \$10,650.00 as of 6/30. Donated honorariums were \$1,500.00. Motion to transfer the honorariums to the Scholarship fund.

Fall conference exhibitor income is \$2,925.00

Office supplies/photocopies (8212) expense includes an order for envelopes for \$262.31. Did someone place this order through Janie? There is another charge for \$11.10 that has not been paid but shows up on the profit loss report for the month.

Income:

|                                     |                   |
|-------------------------------------|-------------------|
| Spring Workshop Donated Honorariums | \$1,500.00        |
| Fall Conference Exhibitors          | \$2,925.00        |
| Reserve Fund Interest               | \$2.88            |
| Scholarship Fund Interest           | \$2.81            |
| <b>Total</b>                        | <b>\$2,930.69</b> |

Expenses:

|  |                   |
|--|-------------------|
| Food & Beverage (Spring Workshop - 6117) | \$1,849.00        |
| Paid Honorariums (6125)                  | \$2,700.00        |
| Mail Service and Postage (7150)          | \$375.60          |
| Design and Print (7150)                  | \$677.98          |
| Entertainment/Awards/Gift (7181)         | \$175.00          |
| Credit Card Charges                      | \$160.19          |
| Meeting Expenses                         | \$10.86           |
| Postage/Delivery                         | \$21.12           |
| Management Fee                           | \$700.00          |
| Rent/Storage                             | \$4.07            |
| Telephone                                | \$270.43          |
| Office Supplies/Photocopies              | \$273.41          |
| <b>Total</b>                             | <b>\$7,217.66</b> |



**Minnesota GIS/LIS Consortium**  
**Treasurers Report for July, 2012**  
**Date of Report: 08/17/2012**  
**Prepared by: Kari Geurts**

Account Status as of 07/31/2012

| <b>Account</b>        | <b>Balance</b>     | <b>Description</b>                             |
|-----------------------|--------------------|--|
| General Fund          | \$16,764.73        | Affinity Checking Account                      |
| Reserve Fund          | \$35,066.84        | Affinity Savings Account                       |
| Accounts Receivable   | \$1,090.00         | Unpaid invoices                                |
| Other Assets          | \$5,000.00         | Prepaid expenses, Inventory, Undeposited funds |
| Accounts Payable      | -\$78.76           | Unpaid bills                                   |
| <b>Balance</b>        | <b>\$57,842.81</b> | <b>Total Assets</b>                            |
|                       |                    |  |
| Income                | \$2,730.95         | Registrations, donations and interest          |
| Expenses              | \$13,733.42        | See check detail                               |
|                       |                    |  |
| Scholarship Endowment | \$35,750.60        | Affinity savings account                       |

**Treasurer Comments**

The donated honorariums for \$1,500.00 from the Spring Workshops were moved to the Scholarship fund.

Fall conference exhibitor income is \$2,725.00

The food & beverage expense of \$400.00 was for the Spatial Hotdish event. I will have Amanda change the code to 8060 Grant Awards.

The website expenses include: \$2550.00 to Ewald for the Members 360 work, \$3,000.00 to Affiniscape for Members 360 payment, and \$690.00 for Webmaster (Gerry) contract.

Income:

|                            |                   |
|----------------------------|-------------------|
| Fall Conference Exhibitors | \$2,725.00        |
| Reserve Fund Interest      | \$2.98            |
| Scholarship Fund Interest  | \$2.97            |
| <b>Total</b>               | <b>\$2,730.95</b> |

Expenses:

|  |                    |
|--|--------------------|
| Food & Beverage (Spring Workshop - 6117) | \$400.00           |
| Administrative Fees                      | \$6,250.00         |
| Credit Card Charges                      | \$25.00            |
| Meeting Expenses                         | \$11.18            |
| Postage/Delivery                         | \$2.48             |
| Management Fee                           | \$700.00           |
| Website                                  | \$6,240.00         |
| Rent/Storage                             | \$4.38             |
| Telephone                                | \$98.48            |
| Office Supplies/Photocopies              | \$1.90             |
| <b>Total</b>                             | <b>\$13,733.42</b> |