

AGENDA
MN GIS/LIS Consortium Board
Friday, September 21, 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

Verbick
Hansen
Geurts/Verbick

Action Items\New Business

- Approval of Committee Reports Verbick
- Report on SEMNUG and Grant Schrader
- Conference Committee Report Wieckowicz
 - Conference Board Booth Signup Reminder Verbick
 - <https://docs.google.com/spreadsheets/cc?key=0Aj3Su9nivJpAdGdTMjJJeEd5bXICSIZBb1VtTXB1TUE#gid=1>
- Board Nomination Process Verbick
- Spring Workshop Pre-planning
- Website Ad Space Verbick/Sjerven
- Contract Signature Policy Verbick
- Round Robin Verbick/Franzmeier
 - 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 | Kotz |
| • Conference Committee (primary agenda item) | 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.mngislis.org

Committee Reports – August 2012

Awards (Mark Kotz)

- No report this month.

Conference (Ali Wieckowicz)

- No report this month (regular agenda item).

Web/Database (Bart Richardson)

- No report this month.

Communications/Social Media (Nancy Rader)

Summer 2012 Newsletter: [Published](#).

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. We will work on this after the conference.

MnGeo (Nancy Rader)

Air Photo Needs Survey: MnGeo and DNR are heading an effort to make air photos more affordable and accessible in Minnesota. The results of a [short online survey](#) will help assess what type of imagery people think should be collected on a regular basis. The survey deadline is Sept. 28.

LiDAR-derived Hillshade: A hillshade layer created using LiDAR elevation data is now available for portions of Minnesota via [MnGeo's web mapping service](#). The black-and-white images, created by DNR and MnGeo, make it easier to see changes in elevation over the landscape. Currently, the layer covers many counties in northeastern and southern Minnesota - more counties will be added as the data becomes available.

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

The [Statewide Council](#) met September 5. Dan Ross led a very productive discussion about what MnGeo's priorities should (and should not) be. His [slides](#) describe a draft list of priorities, and the [minutes](#) document the extensive member feedback. The slides also describe the newly forming Geospatial Technical Committee that Ross will chair – this committee will be the primary governing body for decisions and policies that impact the use of geospatial technology in the executive branch. Blaine Hackett also gave a presentation about the upcoming FOSS4G open source conference.

The [State Government Council](#) has not met since the last report. It will next meet on Sept. 26.

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)

A notice was sent out to all institutions to send updates about program contacts for the webpage. Only 2 have responded. This project will be completed after the conference.

The Young Professionals Mentor Program has 6 mentors and 6 mentees signed up. We are still accepting more participants. Matches and information will be sent out one week before the conference.

Scholarship (Stacey Stark)

We have been in contact with all schools and students. All information has been submitted for the printed program. I am still working following up with lots of last minute questions from students and making sure they successfully register using the promo code. Two undergraduate student scholars have opted not to attend or present at the conference. I'm looking for one or two more judges. Chad is printing out the certificates, and checks will be mailed to students after the conference.

We will again hold a raffle at the conference to benefit the scholarship endowment fund. Six vendors have already agreed to donate items to the raffle in their registration. Ewald will provide ticket buckets and raffle tickets, which will be sold for \$1 each.

The Thursday networking event has been changed (see Networking Report). Beer glasses will be sold for \$20 each at the vendor reception (includes drinks) or \$10 (no drinks) with 3 raffle tickets.

Finance Committee (Kari Geurts)

- See Treasurer's report

Research Committee (Sarah Schrader)

- No report this month

Minnesota GIS/LIS Consortium
Treasurers Report for August, 2012
Date of Report: 09/21/2012
Prepared by: Kari Geurts

Account Status as of 08/31/2012

Account	Balance	Description
General Fund	\$27,005.55	Affinity Checking Account
Reserve Fund	\$35,069.82	Affinity Savings Account
Accounts Receivable	\$1,090.00	Unpaid invoices
Other Assets	\$7,690.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-\$80.58	Unpaid bills
Balance	\$70,774.79	Total Assets
Income	\$21,276.02	Registrations, donations and interest
Expenses	\$8,341.00	See check detail
Scholarship Endowment	\$35,753.64	Affinity savings account

Treasurer Comments

Fall conference registration income for August was \$15,745.00.

Fall conference exhibitor income for August was \$5,525.00 total income is \$11,825.00

The food & beverage expense of \$400.00 for the Spatial Hotdish event was changed to the code 8060 Grant Awards.

Income:

Fall Conference Registrations	\$15,745.00
Fall Conference Exhibitors	\$5,525.00
Reserve Fund Interest	\$2.98
Scholarship Fund Interest	\$3.04
Total	\$21,276.02

Expenses:

Food & Beverage (removed from Spring Workshop - 6117)	-\$400.00
Administrative Fees (7040)	\$6,250.00
Food Service (7117)	\$67.79
Entertainment/Awards/Gifts (7181)	\$321.62
Travel & Lodging (7183)	\$82.10
Credit Card Charges	\$83.89
Award Grant (8060)	\$400.00
Meeting Expenses	\$12.35
Postage/Delivery	\$0.99
Management Fee	\$700.00
Website	\$595.00
Rent/Storage	\$4.38
Telephone	\$217.83
Office Supplies/Photocopies	\$5.05
Total	\$8,341.00

MN GIS/LIS Contract Signing Authority and Guidelines

The following statements are presented for insertion to our Policy and Procedures Manual, Page 8, Contracts section , replacing the statement “All contracts must be signed by the Chair.”

The MN GIS/LIS Consortium Board of Directors designates the Board Chair to be the sole signing authority on all documents requiring a signature of a representative of the Board with the following exceptions.

- A designated representative of Ewald Consulting (our management company) may sign documents commonly referred to as “event orders”. These are documents with little or no financial obligation to the Consortium but necessary organizational transactions of our Annual Conference or other Board approved events.
- The Chair of the Annual Conference or a Board approved delegate of the Conference Committee may sign any contracts or documents required to move Conference business forward as long as the financial obligations of the contracts do not exceed Board approved Conference budget amounts by more the \$200 per contract. Annual Conference contracts with financial obligations in excess of \$200 over the Board approved amounts must be presented to the Board for approval or signed by the Board Chair.
- The Board Treasurer may sign banking related contracts in the normal course of doing the corporate banking business of the Consortium.
- The Board may choose to designate other members of the Executive Committee as signing authorities for specific purposes. Any Board action for such purpose should be explicitly documented.