

AGENDA
MN GIS/LIS Consortium Board
Friday, November 18th, 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

Gerry Sjerven - 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 (office) or 651-775-1417 (cell) or send an e-mail to: 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 – September & October	Geurts

Action Items\New Business

- | | |
|---|---------------|
| • Conference Summary | Maddio |
| • Board nominations | Verbick |
| • Networking Event – Summary | Gumm |
| • Request to Transfer Funds into Scholarship Endowment | Schrader |
| • Spring Workshops – Need to Form Planning Committee | Schrader |
| • Changes for Polaris Leadership Award Procedures | Kotz/Schrader |
| • Holiday Meeting | Schrader |
| • Alternate Phone/Web Conferencing Options | Adams |
| • Round Robin with Ewald Staff | 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
- Membership Services Committee
 1. Database\Web Committee
 2. Newsletter Committee
 3. Outreach Committee
- Professional Development (Spring Workshops) Committee
- Scholarship Committee
- Statewide Community Advisory Body
- MnGeo Update

Richason
Foster
Richardson
Rader
Hackett
Open
Kelley
Sjerven
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

Committee Reports – November 2011

Awards

- The Awards Committee discussed and compiled a list of proposed changes to the procedures for the Polaris Leadership Award. The committee requests that the board review and approve these changes. This is an agenda item.

Conference Committee Report

- We had our post conference meeting the week after the conference. There were actually early survey results available at that time. Tami is working with Scott on finalizing the conference budget and will have the final budget available for the December board meeting.

Conference Committee Goals:

- Streamline advertisement of ALL vendor and sponsorship opportunities available.
 - Sent all information in a letter with the Exhibitor Prospectus. For 2012 we should include the drawing ticket information for the vendors. There is still confusion over scholarship raffle vs. drawing.
- Bring back the hot dog eating contest at the Thursday evening networking event.
 - Did not have this in 2011.
- Work with conference and workshop evaluation forms so that the results are easier to sort and be useful.
 - Everything is on Survey Monkey and with much easier to access and reporting.
- Increase the number of sessions available at the conference. (Increase the presentation pool)
 - This stayed the same this year. We had just enough abstracts.
- Outreach more to professionals in fields other than GIS to attend the fall conference.
 - Began this with the MN Surveyors.
- Advertising revenue for the conference brochures.
 - This was done in the Onsite Program only.
- Advertising in the onsite program
 - This was done in 2011 and quite successful.

Database Committee

- The Database Committee met with Ewald staff and an Affiniscape representative for a demonstration of Members360 (the meeting summary, *Affiniscape Members360 demo*, is posted to the portal).
- While the demonstration answered most of our questions regarding user profiles and database access, we still have questions about its use for conference registration. Therefore, the Database Committee is planning a follow-up meeting with Ewald before making a final decision about Members360.

MnGeo

- **Georeferenced GLO maps:** Nearly all of the scanned original General Land Office public land survey maps were georeferenced as part of the related project to scan the GLO field notes; the georeferenced maps are now on MnGeo's FTP site. The field notes are being posted online by the U.S. Bureau of Land Management. The metadata for both projects will

be posted very soon. For details, see:

- GLO maps: <http://www.mngeo.state.mn.us/glo/>

- Field notes: <http://www.mngeo.state.mn.us/chouse/GLO/fieldnotes/>

- **State IT Consolidation:** This project to consolidate executive branch IT under the State Chief Information Officer is moving along. The next phases in the planning were posted October 28: <http://mn.gov/oet/governance/initiatives/index.jsp>
- **GECCo:** Materials from the Geospatially Enabling Community Collaboration (GECCo) workshop that was held in the Twin Cities on October 27 and 28, 2011 are now online: <https://sites.google.com/site/tcgecco/>

Newsletter

- **Winter/Spring 2012 issue:** Deadline will be in late January for publication in March.
- **Goals:** All goals have been met or are on-track. Have added one more goal to create a help document for writing e-announcements, similar to the one for writing newsletter articles.

Geospatial Advisory Councils

www.mngeo.state.mn.us/councils/

- **Statewide Council:** Members for the FY2012-13 term have been appointed, see: www.mngeo.state.mn.us/councils/statewide/members/FY2012-13/
The council's next meeting will be November 29.
- **State Government Council:** Members for the FY2012-13 term have been appointed, see: www.mngeo.state.mn.us/councils/stategovt/members/FY2012-13/
The council's next meeting will be January 10, 2012.

Outreach Committee

- There are 161 members for the Consortium's LinkedIn Group page.

Professional Development Committee

- No report

Scholarship

- Networking Event Summary and Request to transfer proceeds from event into the endowment fund. This is an agenda item.
- The 2011 scholarship winners are as follows:
 - Poster: Andrew Glusica (Itasca Community College)
 - Undergraduate 1st place: Andrew Andrusko (Mankato)
 - Undergraduate 2nd place: Gina Holliday (UM Duluth)
 - Graduate 1st place: Willy Mekeel (Mankato)
 - Graduate 2nd place: Jessica Campbell (UM Twin Cities)
- Total cash payout to students in 2011 was \$3400. Five students did not participate reducing the scholarship awards by \$1000.
- The committee expects about \$50 in expenses for mailing of winner's certificates.
- The scholarship committee will ask for thoughts from the schools about an alternative date for the competition as the timing of the event is very difficult for students and schools mostly due to graduating students.

- Josh and Sarah have organized a networking event with proceeds going toward the scholarship fund.

Web Committee

- No Report

Finance Committee

- Finance committee goals
 - Reduce meeting phone expenses (conference calls) (in progress)
 - Reduce the phone bill (consortium phone at Ewald) (in progress)
 - Better transparency on accounts receivable
 - Research better interest rate for the Reserve Fund.
 - Set up fee assessments for late payments by members.
 - Separate the budgets for the spring workshops, fall conference, and general operating.
 - ⊖ Transfer \$10,000 to the Reserve Fund.
 - ⊖ Streamline advertisement of ALL vendor and sponsorship opportunities available.
- Meeting expenses
 - Kari will provide cost for both conference calls and phone line at Ewald
 - Jesse will provide alternative meeting options for conference calls.

The finance committee met on 9/12/2011. We discussed the following financial issues with Ewald staff:

What other strategy can you use to contact members that have an outstanding invoice?

The contact information comes from the members profile information. . If they are paying via PO and the PO gives a specific billing address then the invoices are sent there. Invoices are mailed to that address after 30 days. If no payment is received after after 3 months a phone call is made to the member. Ewald believes this is not a problem and is a small percent of our members that attend events. They feel there is not a lot they can do to get companies to pay the invoices.

How often do we get payments for more than one member where the names are not listed?

This does happen for PO payments. Ewald calls the organization and asks for the list of names.

Can we make the PO number a required field in the registration?

Action item for Ewald to find out

Does Affiniscape 360 have the ability to block members for registering if they have an outstanding invoice?

No.

Does the accounts receivable report include vendors with an outstanding invoice?

It would but there are no vendors at this time that have an outstanding invoice.

Has anyone with an outstanding invoice tried to register for this year's conference?

No. Ewald is manually checking the registration list against the accounts receivable report.

What can we do about the 1425 members in the database who have incomplete contact information?

Action item for Ewald to send the database committee a spreadsheet with those members put into categories for what information they are missing.

Also, Ewald will set up a meeting with the database committee to further discuss Affiniscape 360.

Minnesota GIS/LIS Consortium
Treasurers Report for October, 2011
Date of Report: 11/18/2011
Prepared by: Kari Geurts

Account Status as of 10/31/2011

Account	Balance	Description
General Fund	\$75,709.21	Affinity checking account
Reserve Fund	\$35,040.52	Affinity savings account
Accounts Receivable	\$16,379.30	Unpaid invoices
Other Assets	\$7,190.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-\$36,189.84	Unpaid bills
Balance	\$98,129.19	Total Assets
Income	\$32,419.47	Registrations and interest
Expenses	\$68,299.37	See profit/loss detail
Scholarship Endowment	\$29,336.62	Affinity savings account

Treasurer Comments

Printing and Reproduction (8160)* charge of \$324.15 should be moved to the Fall Conference code 7160.

The raffle amount of \$609.00 was provided by Scott and given to Amanda. If this is correct should I transfer this amount to the scholarship fund?

The beer tasting amount of \$2,800.00.00 was provided by Scott and given to Amanda. Should we deduct the expense (\$1,229.50) for the event and deposit \$1,570.50 in the scholarship fund or deposit the whole amount?

The other income (8850) is from the organizations that sponsored the networking event. What should this income be coded to? Scholarship endowment fundraising 7180?

There were several expenses that were entered by Amanda and are reflected in the Profit/Loss report. These checks have not been processed through the bank however, so they are not showing in the Check Detail report for Oct. They include;

Beer mugs	\$473.16
Computer rental	\$2,146.43
Green Mill	\$21,232.46

Red Carpet	\$1,106.15
Convention Center	\$9,987.87
Bus service	\$715.00
Hotel/travel	\$768.00

The income and expense detail are described below.

Deposits:

Raffle (7049)	\$609.00
Beer Tasting (7054)	\$2,800.00
Conference Registration	\$27,755.00
Conference Exhibitors	\$700.00
Reserve Account Interest Income	\$2.98
Scholarship Interest Income	\$2.49
Product Revenue (8112)	\$150.00
Other Income (8850)	\$400.00
Total	\$32,419.47

Expenses:

Administrative Fees (7040)	\$6,250.00
Supplies and Equipment (7090)	\$10,726.56
Facility Rental (7115)	\$10,987.87
Food service (7117)	\$25,246.81
Honorariums (7125)	\$1,000.00
Design and Print (7160)	\$3,442.94
Entertainment/Awards/Gifts (7181)	\$1,517.18
Travel and Lodging (7183)	\$2,404.20
Awards/Gifts (8035)	232.47
Credit Card Charges	\$939.23
Scholarship awards	\$3,400.00
Meeting Expenses	\$50.00
Marketing and Communications (8111)	\$120.14
Postage/Delivery	\$15.09
Printing/Reproduction (8160) *	\$324.15
Association Management Fee	\$700.00
Website	\$780.00
Rent/Storage	\$4.07
Telephone	\$158.66
Total	\$68,299.37

Minnesota GIS/LIS Consortium
Treasurers Report for September, 2011
Date of Report: 11/18/2011
Prepared by: Kari Geurts

Account Status as of 09/30/2011

Account	Balance	Description
General Fund	\$90,908.18	Affinity checking account
Reserve Fund	\$35,037.54	Affinity savings account
Accounts Receivable	\$2,235.00	Unpaid invoices
Other Assets	\$6,000.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-\$169.14	Unpaid bills
Balance	\$134,011.58	Total Assets
Income	\$56,450.29	Registrations and interest
Expenses	\$3,761.31	See profit/loss detail
Scholarship Endowment	\$29,334.13	Affinity savings account

Treasurer Comments

Honoraria (6125)* charge of \$600.00 should be moved to the Fall Conference code 7125.

Printing and Reproduction (8160)* charge of \$65.80 should be moved to the Fall Conference code 7160.

Meeting expenses was -\$38.77 because the conference meal reimbursement of \$55.54 was charge to the meeting expense code last month.

The income and expense details are described below.

Deposits:

Conference Registration	\$51,920.00
Conference Exhibitors	\$4,525.00
Reserve Account Interest Income	\$2.88
Scholarship Interest Income	\$2.41
Total	\$56,450.29

Expenses:

Honoraria (6125)*	\$600.00
Supplies and Equipment (7090)	\$473.16
Food service (7117)	\$54.54
Credit Card Charges	\$850.67
Meeting Expenses	-\$38.77
Postage/Delivery	\$28.34
Printing/Reproduction (8160) *	\$65.80
Association Management Fee	\$700.00
Website	\$945.00
Rent/Storage	\$4.07
Telephone	\$78.50
Total	\$3,761.31