

MAGIP Board Meeting Minutes

Wednesday, June 4th, 2014

Department of Commerce, Room 226, Helena, MT)

10:00 AM

Attendance:

Miles Wacker

Karen Coleman

Allen Armstrong (on phone)

Leslie Zolman

Valentijn Hoff

Meghan Burns

Carrie Shockley

Zachary Collins (on phone)

Tom Kohley

Hunter Simpkins

Meghan Burns called the meeting to order at 10:04 AM and asked for any revisions to the agenda. None were suggested. The June 4th BOD meeting was designated as the Annual Meeting.

Review of April 11th Board Meeting Minutes – Presented by Hunter Simpkins

Motion (Carrie Shockley): adopt April 11th Board meeting minutes

2nd (Karen Coleman)

APPROVED UNANIMOUSLY

2014 Election Results – Meghan Burns

- Voting ended in May; 67 out of ~150 registered members voted, but this seems to be comparable to responses received for other recent surveys
- **Results:**
 - Leslie Zolman was elected Vice President

Motion (Hunter Simpkins): Ratify Leslie Zolman as Vice President

2nd (Allen Armstrong)

APPROVED UNANIMOUSLY

- Valentijn Hoff was elected as a Member-at-Large

Motion (Carrie Shockley): Ratify Valentijn Hoff as Member-at-Large

2nd (Zac Collins)

APPROVED UNANIMOUSLY

- Tara Chesley-Preston was elected as a Member -at-Large

Motion (Carrie Shockley): Ratify Tara Chesley-Preston as Member-at-Large

2nd (Valentijn Hoff)

APPROVED UNANIMOUSLY

- Board member responsibilities will be discussed one-on-one with the two incoming Members-at-Large
 - Karen Coleman volunteered to take the Treasurer position, previously held by Tom Kohley
 - She committed to the one year remaining in her term on the Board

- Tom will continue Treasurer duties until the BOD Retreat (tentatively September 2014) and transfer duties to Karen then

Motion (Carrie Shockley): Confirm Karen Coleman as the new Treasurer, beginning September 2014 continuing through June 2015 (end of term)

2nd (Meghan Burns)

APPROVED UNANIMOUSLY

- A chair is needed for the Operations and Business Committee
 - Tara may be interested; Meghan will check with her and finalize the new chair at the BOD Retreat
- Voting in this year's election occurred mainly on the two days that emails were distributed reminding members to vote
- Are elections open too long? By-laws dictate election rules
 - Leslie will head a committee to review and research the election by-laws and how to go about changing them
- ALL board members should review all By-Laws prior to the BOD Retreat

Committee Reports

- **Education Committee**
 - Allen will contact Chuck for an update
- **Professional Development Committee – Presented by Leslie Zolman**
 - Intermountain Conference – Billings conference center didn't charge for rooms, saved money
 - Lee was paid to organize the presentations into tracks
 - Intermountain 2016 - Jeff has confirmed the Heritage Inn in Great Falls for April 4 -8, 2016
 - Leslie, Janelle and Meghan will help
 - Spring Meeting – Erin and Leslie (maybe Janelle) will help, currently scheduled for May 12-14, 2015
 - request help from Esri
 - Mentoring – review of Google Analytics (postponed until Miles arrival)
 - GISP – continue Doctor's Office at conferences and spring meetings
 - Esri has developed a program to introduce geography into the curriculum of secondary schools by pairing schools with local GISPs
 - Professional Development Committee chair is needed - Leslie is stepping down (but will remain Chair until the position is filled)
 - duties include running Professional Development Committee meetings, attend Board meetings and present reports, help at conferences, etc.
 - Meghan will include an announcement in an email to members announcing new Board members
- **Technical Committee – Presented by Zachary Collins**
 - Potential dates for the Fall Tech Session are October 27-29 or November 3-5, 2015
 - Contacted 3 hotels for estimates – Hilton, Grand Tree, and ...; Story Mansion cannot accommodate more than 30 people
 - Zac requested board approval to secure Lee's help in organizing and registering members for the session - about 40 hours is estimated, although anticipated to be lower
 - Board will ultimately approve the session budget; include those hours there for consideration

- What is the Fall Tech Session budget?
 - estimate 75 attendees, \$75 charge per member for the session
 - no meals provided, unless rooms are free with a minimum number of attendees; Zac will research
- Committee being formed to assist - Allen and Leslie will help
- Tom stated that payment hasn't been received for the 2013 Fall Tech Session? Allen and Meghan thought we had received payment...
 - Leslie will confirm with Penne about payment and that they are aware we are running our own separate session this fall (meeting with Penne being held later today)
- **Business and Operations Committee – Presented by Carrie Shockley**
 - Corey Richardson agreed to serve as Web Subcommittee Chair; he will be invited to the BOD Retreat
 - Wild Apricot upgrades on June 21, 2014

MLIAC Report – Presented by Meghan Burns

- Lance prepared a brochure describing the MT 3D program
- Geospatial Strategic Vision – changes were made
 - MLIAC would have liked a little more input from MAGIP
- MLIA Grants – 15 can be funded; recommendations given to Jennie Stapp and the commission votes
- Update on State/Esri ELA – renegotiating a 2-year term including ArcGIS Online increases costs by ~28%; negotiations still underway, may include provisions for local governments to join also
- University of Montana gave a presentation on the GIS curriculum across the state at colleges and universities
- Next meeting is September 2014
- MAGIP representative from MLIAC – MLIAC makes the appointment but MAGIP assists in identifying someone
- Meghan will ask Wendy Largent about substituting for Wendy as her proxy when she is unable to make the meetings so that Meghan can be a voting member on the Council.

2014 Board of Director's Retreat – Presented by Karen Coleman

- September 28-29 was selected as the final dates for the retreat; Karen will confirm
- Tentative schedule is to arrive around lunchtime on Sunday and leave at 3-4 pm the following day
- Details about catering and lunch are being finalized; Homestake Lodge is about 25 minutes outside of Butte, so advance planning for meals is required

Board Meeting Dates

- Tentative meeting dates for the following year were decided:
 - Wednesday, October 29 following the Fall Tech Session in Bozeman
 - Board Retreat – September 28-29 at Homestake Lodge near Butte
 - January 14, 2015 in Helena
 - April 22, 2015 in Missoula or Helena
 - June 10, 2015 in Bozeman or Helena
- Meghan will prepare and poll and send to board

- Question – who checks the MAGIP Post Office box? Leslie has been
 - Karen, as the new Treasurer, will begin checking the PO Box

Review Google Analytics Report - Presented by Miles Wacker

- While there's not a lot of traffic, the mentoring web pages are being viewed, so its purpose is being met
- Corey, as the Web Subcommittee Chair, should become familiar with Google Analytics; Miles will serve on the Web Subcommittee to provide assistance
- Miles informed us that Penne Cross does know about MAGIP's plan to run our own Fall Tech Session; Meghan and Leslie informed the state GIS Manager's group of the change; they are aware they'll have to provide content for the Montana IT Conference

Student Ambassador Program Update – Presented by Allen Armstrong

- Allen provided a proposal / summary document, the broad details of which include:
 - Professors don't promote MAGIP, so students don't hear about it
 - Begin with the two major universities (U of M and MSU) plus local community colleges to follow up
 - Which committee should this program fall under? Operations and Business is about getting and retaining members, or Education Committee?
 - Valentijn will try to identify a student in Missoula; Allen will help in Bozeman
 - Individuals selected need to be outgoing, motivated
 - Is this an application process or recruitment by MAGIP members?
 - Student ambassadors would also coordinate with local MAGIP members and invite them to any functions or meetings
- Prepare this program for the Fall, evaluate for one year, then review its efficacy
- Discussion of the Student Ambassador Program will continue at the BOD Retreat

Treasurer's Report – Tom Kohley

- Invoicing still needs to be clarified with Lee
- Intermountain Conference – discrepancy between what we bill and what we receive (registrations); checks or purchase orders are unclear as to how to allocate funds
 - PayPal transaction fees also in the mix
- Conference registration was down, but because Crowne Plaza didn't bill us for conference rooms, the final income for 2014 was \$11,551
 - KUDOS to Janelle and Annette for keeping on budget and organizing a great conference!
- General Fiscal Year –
 - Income - \$54,184
 - Expenses - \$31,874
 - Net Income - \$22,310
 - Bank Balance - \$71,756
 - Concerns – Membership registrations are low
 - Board has fiduciary responsibility to review the budget and consider an external audit – Leslie and Karen will research and find an accountant
 - Karen and Tom will meet with accountant to review findings and discuss investments for money in the Savings account –
 - MAGIP's non-profit status – is there a threshold/limit for a non-profit's Savings - \$100,000?

- No vote occurred – no quorum; follow up phone call prior to BOD Retreat to vote on accountant
- Leslie and Meghan will ask Penne Cross about payment for 2013 Fall Tech Session

Google Drive Reorganization – Presented by Meghan Burns

- Meghan provided a document of the proposed file structure
- Email comments to Meghan
- Questions about Google Drive included:
 - How to upload documents?
 - How to reconcile duplicates?
 - When to start saving to Google if files already exist on Wild Apricot?
- Board member email list needs to be updated
- As Wild Apricot will be updated soon, the discussion of Member Profile Changes will be delayed

Update of Board Work Plan Items – Meghan Burns

- Meghan went through the tasks in the 2014 work plan and asked for an update from the Board on the items they are responsible for completing. Many of these tasks were marked complete.
- Major action items include:
 - Focus on planning the 2014 BOD Retreat (Karen, Meghan, Hunter)
 - 2014 Fall Tech Session Planning (Everyone)
 - Review the By-Laws and be prepared to discuss at the BOD Retreat (Everyone)
 - Find accountant and discuss by phone/vote on audit before BOD Retreat (Karen and Leslie)
 - Create poll to determine the next years' BOD meeting dates and locations (Meghan)

Meeting Adjourned at 2:10 pm

Motion (Meghan Burns):

2nd (Allen Armstrong)

APPROVED UNANIMOUSLY