

# MAGIP Board Meeting Minutes

Monday, September 19, 2016

Pioneer Technical Services, Bozeman, MT 59718

10:00 AM – 2:15 PM

## **Attendance:**

Gerry Daumiller

Jenny Connelley

Jeff Hedstrom

Karen Coleman

Brian Andersen

Curtis DeVault

Meghan Burns – non-voting

Brian Andersen called the meeting to order at 9:55 AM.

## ***General Board Business***

### ***Review of Board Meeting Minutes (October 8, 2016 phone meeting) – Presented by Brian Andersen***

#### **Motion (Brian Andersen): to adopt October 8th, 2016; meeting Minutes**

2<sup>nd</sup> (Curtis DeVault)

APPROVED UNANIMOUSLY

### ***Discussion on filling mid-term vacancies on the Board***

- Review of by-laws regarding the filling of vacancies
- Review procedures for voting on Board decisions outside of meetings (via Survey Monkey)
- Agree that procedures should be consolidated in a single document. Gerry Daumiller will work with Meghan Burns to locate and consolidate existing procedures, and write a draft procedure for mid-term Board appointments

### ***Website Redesign***

- Web subcommittee feels they can take on the website redesign without contracting for this service. Active members include Meghan Burns (chair), Gerry Daumiller, and Jason Danielson.
- The goal is to switch to the new theme by December or January
- Discussion on incremental change (change the theme and then work on reorganizing content) vs. trying to change it all at once. Leaning towards incremental change.
- A survey of theme choices was sent to 13 people, with 12 respondents. 11 preferred the “Bookshelf” theme with “Whiteboard” in 2<sup>nd</sup> by several votes. The committee will move forward with “Bookshelf”.
- Discussion on the need for a “point person” (perhaps the Secretary?) to monitor certain website content such as making sure committee chairs post agendas and minutes, and cross walking committee pages with the events calendar.

### ***Membership Benefits***

- Review previous discussions on the difference between MAGIP membership and being on the list serve (Google Group).
- Agreement to post a Google Group link on the website, visible to the public, to see latest posts and search old posts.
- Facebook Break – Curtis creates, tweaks, and makes public a new MAGIP Facebook page as we watch.

### ***Strategic Planning Workshop and Lubrecht Experimental Forestry Station, September 25-26***

- Review agenda
- Discussion of meal plans
- Reminder for attendees to send in previous year accomplishments and goals for the coming year in preparation

### ***Treasurer's Report – Presented by Brian Andersen (report submitted by Jessie Fernandes, Treasurer, not present)***

- ~ \$5,000 in checking and ~ \$74,000 in savings
- Discussion on continuing increase in savings account (the last several Intermountain Conferences have brought in more money than expected).
- We will add a brainstorming session to the Strategic Planning Workshop agenda to discuss ways to spend this money that will benefit the membership.

### ***MLIAC Report – Presented by Brian Andersen***

- Brian attended the MLIAC meeting on September 8, and reported on MAGIP activities including the election, grants and scholarships, and the website redesign.
- Review of MLIAC/MAGIP Board membership overlap (at present Leslie Zolman is the only MLIAC member who is also on the MAGIP Board, but there should be 2 MLIAC members from a (unspecified) professional association.)
- Next MLIAC meeting: November 10.

### ***MAGIP Conference, November 15-16, Billings***

- Workshop schedule is full
- Registration is open
- We have 3 break sponsors
- The deadline for reserving hotel rooms is October 15
- 3 presentations have been submitted. We can accommodate ~16.
- Mike Krueger is working on break menus
- Review Social event plans
  - Western Heritage Center has given us a good deal to rent the entire facility
  - Will probably contract with Kreative Kapers for catering.
  - The caterers will provide the beer and wine which will be hosted by MAGIP.
- Swag – will likely order leather coasters and ice scrapers as swag, and Sili pints as presenter gifts
- Review and discussion of event budget

**Motion (Jeff Hedstrom): to approve the Conference budget as presented by Curtis DeVault  
2<sup>nd</sup> (Jenny Connelley)**

- APPROVED UNANIMOUSLY

### ***Committee Reports***

- **Web Subcommittee – Presented by Meghan Burns**
  - Focused on website redesign – see above
  - Next meeting will be September 21
- **Education Committee – Presented by Rob Ahl**
  - (Rob not present)
- **Professional Development Committee – Presented by Jeff Hedstrom**
  - Next steps for 2018 conference: deciding on theme and logo
  - Committee would like to plan meetups and seminars for the coming year
  - Curtis suggests buying a good microphone for recording webinars
  - Committee is working in conjunction with the Membership Subcommittee on a salary survey
  - GIS Day online map contest will be held in conjunction with the November Conference
  - Next meeting will be October 4.
- **Tech Committee – Presented Curtis DeVault**
  - Focused on November Conference – see above
  - Next meeting will be September 27
- **Business and Operations Committee – Presented by Jenny Connelley**
  - Discussion of MSU Career Fair – October 6. Committee would like to consider offering students assistance in finding class projects to work on by facilitating introductions to MAGIP members. MSU Professor/MAGIP Member Stuart Challendar is interested but is retiring soon, so maybe this is not the best year for this activity. Ideas for this year include promotion of the list serve, the fall Conference, student membership, and mentoring opportunities (recruit Diane to speak?)
  - Will request from Rob a “pre-announcement” for grants and scholarships to be prepared for the MSU Career Fair with the official announcement prepared for the Billings Conference.
  - Working with Professional Development Committee on a salary survey
  - Working with the Technical Committee on Conference swag.
  - Next meeting will be December 13.

### ***Board Reports and Additional Board Items***

- **Requests for Assistance**
  - None to address as this time
- **Review of MAGIP Work Plan Tasks**
  - New Work Plan will be developed at Strategic Planning Workshop
- **Review of Upcoming Calendar Events**
  - Next MLIAC Meeting: Nov. 10
  - MAGIP Conference - Billings in November
  - Next Board Meetings
    - 9/25-9/26 - Strategic Planning Workshop - Lubrecht
    - 10/11 - GoToMeeting - 1 hour

- 11/7 - GoToMeeting - 1 hour
- 11/15 - 11/16 - MAGIP Conference and BOD Meeting – Billings
  - Consider a BOD Dinner Meeting on Monday 11/14 in Billings
- 12/12 - GoToMeeting - 1 hour
- 1/9 - BOD Meeting Helena
- 2/13 - GoToMeeting - 1 hour
- 3/13 - GoToMeeting - 1 hour
- 4/21 - BOD meeting West Yellowstone???
  - Need to figure out if/when/where this can be fit in during Idaho Intermountain Conference

**Motion (Curtis DeVault): to adjourn (2:10pm)**

2<sup>nd</sup> (Jeff Hedstrom)

APPROVED UNANIMOUSLY