MAGIP Board Annual Meeting Minutes
Monday, January 11, 2016
Department of Commerce (301 S. Park Ave.) Room 504, Helena, MT 59601
10:00 AM – 3:15 PM

Attendance:
Leslie Zolman
Valentijn Hoff
Meghan Burns
Karen Coleman
Henry Hansen
Brian Andersen
Tara Preston
Curtis DeVault
Corey Richardson
Rob Ahl (arrived at 10:34)
Scott Raznoff (GIS Analyst and Penn State Grad Student)

Leslie Zolman called the meeting to order at 10:17 AM and designated that this meeting is an annual meeting. Leslie asked everyone for introductions.

General Board Business

Review of Board Meeting Minutes (multiple) — Presented by Henry Hansen

Motion (Meghan Burns): to adopt September 3, 2015; October 5, 2015; October 27, 2015; November 9, 2015; December 14, 2015; meeting Minutes

2nd (Tara Preston)
APPROVED UNANIMOUSLY

Committee Reports

- Business and Operations Committee — Presented by Tara Preston
  - Last meeting November 17
  - Next meeting February 9th
  - Attended the MSU career fair
    - 30+ students were interested with the booth
    - Recognition from faculty was positive
  - Will attend a Earth Science student colloquium at MSU
  - Will do a resume review and interview panels for students
    - Unsure of who to do resume reviews for, member students, members, or just students
    - Need volunteers to help with
    - Discussion about who services should be for
      - It was agreed the services should be for members only
  - Unsure at this point if same kind of event/services will be provided at University of Montana
  - Membership report
- Increase of membership over the even years
- Trend that even with consistent number of member renewal numbers the total number of memberships are staying static
  - This retention of members could be fixed with clearly defined membership benefits
- Intermountain numbers indicate location may be a factor affecting attendance
- Tech session numbers are somewhat inflated due to timing with IT conference
- Email accounts on MAGIP list serve are being addressed currently with notification emails
- GISP numbers increased greatly the past year
- Revenue generated by membership are near operating costs
  - Operating costs were estimated
  - An increase in membership dues would probably allow revenue membership to exceed operating costs
  - Brian suggested that doing a membership increase prior to the intermountain conference would be work well with the trend of increased members at the intermountain conference
  - Tara mentioned that clearly defined benefits need to be compiled prior to a dues increase
- Discussion on list serve rules
- Discussion on raising dues
  - Board agreed to wait on raising dues
  - Tara said we are not hurting on funds
  - Rob said that this spring would be a crucial time to capitalize on intermountain
  - Corey said that the membership benefits should be clearly defined and done as soon as possible
    - Workgroup meeting needs to be created to develop the membership benefits list
      - Leslie said she will try make this meeting in February
    - Rob commented that a poster of membership benefits be at the conference
    - Curtis suggested that a brain storming document be put up on google docs for today
- More Swag arriving
  - Stylus and phone chargers
- **Education Committee – Presented by Rob Ahl**
  - Formed a subcommittee for grant and scholarship reviews
  - Maya and John are pursuing avenues for outreach towards educators
    - John is developing STEM based curricula for educators to utilize with funding support
    - Get in communication with future educators
  - John and Rob are investigating continuing education credits guidelines
    - Tara mentioned that the credits is from the office of OPI
  - Student ambassador program will have a kick off meeting the 18th
    - Rob said the ambassador may turn into an advisor role
    - Discussion on ambassador program
      - Program is not self-sustaining
♦ Need to concentrate more on membership benefits
♦ Need to find ways to get college students involved
♦ Discussion on dissolving ambassador program
♦ Board will readdress viability of student ambassador program in April
♦ Discussion on how to get college students involved

○ Professional Development Committee – Presented by Corey Richardson
    ▪ Intermountain
      ▪ Online and on the website
      ▪ Call for presentations has a deadline for February 3rd
        ♦ Might get pushed back
      ▪ Presentation application may need to be condensed/revised
      ▪ Discussion on track consolidation
      ▪ Discussion on special interest group as a means to form roundtable discussions at Intermountain
      ▪ Conference student scholarships
        ♦ Have Jenny Connolley to email award students so they can coordinate housing during conference
      ▪ Discussion on utilizing State ELA sponsored training with Esri in coordination with Intermountain
        ♦ Only state employees can attend
      ▪ Discussion on workshops
      ▪ Discussion on student prices for conference and workshop
        ♦ May need to cap student numbers on workshop
        ♦ Discussion on what “student” means
          ➢ Educators have to pay for standard rate
      ▪ Next meeting is the 20th
      ▪ Awards committee has been organized

○ Tech Committee – Presented Curtis DeVault
    ▪ Open discussion at last meeting
    ▪ Some MSU students expressed interest in attending but did not
    ▪ New members on the committee
    ▪ Next meeting – Thursday at 4
      ▪ Discussion on internship idea
    ▪ Brainstorming session for Tech Committee
    ▪ Did you knows emails
      ▪ “RATs” – random ArcMap tips
    ▪ Discussion on newsletter
      ▪ Curtis will try developing technically focused newsletters including other MAGIP related information

○ Web Subcommittee – Presented by Valentijn Hoff
    ▪ Survey was conducted
      ▪ Website mainly used for event information/registration
      ▪ Very little for mentoring
      ▪ Biggest issues
Aesthetic appeal
Content
Navigation
  • Biggest takeaway is need to start from scratch using wild apricot
  • Bounce rate is high
  • Discussion on design is in-house or contracted
    • Rob suggested a hybrid approach
  • Lee offered to assist with some web redesign duties
  • Timeline discussion
    • Next board meeting web subcommittee will have a scope of work ready for the website redesign

**MLIAC Report – Presented by Leslie Zolman**

- Stu has retired
- Owner Name opt out process for Cadastral
- Cash flow
- Land plan was approved
  - MLIAC/MSL work plan in regards to grants
    - NextGen 911
    - Land Records
    - PLSS
    - Natural resource
    - Rural, Tribal, County GIS development

**Treasurer’s Report – Presented by Karen Coleman**

- Total checking – $12,024
- Total savings – $50,195
- 2015 Budget review
  - General operating budget
    - Budgeted expenses $3761 Budgeted net $+2289
    - Actual expenses $4739 Actual net $+1019
    - Over budget mainly due to prepayment of Wild Apricot
  - BOD
    - Budgeted expenses $6130 Budgeted net -$6130
    - Actual Expenses $4080 Actual net -$4045
    - Spent less on retreat than expected
  - Education
    - Budgeted expenses $6200 Budgeted net -$6200
    - Actual Expenses $6000 Actual net -$6000
  - O & B
    - Budgeted expenses $1000 Budgeted net -$750
    - Actual Expenses $0 Actual net $0
    - Swag was purchased, but expenses not applied until first week of January.
    - No money brought in by cafepress
Fall Tech Session
- Budgeted expenses: $7375
- Actual Expenses: $6299
- Budgeted net: $625
- Actual net: $851

Intermountain
- Budgeted expenses: None
- Actual Expenses: $413
- Budgeted net: None
- Actual net: $137

This is really a 2016 budget item, but we have brought in some vendor payments and have spent some on Lee’s time.

GIS Day
- Budgeted expenses: $300
- Actual Expenses: $175
- Budgeted net: -$300
- Actual net: -$175

Spring Meeting
- Budgeted expenses: $1410
- Actual Expenses: $2310
- Budgeted net: +$40
- Actual net: +$190

Complete Budget
- Budgeted expenses: $26176
- Actual Expenses: $24017
- Budgeted net: -$10426
- Actual net: -$8024

2016 Budget Review/Revisions
- Make monkey survey a standard practice
- Café press budget removed
  - Reduce prices on café press items
- Swag Discussion increase budget to $2500 from 1000

Motion (Brian Andersen) to remove square account and use PayPal for mobile payments
  2nd Tara Preston
  APPROVED UNANIMOUSLY

Board Action Items
- Intermountain – possibility of holding the conference annually – presented by Leslie Zolman
  - Discussion on pros and cons of annual conference
    - Pros
      - Better retention of planning coordinators knowledge in committees
      - Better cooperation with vendors providing workshops
      - Better transition of board resources to plan events
      - Yearly budget
    - Cons
      - Potentially more work, especially when Corey leaves as Professional Development Committee Chair
      - No outreach directly to the eastern side of the state
      - Lose spring meeting
      - Not doing every other year with Idaho
  - Survey needs to be developed
    - What does the membership think
    - Pros vs cons
Corey and Brian will work on it

- **Nonprofit Status**
  - Discussion on 501c3 vs 501c6
  - Board agreed if it was easy we would add “Friends of MAGIP” as a 501c3
  - Need to do more research to see how much work it would require
  - Will invite Brian’s wife who has recently been involved in similar discussions for another non-profit to next discussion

**Board Reports and Additional Board Items**

- Review of MAGIP Work Plan Tasks
  - Will be done individually by Leslie with Board members
- Promotive – Presented by Brian Andersen
  - MAGIP did not qualify, they suggested we merge with another similar GIS group
- Meetups
  - Meetups in Helena and Bozeman on February 9th

**Motion (Henry Hansen): to adjourn**

2nd (Tara Preston)

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