

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 know's 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 Budgeted net +\$625
 - Actual Expenses\$6299 Actual net +\$851
- Intermountain
 - Budgeted expenses None Budgeted net None
 - Actual Expenses \$413 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 Budgeted net -\$300
 - Actual Expenses \$175 Actual net -\$175
- Spring Meeting
 - Budgeted expenses \$1410 Budgeted net +\$40
 - Actual Expenses \$2310 Actual net +\$190
- Complete Budget
 - Budgeted expenses \$26176 Budgeted net -\$10426
 - Actual Expenses \$24017 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)

APPROVED UNANIMOUSLY