

MAGIP BOARD OF DIRECTORS MEETING

May 16, 2023, 2:00 PM – 3:00 PM

Topic: MAGIP BOD Meeting

Every month on the Third Tue, until Dec 20, 2023, 21 occurrence(s)

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Meeting recording

https://www.youtube.com/watch?v=yqlwqLZ_Egl

Meeting opened 2:02 PM

Attendees

Mike Powell(Chair)

Jason Danielson

Jeff Hedstrom

Mike Eidum

Aaron Vaughn

Rob Ahl

Nate Wold

Eric Spangenberg

Erich Schreier

Jeff Sprock

Guests

Michelle Quinn

Jeff Hedstrom motion to approve April minutes. 2nd Nate Wold. Passed unanimously.

Reports:

Scholarships and Grants – Rob Ahl

- Rob said everything is finalized on his end yet he needs to distribute the scholarship and grants funds.
- He still needs to get with Nate Wold to get all the information straight before school is out of session.
- He received the appropriate addresses from the teachers to send the funds.
- Nate said he needs the students IDs for confirmation. Rob also will ask the teachers who to make the checks out to and gather all the appropriate information for distributing the funds through the schools.

Membership Development – Mike Eidum

- Mike E. talked to Alicia about getting a summary report for their social media efforts leading up to and after the conference. He should have a report by the next meeting.
- Michelle said she has a social media report from Alicia and will send it to Mike E. Mike P. said it will go on the agenda to talk about next meeting.
- Jeff H. will send MAGIP election results to Alicia and Mike E. for more information.
- Mike E. asked about when to start a new salary survey. Mike P. said to prepare for a new one going forward in 2023. Jeff H. said the last report was nearly 2 years ago and the new one may be a year in the making.
- Mike E. asked Rob Ahl about the recent GIS meet-up in Missoula. Rob A. couldn't go, but said he got a message from Anna and they got a good turn-out. Mike P. said he could not make it either.
- Jason D. suggested making sure the board gets feedback after each Meet-up event. Mike P. said that would be great since MAGIP is providing sponsorship. Jeff H. said the updated draft for the Request for Assistance is being written and will reflect this.

Conference Committee – Erich Schreier

- Erich said the conference committee will have a meeting tomorrow. He just got back from an overseas trip.
- He said he is looking forward to getting info on the 2024 Billings conference, since he has already had experience with the Bozeman 2023 GeoCon.
- Michelle said all the survey results were sent out and the final Grantree Hotel (Bozeman) invoice was sent. Also Michelle is waiting on some MSU money to come through as well as some from Montana State Library.
- She estimates about a \$20K profit from the 2023 conference.
- Michelle asked Nate if she could schedule a call with him so they can compare budget numbers between QuickBooks and Affnipay.

Technical Committee – Jason Danielson

- Jason D. said with Tessa Switzer moving into his position in July he anticipates getting her up to speed.
- Survey results showed that attendees enjoyed the experience and the workshops went well.

Web – Meghan Burns (not available)

MLIA – Eric Spangenberg

- Eric S. said the MLIA council approved grants at the last in-person meeting held at the Big Sky conference.
- Eric S. said the May meeting was canceled and they will convene in June.

- He said with the Governor's Red Tape Initiative there will be less board members on the MLIA council and when the new MLIA positions will be opened up, applicants will have to go through the Governor's office.
- Eric S. said he has not decided, but will probably try to renew and stay on the MLIA council.
- He said there are no big changes happening until July.

Administration – Michelle Quinn

- Michelle will get the report from Alicia to everyone and the draft budget after she goes over the numbers with Nate.

Local Government and LiDAR SIG – Andrew Stickney (not present) and Jeff Sprock

- Mike P. said that Tommy Luksha (formerly of Madison County) stepped down as Local Government SIG lead and Andrew Stickney (Missoula County) will take the helm.
- Jeff S. said he reached out to Troy Blandford (State Library) for the next LiDAR SIG planning meeting to talk about July's quarterly. He asked Rob A. if he prefers a time to join, Rob said no and to just set a time and he'll try to work it in.
- Rob Ahl asked about the subject matter and whether it will touch on the subject of new LiDAR acquisitions. Jeff S. said he'll like to discuss that topic and will contact Troy to see if it meshes with the State's Elevation's Theme meeting content.

New Business

Election Results:

- Jeff H. said the Board election had a great turnout with 77 members voting. He said the multiple reminders he sent to the membership helped a lot and suggested to Mike P. to do this next election.
- He told the board that setting up the reminder emails is a bit difficult and he will be happy to go over it in the future.
- For Vice-President, Gail Jorgenson (City of Bozeman) ran unopposed and won (70-0).
- For Treasurer, Nate Wold, DNRC, who also ran unopposed and won (72-0), will continue again for two years.
- For Secretary, Hilary Kauth, Fort Harrison Helena, won against Katie Shank, Guidewire Software, 39-30 vote.
- For Technical Committee Chair, Tessa Switzer, City of Great Falls, won unopposed (73-0).
- For Scholarship and Grants Committee Chair, Rob Ahl, USDA Forest Service, won against Craig Threlkeld, DJ&A P.C., with a 52-20 vote. He gains another 2-year term.
- Both the by-law and constitutional amendment change proposals passed with the vote count of 67-3 and 68-2 respectively.

- Jeff H. will contact all those who ran in the election tomorrow (May 17). Mike P. said congratulations to Rob Ahl and Nate Wold.
- Mike P. asked Jeff H. to have a one-one-one meeting about elections and other items he has in mind before Jeff leaves the board. Jeff agreed.

Motion to ratify 2023 election results, by-law and constitution amendments by Nate Wold, 2nd by Jeff Sprock. Unanimous for those in favor.

General Budget - Nate Wold

- Nate reminded everyone that the link to the budget spreadsheet was in the email he sent a couple weeks ago.
- Nate said thanks for everyone's feedback on getting a count on swag items.
- Referring to the FY2024 general operating budget Google sheet, Nate showed the income from 2023 and the amount remaining (or debt, which is in parenthesis).
- Nate said he included a proposed 2024 Proposed column based on earnings or overages that occurred in 2023. In 2024, he expected a smaller budget due to a lower expected attendance for the Billings GeoCon.
- Mike P. asked about the Missoula conference turnout. Nate said was the turnout then was 143 (vs the 200 in 2023 Bozeman). Jeff H. reminded the board the Missoula GeoCon was held right after the pandemic.
- Rob Ahl asked about how accurate the board was in reaching membership enrollment predictions for 2023 - Nate replied that since the board did not pass the membership rate increase during the beginning of the budget year, it was calculated at \$6,630, but afterward, with the rate increase, the revenue came to \$10,310.
- Nate said the member count from 2022 was 183 and shot up to 196 in 2023, plus 18 student members. Jeff H. said surpassing 200 would be great.

GeoCon Revenue

- Nate said the proposed registration revenue (\$26,411) for 2024 Billings is based on an estimated 170 expected attendees, using current registration costs.
- Nate explained the expected revenue, combining revenue from registration, exhibitors, sponsors, raffle and workshops, to be a projected \$58,183 and a total yearly amount at \$67,433.
- Michelle told Nate the 2023 revenue actuals are slightly higher on her end and they should go over the numbers together. She said that the proposed amounts sound right for Billings though.
- Jeff H. asked if it would make sense to combine exhibitor and sponsorship together. Michelle said in her budget she does this. Nate said that is the way it was categorized in Wild Apricot. Mike P. suggested combining these.
- Nate inquired about Gold sponsorship and what the benefits are. Michelle said the exhibitor and sponsor gets confused easily and that combining these roles may make it

easier. Jeff H. asked about exhibitor only and maybe it was meant for a virtual conference. Michelle was not sure.

- Nate said the exhibitor and sponsor revenue was based on what was made in Bozeman and asked if this is what we should again expect at the next conference.
- Jeff H. and Mike P. said keeping that the same is fine.
- 170 attendees for the Billings conference is how he calculated workshops, making about \$2,000 less than what was made in Bozeman. Jeff H. asked if there is a reason for this. Michelle said it is probably an estimate for an expected lower attendance - also there may be less of a student turnout as opposed to Bozeman.

GeoCon Expenses

- Nate said he needs Michelle and Erich to help him with line item expenses like for equipment, speakers' costs, and supplies.
- He needs a contract from Billings to get a proposed expense. Michelle said she signed the Billings contract due to expedited needs in February. She added the meeting space at the Northern Hotel is more costly than the Grantree (Bozeman).
- Nate showed the 2023 actuals for equipment left blank, but had the invoice from Michelle and will fill these in to compare to what was budgeted for.
- For speaker appreciation in thank-you gifts, it was budgeted \$675 but \$627 was only spent and Nate asked whether to keep this amount for next year. Mike P. said it is a good number to start with (maybe round up to \$700). Michelle said in Missoula it was around \$800.
- Nate said for speakers fees/honorariums line item the budgeted amount was \$9,361, but \$14,707 was used (\$5,346 overage), as a result of adding another instructor with David Howes. Jeff H. said that expense included the Keynote speaker as well.
- Mike P. said to budget the same for both speakers (David Howes and Eric Pimpler). Jeff H. said this is a good amount to carry over in case the keynote speaker needs compensation - they agreed to increase that expense to \$15,000.
- Mike P. said that we should anticipate paying a keynote speaker. Rob Ahl added that travel and lodging are indirect payments for keynote speakers too.
- Travel costs were expected at \$1,000, only about \$44 was spent, said Nate. Michelle said that line item is for staff travel and that many did not need this.
- Nate showed that Admin travel under Professional Services are the costs for her travel toward Full Scope.
- Rob Ahl asked about BOD travel costs to the strategic planning meetings. Nate showed this under the BOD Travel heading under lodging.
- Nate showed GeoCon supplies Merch & Perks, which included the cost for buying totes, name tags and the first beer at Shine Brewery. Mike P. asked about these being under swag, but Michelle said that MAGIP general swag is usually kept on another heading. She said combining might be clearer. Nate said he can combine general swag with the GeoCon swag.
- Mike P. said to use these numbers to anticipate future pricing. The Merch & Perks actuals were \$2,164 with nothing budgeted according to the sheet.

- GeoCon supplies included the software Sched. Jeff H. asked if there was a price increase. Its cost was \$599.

Operating Expenses

- Nate showed the administration line item is pending the Full Scope renewal contract invoice to get the proposed cost. Mike P. asked Michelle if they are sending this out soon.
- Michelle said she will send it out and that the only increase, she thinks, is the cost of living adjustment. Nate said the contract goes through June and renews July 1.
- Under the PIO line item is Alicia's cost. Nate said he would change this to her actual title.
- For Accounting, Nate said this line item is for taxes and that the accountant raised the price from \$385 to \$400.
- The postage line item is for purchase of stamps and envelopes and Nate estimated \$30.
- Administrative Travel/Lodging, Nate said is for Full Scope's board meetings, per diem at the Geocon and other costs associated for Full Scope.
- The web services line item is for software like QuickBooks, hosting and domain (Wild Apricot), and Zoom. Nate added a 5% increase to anticipate price increases. Michelle added if you do a 2-year subscription for Wild Apricot there is a few hundred dollars in cost savings. Nate will look into this.
- Payment processing, Nate says, comes from charges out of Affinipay's credit card transaction fee.
- The Surveys line item is a \$375 amount with Survey Monkey. Nate added that it's still up for debate whether to use Esri software instead. Jeff H. said an Esri license for a year would be good to evaluate with ArcGIS. Jeff H. said it has a lot more than survey capability. Mike P. understands this and is good at having both for now to evaluate.
- Mike P. told Nate to put \$600 in the budget line item while the board evaluates. Jeff S. said that with 2 months left with Survey Monkey, it will give the board time to evaluate before it expires. Jeff said they will need that time to archive all past surveys from Survey Monkey.
- Nate said to also consider the person who will be doing the extra work with the Esri license with map galleries, ArcGIS Online, and Story Maps. He also added, if we couldn't just use Wild Apricot for surveys. Jeff H. said Wild Apricot's polling is severely limited. Nate agreed to put in both software prices and let the board decide later.
- MT annual report line item is the \$20 fee every March filed with the Secretary of State.
- For the Board of Directors Travel line items, Nate said this is from costs related to the Strategic Planning retreat rental space and food costs for quarterly board meetings and other associated costs. Mike P. asked if this is the line for travel costs incurred by board members – Nate said yes.
- Nate pointed out that name changing categories might cause issues lining up with QuickBooks.
- Jeffrey S. told the board that they talked about expanding the retreat to three days rather than two, which could increase that budget line cost. Mike P. agreed and added the retreat would go longer with discussions in regards to finding someone for Web Admin.

- Mike P. suggested increasing the lodging budget given 2023 had a lot of travel for events including the legislative session and setting up a booth for MARLS.
- Jeffrey S. said he has checked locations in four or five places and they cost between \$90 - \$200 a night depending on amenities.
- Under the insurance line item, Nate said is \$710, which is the contracted amount with U.S. Liberty Insurance for \$710.

Program Expenses

- Nate explained the Awards category budget items as including GIS Day, posters, Grants and Scholarships, swag and meetups. He included the longevity award which is the cost for trophies, which he needed costs to enter in. Jeff H. said these are plaques and he and Nate estimated this to be about \$75.
- After discussing how Request for Assistance was used for Posters, Nate, Jeff H. and Mike P. decided budgeting for RFA and putting poster contest costs under Awards/Poster rather than Grants/Assistance.
- Student travel, Nate said no requests were made. Mike P. asked if this was to travel to conferences. Nate was unsure. Rob Ahl said in the past this was for scholarship awards recipients who are given a complementary GeoCon registration and, if they live 150 miles away, they are given a travel stipend option.
- Michelle said it was considered a conference fee waiver and travel stipend.
- Nate asked what to allocate for student travel and between Mike P. and Rob, they thought the current \$900 was high, but could be used for now and tapped later if needed.
- Nate went on to detail swag costs from table runners, banners, note pads and others. Overall costs around are about \$2,000. Mike P. asked about new swag items including purchases of pint glasses. Jeff H. said there wasn't enough for the steel glasses.
- Nate asked about other items and Jeff H. said that they were good for now. Jeff H. said he can hold the swag items physically, despite his departure.
- Nate suggested lowering costs to \$1,000. Mike P. agreed.
- Nate said meetups budget of \$1,500 was about met this year. Mike P. and Jeff H. said that the meetup budget should be increased with more interest toward GIS Day. Rob Ahl said money allocated at \$250 could be reduced to \$200 - says that beverage tickets are that necessary. Nate agreed, said a one free drink ticket could satisfy this.

Misc Business - End of Budget Discussion

- Mike P. said the MSU Earth Science Colloquium involved geology study and not a lot of GIS content. But he took photos of the winners. He thanked Curtis DeVault and Jenny Connelley for their help in judging.
- Jeffrey S. asked about a tour of the Helena facility with a scheduled meeting on June 20. Mike P. said they could chat about it. Jeff H. said it is at the Best Western. Mike P. said they could do a walk-through after the meeting on June 20.
- Nate said he cannot make June 20 work as he is getting married and is out the whole week.

- Jeffrey S. said June 13 could be viable. Mike P. said they will find a date a week earlier.
- Mike P. asked about conference locations for 2025, as it seemed most were leaning toward having it in Helena. Erich S. said Helena sounds good. Jeff suggested an action vote on solidifying that decision.

Motion made by Jeff Hedstrom to award the 2025 Big Sky GeoCon location to Helena. 2nd by Erich Schreier. Passed unanimously.

- Mike P. thanked those board members who are leaving including Jeff Hedstrom, Jason Danielson, and Aaron Vaughn. Jeff, Jason, and Aaron reciprocated their appreciation toward the board.
- Mike P. said he will iron out the next meeting date and asked Nate if they could get the DNRC meeting room secured like last time.
- Jeffrey S. asked Mike P. if they can get together and work on orientation. Mike P. said yes.

Motion to adjourn by Nate Wold. 2nd by Aaron Vaughn. Passed Unanimously.

Upcoming Meetings and Events

MAGIP BOARD MEETING – Tuesday, June 15, 2023 10:00 AM (in-person, Helena – DNRC Meeting Room)

MAGIP BOARD MEETING – Tuesday, July 18, 2023 2:00 PM (Virtual)

LOCAL GOV. SIG – Thursday, June 15, 2023 2:00-3:15 PM (Virtual)

MLIA COUNCIL MEETING – Friday, June TBD 10:00 AM (Virtual or In-Person)