



Memphis Area Geographic Information Council (MAGIC)

Board Conference Call: 9/17/2014
 Time: 10:00 AM
 Prepared by Sam Russell

MINUTES

Board members present on the phone:

Justin Abart, Andrew McColgan, Matt Hanks, Carlton Ray, Scott Trapolino, Cori Holloway, Lauren Bryant, Arnisa Davis, & Sam Russell.

Justin reported that Shawn Anderson & Tom Lawrence had notified him that they would not be able to join the conference call and that Miranda Carson had resigned and had left the area. Someone from Tehrian's office had started the conference call and stated that Tehrian Martin would not be present for the call. Others who were absent included: Nate Ron-Ferguson, Zinnia Ron-Ferguson, Timothy Zimmer, Rick Wery, Marie Holyfield, Josh Thompson, Keith Reasons, Lindsay Barrios, & Harrison Witt.

The meeting started about 10:08 after some confusion with nine members online. There was no quorum.

Justin led the discussion and covered the items on the agenda that was sent out on Tuesday. Sam reported that he had not received the last two or three emails from Justin. (Subsequent investigation revealed that Justin's email address had changed from autozone.com to autozone1com@onmicrosoft.com and that caused problems with the firewalls at the City of Olive Branch)

1. Food:

- Determine food vendor

Vendor	Price
Donelson's Catering	\$1,501
Central BBQ	\$950.47

- Day 2 Lunch

Lenny's	Price (includes tax)
#1 box lunch 5"	\$550
7.5"	\$847
#2 cold platters	\$516.46
#3 hot platters	\$803.01

There was considerable discussion of the proposals. The Central BBQ quote was examined to see what was not included. It was determined that the taxes included on most of the proposals would not have to be paid because of MAGIC's 501C3 status. The Central BBQ did not include a vegetarian option but that could be included if some of the pork lunches were switched to portabella mushroom. Also a mix of more chicken could be included at any time. It was mentioned that a mix of desserts might be needed---that not everyone likes bannanna puddin (editor's note: I find this hard to believe especially if you have ever tried their banana pudding). The item not included was any type of drink (and cups). The committee will have to make arrangements for drinks & cups if they are not added. It was the consensus of those on the call that the Board should proceed by accepting the Central BBQ proposal with slight revisions to be determined for the Thursday lunch. It would be "typically Memphis" to have BBQ and Central was very close to the Kroc Center.

Lenny's "hot plate" option was recommended as the preferred option from the committee for the lunch on the 2nd day. It was mentioned that there was still an option to get some cold sandwiches at the last minute to be included with the order. This was affirmed by consensus of the Board members on the conference call.

Matt relayed that Tehrian had gotten information about breakfasts--- pastries, juice, coffee, etc. but he did not have the details and that Marie (also absent) had been a major player for these activities. There was mention of Amy Wery's previous wonderful help and that if she was able to continue that would be great, but there was concern that she might not be able/available. Matt also relayed information from Tehrian regarding the Kroc Center that there would be no access to ice, the kitchen or refrigerators. This was perceived as a major challenge. An alternate for provision of coffee such as Dunkin Donuts was suggested for consideration.

2. Speakers / Call for Papers: Justin reported that the "short list" of speakers had been contacted and needed follow-up. Several had expressed interest and mentioned Dr. Melissa (? with Pictometry?) from last week's meeting as someone who said that they would be interested in speaking. Lauren mentioned that she had been in touch with someone from Waveland who was doing good things who might speak.

3. Sponsors: As with the speakers, the sponsor list had been contacted and needed follow-up. Several have responded ---5--- (we think) at this point. The list(s) are on Google Drive and the list has been updated. Board members' names have been assigned to some of the sponsors for personal contact. The Sponsor's Packet stated that a sponsorship for the Friday lunch included the hour speaking slot for Friday lunch. No one had expressed a desire to do this yet.

4. Registration: We are ready to "go live" on Eventbrite with registration except that they need our bank account number for deposits. There was a discussion and concern that we put the account number "out" on the internet and that it might be better to set up another account for this purpose if there was time. But without Tom's input there were only questions, so the consensus was to communicate this to Tom for his input and/or implementation. As for the registration process, active members will receive a promo code via email for free registration.

5. Map Gallery: There has been some inquiries about the Map Gallery contest and the flyer with information was sent out yesterday. Follow-up with the universities is needed. Lauren is listed as the contact person for the Map Gallery. There are instructions to "bring your own stand/easel" but we may need to coordinate with Rick Wery about the stands that we have used in the past.

6. Scholarships: The information has been sent out to our contacts at the area universities. Follow-up with the professors is needed. There has been responses that we will have several applicants from Rhodes. There is hope that there may be interest from the Univ. of Memphis, UT-Martin and others.

7. Training: The consensus has been that there will be no specific training with this year's event, that there will be a "The Doctor Is In" session, and an open street mapping session. Scott stated that he could/would have 8 computers set up for one-on-one help and all day availability. Having a group activity versus one-on-one discussions was discussed. The question was raised about the set-up and potential security for the computers overnight, and it was suggested that the Board visit the Kroc Center. It was generally agreed that the Board would go to the Kroc Center after the Board meeting on October 15th.

8. Set giveaway items / bags: Justin began with the idea that had been raised previously that the Board need to organize and prepare for the items to be given away with registration such as the bags and mouse pads and perhaps other things, and, any items to be gotten for prizes at the conference. He suggested that a committee be established. Scott volunteered that he had lots of contacts and could quickly get lots of "cool" giveaway stuff from the internet in a short period of time ... all he needed was a limit of how much to spent and how many items to get. The amounts spent last year were given as \$600 gift cards, \$200 for Map Gallery, \$216 for mouse pads, \$450 for bags, \$280 for special awards. There was a consensus that the same amounts could be expected for this year. Justin, Scott, Lauren & Sam volunteered to coordinate this activity.

Upcoming Tasks: Justin stated that these items needed Board members to help oversee.

- **Complete Agenda**
- **Set questionnaire**
- **Set nominations for board**
- **Set moderators**
- **Complete printed materials**

To complete the Agenda there needs to be confirmed speakers / sponsors and a chart for slot assignment. Justin stated that Harrison had expressed interest in this. Sam did this last year and will assist. (Editor's Note: Last year we had 15 speakers, the keynote, & the Dr. session. Five (5) were sponsors who were allotted 45 minutes each; Ten (10) were allotted 30 minutes each; also the keynote was 1&1/2 hours on Thursday and "the Doctor Is In" session was 1&1/2 hours at lunch on Friday).

There was a questionnaire developed by Arnisa last year that may or may not have been sent out. Andrew and Arnisa volunteered to review the previous one and prepare it for this year.

Justin mentioned that there would be several Board members who are set to rotate off the Board (editor's note: the six Board members who are scheduled to rotate off include--- Sam Russell [who was filling an unexpired term], Arnisa Davis, Josh Thompson, Tehrian Martin, Timothy Zimmer, & Andrew McColgan). Also, Miranda has resigned, so the Board needs to decide how this vacancy should be handled as she was in her first year of her term on the expanded Board.

Lauren volunteered to coordinate the recruitment and assigning of moderators for the sessions.

Andrew volunteered to talk to Randy Russell about the printed items. Randy has handled these in the past and can probably be counted on to help / handle it again.

Next Board meeting is Wednesday, October 15th and there will be specific items to discuss / approve / assign then.

Conference call ended just after 11:00am.

(Editor's note: Maybe the meeting should be at 2pm instead of 3pm to allow for meeting time and the visit to the Kroc Center?)