



Memphis Area Geographic Information Council

Board Meeting: 7/29/2015
Location: Collierville Town Hall
Time: 3:00 pm

Prepared by Sam Russell

MINUTES

Board members present:

Lauren Patterson, Rick Wery, Scott Trapolino, Sam Russell, Carlton Ray, Zinnia Ron-Ferguson, Lindsay Barrios, Andrew McColgan, Marie Holyfield, Keith Reasons, & Tom Lawrence.

Those absent included: Shawn Anderson, Nate Ron-Ferguson, Justin Abart, Ed Hawkins, Cori Holloway, & Eric Goddard.

Also present was Kevin Bingham, GIS Director for Collierville and meeting host. The Board met in a very nice meeting room at City Hall. Members thanked Kevin for allowing us to meet and **commended Collierville GIS for winning a Special Achievement in GIS (SAG) Award** at the ESRI Users conference earlier this month.

A Quorum was established and Lindsay called the meeting to order at 3:10.

The minutes of the May Board meeting have not been completed by Sam and will be approved at the next meeting. Previously Rick had submitted the notes he had taken from the June meeting although there was no quorum and no decisions were made.

Scot Trapolino added an item regarding Training to the Agenda; there were no deletions.

Completed Tasks: The following items were discussed (again):

- Annual Report Submitted
- Membership form update (corrected date)
- Partnership established with TN Geographic Alliance (Kurt Butefish)
- Professional Development Hours (GISCI confirmation & form developed)
- 4-H sponsorship to ESRI User Conference (Tim Prather's Group)
- Contact list clean-up
- T-Shirts will be sold at the conference
- Rick Wery meeting with Weida's 4-H Group
- Conflict of Interest Forms completed
- Pictometry Sponsorship at 2014 Conference

- Committees Established
- SAME Joint meeting scheduled July 15, 2015
- New Membership/Conference Model 2016
- Maptime – Memphis User Group established and linked to Github
- Conference - Established Conference Venue (Botanic Gardens), Keynote (Skye Perry, SSP Innovations), Theme (Utility of GIS)

Lindsay summarized some of the group's tasks that had been completed supplemented by new information that a \$400 check from Bob Eckenrod from Pictometry had been received; we are hoping for reports / presentations from the 4H groups at the conference; the joint meeting with SAME had occurred and that about half of the attendees were MAGIC members; and confirmed that the e-votes from the Board members had approved a conference location, date, and theme:

2015 Conference: Memphis Botanic Garden, Thursday & Friday, November 12th & 13th, two full days, Theme: "The Utility of GIS"

Lindsay stated that information needed to get out asap! Lauren volunteered that she had updated the Sponsor / Exhibitor information sheet.

Treasurer's Report: Lauren had sent out the Treasurer's report earlier last week and reported that the had account balance was \$7756.37. Plus, there is/was an additional \$450 in checks that she received today for a working total of \$8206.37. Someone asked if that would be enough for the (conference) activities and there was a discussion of finances, timing of requests for sponsorship, need for active action, and difficulty in gaining support.

At some point later in the meeting it was stated that the Treasurer's report had not been adopted and some discussion ensued about whether or not a motion and vote was required. It is insisted that one was needed and the Treasurer's report was unanimously approved on a motion by Sam Russell and seconded by Marie Holyfield.

Existing Action Items:

- Training event at the Conference

Scott explained that he had been in contact with Dr. Scott Sampson from Mississippi State University and had information about training opportunities before the conference and that could impact training at the conference. Dr. Sampson can teach a two-day class in Desoto County in QGIS, but the only available dates are Monday & Tuesday, August 10th and 11th. Scott distributed a flyer about the class and stated that there were several interested parties from northern Mississippi but that there were several spaces available for Board members or MAGIC members. Mississippi government employees can attend the class for free, but otherwise there will be a \$25 fee. Scott said that he wanted to give the Board members the information and would send it out to the general membership next week. He apologized for the short notice, but this was the only opportunity that Dr. Sampson had. This relates to the conference training in that what Scott proposes is that a number of Board members and knowledgeable GIS persons attend the MSU class with the intention of using the class as a "train the trainer" sort of experience so that these new "trainers" can then convey the information to a larger group at the conference of around the time of the conference. The conference date---the Thursday & Friday after the Veterans' Day holiday and near Thanksgiving limit the opportunities in direct conjunction

with the Conference, but there could be a day in proximity---Thursday November 19th, for example, which is the real GIS Day. This idea was endorsed by the Board and several members expressed interest in the class which would be held at the Desoto County Extension office in Hernando, where other GIS training classes had been held in the past.

There was discussion of other training classes that had been mentioned such as Ed Hawkins QGIS class and Brad Montgomery's offer to teach Python at the conference or at another time. Lindsay suggested that the Education Committee explore these options.

- Website – develop conference registration

Carlton stated that he had been working with a couple of templates on Eventbrite and would be able to get the information set up as soon as it was available. There was an upgrade that he needed to purchase for approximately \$13 to enhance the information process. Sam Russell made a motion to allow Carlton to proceed with the purchase of the upgrade and Marie Holyfield seconded it. The motion passed unanimously.

Discussion turned to sponsors and whether there should be a 2nd keynote speaker for lunch on Friday. It was then pointed out that there is the opportunity for a sponsor for the lunch on Friday which would give the sponsor the lunch speaking podium. Dollars required for this were mentioned and the fact that this has been an unexercised option in past years was mentioned.

- Develop & distribute Conference announcements (Flyer, Sponsors, Call for Papers, Map Gallery, Scholarship)
- Development of a Grants Committee

Rick mentioned that he and Dr. Rura had discussed the Call for Papers and that Shawn had provided a graphic about the agenda. Sam mentioned that he had put the agenda together the past two years and would help do it again including the call for papers.

Tom asked a question about the Map Gallery regarding a clarification of professional versus technical designations for poster---he recalled that it was difficult to tell which posters were in which categories. Lindsay pointed out that Zinnia is the Committee Chair for the Map Gallery and that she could make sure to make it better this year.

Discussion turned to the Scholarship competition and Andrew volunteered that he had updated the Scholarship information packet as had been suggested at previous meetings. After a brief discussion of how to distribute the information for maximum effect and input from students and faculty at regional colleges and universities a motion was made by Sam Russell and seconded by Rick Wery to set the scholarship award at \$2000 just like last year. The motion passed unanimously.

- Communications / Public Relations Committee Report:

Carlton stated that the committee had met in June and Justin had prepared a mock-up of a newsletter. There was discussion of the timing of the newsletter and whether it should be annual or quarterly or what.

- Training / Education Committee Report:

Scott stated that he had covered this in the item above.

- Nominations Committee Report:

Marie began discussion stating that it is time now to get started with the process for next year's Board. The question was raised about who would be "rolling off" the Board at the end of 2015. Those who's term expire at the end of 2015 include: Lauren, Rick, Cori, Shawn, & Justin. The comment was made that Lauren could not "roll off" because she is scheduled to be President next year, Sam stated that, in his opinion / interpretation of the Bylaws Lauren would have to apply to be re-elected (Editor's Note: the Bylaws state that Board of Directors elects the officers for one year but does not say if they have to be members of the Board of Directors who are elected for 3 year terms or not). It was suggested that a notice be placed on the website now that calls for interested parties to announce any interest in becoming Board members with a listed deadline of October 31st. It was mentioned that Michael Oakes (sp?) of Mosiak has expressed interest in being on the Board. There was considerably discussion about whether he should be put on the Board now in a vacant spot or beginning next year in a new 3 year term. Nothing was resolved. It was suggested that Lauren talk to him to see what role he wanted to play now or in the future.

Also considerable discussion followed about Board member attendance and whether the option of removal should be exercised and why it has not been enforced. There was sentiment that the policy should be enforced. There was discussion of the fact that two Board members had resigned--- Harrison Witt and John Zeneah, and that there had been a marked increase in the lack of a quorum at Board meetings. The number of Board members and quorum issues were brought up; with 17 members on the Board at present, a quorum is 9 members.

- Membership / Development Committee Report:

Lauren stated that there are approximately 53 members at present.

- Conference / Events Committee Report:

Lindsay stated that the Conference Planning Committee needed to meet. She then made a strong call for the draft versions of the conference materials be sent to the Board for review by the close of business Friday (July 31st) and that a final version be ready for distribution to the membership, general public, and website by next week. These documents include a Conference Announcement flyer (from Lindsay), a Call For Papers (from Rick), a Scholarships Application with details (from Andrew), a Call for Sponsorship / Exhibitors with details (from Lauren), and a Map Gallery Announcement (from Zinnia).

There was discussion of meals for the conference and that the Food Committee would need to meet. The Board began discussing catering options and it was stated that the Memphis Botanic Garden had an "Approved Caterer's List" and whoever MAGIC decided to use had to be on the list. One of the ones on the list was Draper's, the caterer that had been used before. What is required is a "Final Meal Count" 48 hours before the event. It was stated that we have not done a good job estimating this count and we have had a large number of leftover/extra meals that we paid for but did not have registrants for. It was agreed that there needs to be a better / closer estimate of the number of meals that we pay for. Discussion then centered on "bringing in breakfast & snacks" and what constituted "us" bringing things "in" and "catering it in". Sam stated strongly that he felt that "us buying Lenny's sandwiches and bringing them in" would be a violation of the catering list and not "us bringing things in", while "us buying snacks, fruit, and donuts at Costco to bring in" did not constitute catering. The issue was not resolved.

Mention was made of an unresolved issue from a previous meeting--- specific wording for the bylaws was needed for the approved change in membership dues structure. Sam agreed to follow-up on this.

The meeting ended at 4:13 with the unanimous approval of a motion to adjourn by Keith Reasons that was seconded by Marie Holyfield.