



Minutes
Nevada Geographic Information Society (NGIS)
April 2012 Board Meeting
April 11, 2012
FINAL

Call to Order

The meeting was called to order by NGIS President Matthew Krok at 1:34 pm.

Roll Call

Matt Krok, Moni Fox, Eric Ingbar, Gary Johnson, Karin Hagan, Adam Johnson, Don Harper, Mark O'Brien, Eric Schmidt, Tom Wussow

Not Present –Steve Mesa

Guests – none

Agenda Review

Adopted

Old Business

Minutes of January 11, 2012

Eric Schmidt moved to approve, Moni Fox second. No discussion. Unanimous approval.

Officer Reports

President: (Matt) FGDC grant approval.

Vice President: (Moni) Venue for 2013 Conference will be the Grand Sierra in Reno.

The planning committee will have flyers at the 2012 Conference for attendees and vendors, and Gary J. will discuss the 2013 floorplan with the 2012 vendors.

Treasurer Report: (G. Johnson) Presented the First Quarter report (attached).

Secretary: (Karin) None.

Committee Reports

GeoSpeak – The GeoSpeak team is working on an article regarding the FGDC grant with Eric I. The next issue should be ready for review early next week. Tim Spear will be leaving GeoSpeak, so the Board will begin looking for a replacement for him.

Web Committee – The Facebook and LinkedIn pages are up, and Adam has control of those pages.

2012 Planning Committee

The Vendor area is sold out, with 23 booths for 19 vendors. We currently have 120 registered attendees (including vendors), and are looking for 50 or 60 more. We are almost at the break-even point for conference costs.

New Business

FGDC grant – NGIS will form a Steering Committee, which will not necessarily include the NGIS Board, to task out how the grant will be implemented. The Committee members will be nominated by the membership and approved by the Board. Task 1 – Find a vendor to design the business plan. This is a one-year grant, though there is not firm start date as of yet. We can probably set the end date as the 2013 Conference. The budget includes communication services, travel services for the contractor and Steering Committee (for travel to and from Las Vegas, Reno, and Elko), and a GoToMeeting subscription.

Matt suggested the Board's tasks as:

- (1) Establish the Steering Committee and Chair
- (2) Task the Committee

Eric I. suggested that those on the Committee should be those who have a vested interest in the process. He noted the following people as active in the grant process: Craig Palmer (UNLV), Haroon Steven (UNLV), Holly Smith (State Lands), Luke Opermann (State Government), Jennifer Malden (NBMG), and Jeff Hardcastle (State Demographer). He also noted that he doesn't know if they would want to remain involved. Perhaps we could reach out to the counties (Washoe, Clark, etc.).

To make the Steering Committee nomination process fair, we should send out a call for interested people and nominations. Matt suggested we could do this at the end of the panel discussion at the Conference, and close the call for nominations at the end of the Conference. Or we could have the Committee set up prior to the Conference and simply announce its existence. Eric I. suggested setting up a framework for the Committee and announcing that there are "X" seats available. Matt suggested Eric I as the Chair, as he has interest in the outcome and will not be part of the NGIS Board next year. Perhaps a committee of ten, including the seven Eric I. previously noted as being active in the grant process?

Eric I. stated that there are two paths the Committee can follow; high-resolution elevation data or (2) parcel data. These two paths could potentially have different interested parties. The grant award panel recommended focusing on one of the two paths, but Carol Ostergren (USGS) suggested that both are achievable. Should we do one or both? We'll need to represent constituencies and consider allocating seats, based on the path chosen. Parcel data would affect more people and be less of a data storage issue. This data will also be more difficult to organize. An example cited for elevation data is the State of Oregon, which created a consortium of interested parties for future

data flights. In the State of Nevada, most counties have built their parcel bases separately.

Eric I. suggested that the drafters of the grant proposal present the possibilities during the panel discussion and the Board present an outline of the Committee and the Task(s). The Board can state that the Committee will be created by the end of May. Matt agreed. Moni suggested advertising the panel discussion and committee concept to the membership prior to the conference, and Eric I. agreed that was a good idea. Matt asked Eric I. to put together an announcement in GeoSpeak with Debora and in Constant Contact.

Matt summarized the discussion. For the in-kind match required by the grant, we will use everyone's professional time at the 2012 and 2013 Conferences. Constant Contact will be used to announce the grant, the in-kind effort, and the Committee information including the task(s), nominations, and formation by end of May. Eric I. suggested that we include information regarding the kick-off meeting for the grant.

Membership Directory (Matt)

Michelle Lewis (DPS) has stated that she is interested in organizing, establishing, and maintaining a membership directory as a resource for members. Matt asked if the Board thinks this is a good idea or bad idea. The Board thinks this is a good idea.

Eric S. stated that he is willing assist Michelle, and asked how should we start? Gary asked who would have access to the directory. Matt stated that it would be the property of NGIS and only the membership would have access. Gary suggested it would be a benefit for paid membership, and asked about the cost to create and maintain. Nothing has been stated about costs yet. Michelle is volunteering her time, and we are not sure about costs due to format choices, etc.

Matt suggested that we should ask Michelle for a plan including costs. Gary stated that it should be created as a printed hard-copy, as a benefit to the membership. Adam stated that he will likely be completely revising the membership database (based on the up-coming dues discussion), and we could have the directory come from the new database. He also noted that we should include two opt-outs, one for communications and one for the directory.

Matt suggested that Michelle, Eric S., and Adam work together to create a plan.

NGIS Leadership in Nevada

Eric S. noted that NGIS does not set standards, or enforce standards, but suggested that we could facilitate data sharing, and that we could show leadership in the State. For example, county assessor's offices are required to assess patented mining claims, but right now there is no unified direction to create this data/database. NGIS could facilitate and coordinate between the counties across the State. He also noted that the county

assessors do meet and coordinate with each other, and that NGIS could provide the same meeting and coordination between the assessor's GIS personnel.

What does the Board think about taking a role in these issues? Matt stated that this is a good topic for discussion at the Conference, specifically regarding the mining issue used as an example. Eric I. agreed, and stated that we should do anything we can do to promote communication. Is there room in the Conference program for a discussion? Eric S. will talk with Rich Wells about putting it in the program.

The Board is in general agreement that this could be a good idea. Moni noted that we could host a meeting or webinar halfway through the year (between conferences).

Membership Dues

Moni presented the highlights of the Membership Dues Subcommittee's proposal (attached). The Board will set the fees in conjunction with the secretary, who provides operating costs and attendance numbers from the prior conference, plus a 5% buffer. This will be used to determine the fee. The membership fee would be included in the Conference fee, but one could also be a member without attending a Conference. The membership would be one year in duration. Benefits of membership would be GeoSpeak, the Directory, voting rights, and professional credits. The Board would have to provide the slate of new offices and collect votes prior to the conference, to keep the voting to members only. Results would then be announced at the Conference. Membership would be tiered, with Regular, Vendor and Student (free) levels. The Bylaws would have to be changed.

Discussion

Gary stated that he is not in favor of the Board setting fees based on the Conference, since the venues change each year, the costs change each year, and the Planning Committee would be limited to the set fee. He suggested that the Conference and membership dues should be separate, and the membership fee should be static for a few years to see how things work out. He also stated that we could still have voting during the Conference; all attendees would have a voice, but only members would be able to vote.

Matt noted that there is more discussion needed regarding the fee (yes, no, motion, vote) and then we can set out the other issues. Eric S. agreed that Conference and membership fees should be separate, as the accounting would be much cleaner for all involved. Moni asked if this is doable in our membership database. Adam stated that the database can support whatever we need, since it is being revised. He asked if there was a reason for keeping membership dues tied to the Conference. Moni stated it would be for expense purposes, for people who have employer approval to attend the Conference and who could then include their membership fee in the reimbursement. It was noted that the benefits being offered are in line with other state's GIS organizations that charge membership fees.

Matt ran through the bulleted items in the proposal. Item 1 does not need to be part of this discussion. Item 2, the method of processing the membership fee; is anyone against a membership fee? Moni stated that she is torn on the issue. We have to demonstrate return on investment for the membership. The Board agrees that we do offer value, and believe that a membership fee is appropriate.

Adam made a motion to enact a membership fee, with the fee to be determined, the Bylaws change reviewed by the membership, and to be enacted by the 2013 Conference. Gary seconded the motion. Discussion: Gary said we should continue working with Moni's proposal. Moni asked Gary for average operating costs. Tom asked how we anticipate how many will pay the fee. Gary stated that we need to move away from subsidizing the Conference, so any membership dues will help. Don asked how we separate the membership fee from the Conference fee for expense report purposes. Gary stated that RegOnline should be able to do that. The funding raised from membership dues would allow us to expand and do more within the State. Vote: all aye, no any, no abstentions. Motion passed.

Strategic Plan

Tabled.

Open Discussion

Gary discussed a review of insurance for NGIS. He stated that insurance for the Conference this year will be \$100 less. He recommended that we look into obtaining a Nonprofit Directors/Officers Liability Policy for \$900 per year. There is also a Fiduciary Responsibility option for \$100 per year. He noted that it is something we probably should have. Eric I. moved and Matt seconded that we obtain insurance immediately, as we currently have none. Gary recommends the \$1M level (\$900 per year), versus the \$2M (\$1,300 per year). Matt amended the motion; NGIS will obtain \$1M Nonprofit Directors/Officers Liability Policy with the Fiduciary Responsibility option immediately. Eric I. seconded the amended motion. Vote: all aye. Gary will proceed.

Eric I. is working on the Slate of Officers, so submit input to him.

The next regular Board meeting will be Thursday, May 17, 2012, at 7:30 am, during the Conference.

Motion to Adjourn (Ingbar; All): Approved. Adjourned at 3:00 p.m.

Date	Financial Report	1st Quarter 2012	Info. only	4th Qtr. 2011	1st Qtr. 2012	
				\$17,451.52	\$21,943.02	
	Beginning Balance as of 12/31/2011			0.00	0.00	
	Income from 2011 conference			5,465.00	13,635.28	Storage
	Income from 2011 Conference			973.50	2,127.00	Constant Contact
	Office expenses			0.00	9,476.72	Bank Charge
	2012 conference expenses					Donation to NGIF
	Note: \$2,000.00 was donated to NGIF from 2010 Las Vegas Conf.					2,000.00
						<u>2,127.00</u>
	Balance as:	4/10/2012		\$21,943.02	\$23,974.58	

Proposal to Create NGIS Membership Dues:

1. The NGIS BOD, not the NGIS Conference Planning Committees, need to set the annual conference attendance registration fees for all registrants. The NGIS BOD will determine fees for vendors, regular participants, students, etc. This needs to occur well before the end of the year to be included in vendor conference packet.
2. The NGIS BOD will also determine annual costs for operations plus a 5% buffer. Costs for operations include but are not limited to Constant Contact, membership database administration, PO Box, web site fees, etc.
 - A. The NGIS BOD will use the operation cost figure as the only guide in determining any membership due. The NGIS BOD will average the last three conference attendance numbers, dividing that attendance number into the annual operating cost figure to determine the membership fee (i.e. $\$3500/175 \text{ registrants} = \$20.00 \times .05 = \$21.00$). This figure will be recalculated every year by the Treasurer and provided to the NGIS BOD for guidance upward or downward for annual fees.
 - B. The annual membership due (as determined above) will be included in the conference registration fee.
3. Individuals that register and pay for a conference will be considered a due paying member of NGIS and will be entitled to all rights to membership for one year. The NGIS membership year shall expire one year from paid conference date.
 - C. Rights to membership include but are not limited to; GeoSspeak delivery, access to online professional directory, membership tracking for CEU for professional certification credits, full voting rights.
 - D. Voting will now have to be on paper or electronically tabulated. The NGIS BOD will now have to present the "slate" to membership prior to the conference so that voting can be processed in a timely manner.
4. Individuals (vendor or non-vendor) can register as an annual member of NGIS by paying the annual due fee determined by the NGIS BOD. Their NGIS membership year shall consist of a year from date of payment. They would be able to vote on any "slate" via electronic proxy. A student membership is free and student membership does not carry voting rights.
5. Any and all By-Law modifications to accommodate the above suggestions need to be considered and modified upon approval.