



**Minutes**  
**Nevada Geographic Information Society (NGIS)**  
**December 2009 Board Meeting**  
**December 1, 2009**  
**DRAFT**

**NGIS Board Members Present:**

Richard Wells, Matt Krok, Karin Hagan, Gary Johnson, Eric Ingbar, Moni Fox, Mark O'Brien, Adam Johnson, Sonya Wilson

**NGIS Board Members Absent:**

Pat Guiberson, Art Ehrenberg

**Call to Order**

The meeting was called to order by NGIS President Richard Wells. It was determined that a quorum was present.

**Old Business:**

- Approval of Minutes of NGIS Board Meeting at the Conference in May 2009

It was determined by Gary that there was a Board meeting at the annual conference in May of 2009. He believed that the only issue that was discussed was the slate of officers. Richard asked if there were any minutes from that meeting, and Gary responded that he would get with Mark to present any minutes taken from that Board meeting.

The approval of the Minutes of the NGIS Board meeting at the Conference in May 2009 was tabled until the next Board meeting.

- Approval of Minutes of NGIS Business Meeting at the Conference in May 2009

Gary confirmed the existence of these minutes but did not have them. He said he would get with Mark and Pat between now and the next Board meeting to get a set of minutes for approval.

The approval of the Minutes of the NGIS Business meeting at the Conference in May 2009 was tabled until the next Board meeting.

- Approval of the Minutes of the NGIS Board Meeting, September 22, 2009

There was no request for discussion. Gary motioned for the approval of the September 22, 2009 NGIS Board of Directors meeting minutes as presented. Eric seconded the motion. Motion passed.

- Discussion of Plenary Section notes and follow-up

Eric advised the Board that it was OK to post the session notes to the NGIS website. Richard will communicate this task to Safa. No further discussion.

- Continued discussion of the creation of a NGIS Calendar

It was decided that the calendar will consist of a MS Word document that the Board Secretary will update and send to Safa for website posting. Adam suggested that there might be a way to streamline the process. It was agreed that the MS Word document is a good place to start the workflow. Matt will talk to Safa about the calendar.

- Creation of NGIS Membership Certificates

The need for members pursuing GISP to receive certificates showing membership in NGIS is recognized. Gary suggested creating a membership survey to ask the membership when they joined NGIS. Gary suggested sending the survey via GeoSpeak, and Adam suggested using Survey Monkey. Another suggestion was to set up a kiosk for the survey at the Conference. Adam suggested using the "Date Added" field from Constant Contact as a membership date. He also asked if we could add a field for membership date to the member information database. Matt will talk to Safa about the ability to create a certificate that says "Member in Good Standing since \_\_\_\_."

The issue of outdated email addresses for the membership was raised and several solutions were proposed, including: sending a reminder via GeoSpeak to have everyone update their information, asking Conference attendees to update their information, and creating a mail merge that would attach the currently-saved information for each member to each NGIS email sent to them. Richard stated that he has an updated list of emails for local southern Nevada agencies/entities, and will send that list to Adam.

- Continued discussion of Membership Dues

The discussion began with a summary from the last Board meeting:

Cons – could drive people away; bookkeeping issue (determined to not be an issue).

Pros – influx of money (minimal); frees the NGIS budget from relying on the Conference fees; low membership fee may achieve the goal of bringing people together.

At what level should the dues be set? Gary stated that \$15 was the amount discussed previously. He also stated that a membership fee will demonstrate our commitment to professionalism, as most professional organizations have membership fees. And we are a professional organization that will be able to provide membership certificates to be used toward receiving the GISP. What are the benefits of membership? Access to the NGIS website, GeoSpeak, and certificate for GISP. Richard agreed that the membership fee does demonstrate a commitment to professionalism, but he is concerned about the effect of the current economy. Matt said that about 50% of State-wide agencies have dues, and also felt that the timing was in poor taste due the economy. Adam disagrees that the economy will play any role in the membership.

Eric suggested providing two ways to become a member – by joining directly for \$15, or by attending a Conference and having \$15 of the Conference fee go toward membership. People could also attend the Conference without becoming members, by paying \$15 less. Adam reminded us that the Bylaws state that membership can be gained by either paying dues or attending a Conference; Conference attendance provides membership for two years.

If we do approve a membership fee, how would we implement it? One suggestion: increase the Conference fee by \$10 this year, and then remove that additional \$10 next year by adding a separate fee for membership. How would we match that up with the two-year duration stipulated in the Bylaws?

Matt suggested adding a dues question to a Survey Monkey survey to get a feel from the membership. Gary made a motion to table the discussion until the next Board meeting. Seconded. Matt and Eric will work on the survey.

### **New Business:**

- Ideas for GeoSpeak

Gary suggested writing about an earthquake study. Adam suggested a police study. Both will provide information to Debbie by the 17<sup>th</sup>. Reports on GIS Day activities were also suggested.

- Discussion of Guidelines for Constant Contact and RegOnline

Adam reported that Constant Contact was started in 2007, and the guidelines were created to provide a standardized, professional look and feel. Adam has no guidelines for RegOnline, as it has always been handled by Adam, Safa, and the registration lead for the Conference.

Gary asked Adam to build out a procedural guide for how RegOnline works. Adam said he will have Safa proof it. Richard requested that any feedback emails from

[support@ngis.org](mailto:support@ngis.org) be forwarded to the Board. Adam stated that feedback emails aren't received too often, but that he can forward them.

Matt stated that all 2010 Conference communications will go through Tommie so that they don't overload the system.

- Reports of GIS Day Activities

Moni stated that they had about 25 attendees, four speakers and ESRI-donated raffle prizes for a Nevada trivia game. She will write up a synopsis for GeoSpeak. No external feedback on GIS Day activities has been received. The City of North Las Vegas also had GIS Day activities. Matt stated that they had an open house, with each department showing off how they use GIS. Clark County had a map gallery on display for two weeks, and received good feedback. Each Council Ward in the City of Las Vegas recommended schools to be visited. They visited four of the six on GIS Day and have the other two scheduled. They estimate reaching 1,200+ children. ESRI also donated supplies for this effort, and a write-up will be submitted to GeoSpeak.

- NGIF

Richard reported that the IRS is concerned that NGIS is setting up a 501c(3) to support a c(6). Apparently, the IRS agent saw something in the minutes posted on the website that gave him that idea. Richard will follow up with the IRS to see where he got that information. Adam asked if it was because the NVGIF.org web address goes to the NGIS.org website – maybe he reached the minutes that way? Eric suggested setting the homepage for NGIF with a mission statement and no automatic links to the NGIS website. Richard and Gary will work with the IRS to iron this issue out. Eric suggested that we may have to update the Bylaws to reflect fundraising, i.e., how do we collect dues and how do we disperse dues.

- Discussion of 2010 Conference Planning Status

Matt reported that the planning is going well, and we received our first vendor application this week. The planning committee will be taking December off and begin the main communications after the holidays, including the Call for Papers and the Vendor Packets. They are almost finished setting up the pre-conference workshops: Tuesday will be a GIS tour of the Nevada Test Site, Wednesday will be a tour of the southern Nevada Fusion Center and the Springs Preserve, and bowling is scheduled for Thursday at 9pm. Sam's Town has provided us with a \$35 room rate.

## **Open Discussion**

Richard stated that Debbie is getting an error on Pat's email. Richard and Adam will verify the spelling and let her know.

Sonya asked about the final budget report from last year's Conference. Gary stated that there was a report, and he will find it and re-send it to the Board. Sonya also noted that RegOnline is not closed out from last year's Conference.

Matt suggested creating a Strategic Plan for NGIS. This would be a living document, stating who we are and what we do. Rich suggested either allocating part of the regular Board meeting to this effort, or creating a subcommittee. Matt suggested finding a template and presenting a draft to the Board. Eric, Matt, Richard and Sonya will look for templates and will report at the next Board meeting.

The next meeting is tentatively scheduled for Wednesday, February 17, at 11AM.

The meeting was adjourned at 12:15PM.

Thank you, Matt, for providing the notes for the start of the meeting.