

AGENDA: Wednesday, February 13, 2019

When: Wednesday, March 13, 2019 @ 5:00-7:00 pm

Where: Manitoba Infrastructure 280 Broadway, second floor

Who: Keith Hartley, Jocelynn Johnson, Heather Reeves, Matt Sebesteny, Cassandra Clouston, Geoff Gunn, Melissa Turner, Robert Belton, Satwant Kaur, Andrea Dousiss, Tatjana Radulovic, Evan Graham

Phone: Melissa Turner, Steven Hills, Glen McDonald

Regrets: Jim Rodger

Agenda

1	Introductions	Jocelynn
2	Elections <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer • Sponsorship and Advertising • Sponsorship and Advertising • Social Media and Marketing • Jobs and Content • Jobs and Content • Events and Conference • Events and Conference • Website Maintenance • Education • Education • Membership 	Jocelynn
3	Review of Meeting Minutes	Secretary
4	Director Transitions <ul style="list-style-type: none"> • Financial • Sponsorship and Advertising • Social Media and Marketing • Jobs and Content • Web Maintenance • Membership • Education • Event Planning 	Directors
5	Group Membership:	
	Design Team Education Conference Planning	
	Special projects (OSM etc.) Workshop Wednesdays	

	Networking Nights	
6	Transitions: Webmail Google Drive Slack Channel Constant Contact GO To Meeting	
7	Public Slack Channel	
8	Workshop Wednesday Scheduling OSM Networking	

Call to order

1. Introductions
2. Election of Officers
 - **President**
 - **Geoff** nominates **Cassandra**
 - **Keith** seconds
 - **PASSED**
 - Vice President
 - **Robert** nominates **himself**
 - **Heather** seconds
 - **PASSED**
 - Secretary
 - **Jocelynn** nominates **Geoff**
 - **Cassandra** seconds
 - **PASSED**
 - Treasurer
 - **Geoff** nominates **Tatjana**
 - **Cassandra** seconds
 - **PASSED**
 - Geoff notes that these minutes will need to be accepted and signed by officers to formally transfer signing authority of Manitoba GIS User Group Inc. account at Assiniboine Credit Union

- Officers with signing authority will be:
 - Cassandra Clouston, President
 - Robert Belton, Vice President
 - Geoffrey Gunn, Secretary
 - Tatjana Radulovic, Treasurer
- Signatures for transition, upon acceptance of minutes at April Meeting on (Date_____):
 - Jocelynn Johnson, Outgoing President _____
 - Geoffrey Gunn, Outgoing Treasurer _____
 - Cassandra Clouston, Incoming President _____
 - Tatjana Radulovic, Incoming Treasurer _____

Board Roles

President	Cassandra Clouston	Synchena Consulting Inc.
Vice President	Robert Belton	Government of Manitoba
Secretary	Geoff Gunn	International Institute for Sustainable Development (IISD)
Treasurer	Tatjana Radulovic	Ducks Unlimited
Past President	Jocelynn Johnson	GeoManitoba
Sponsorship and Advertising	Matt Sebesteny	Strategic Community Consulting Inc.
Sponsorship and Advertising	Keith Hartley	Canada Post
Sponsorship and Advertising	Melissa Turner (On sabbatical until August/September)	M. Turner Enterprises Ltd.
Social Media and Marketing	Andrea Dousiss	
Jobs and Content	Heather Reeves	Elections Manitoba
Jobs and Content		
Events and Conference	Evan Graham	Government of Manitoba

Events and Conference	Glen McDonald	Retired
Website Maintenance	Keith Hartley	Canada Post
Education	Steven Hills	Assiniboine Community College
Education	Satwant Kaur	PhD Student University of Manitoba
Membership	Jim Rodger	Free Agent

3. Review of Meeting Minutes/Action Items

- December 9, 2015
 - Research options for a new lawyer - Geoff
 - **Ongoing, Keith will assist on this**
- June 14, 2017:
 - Robert to draft an Accessibility Plan for MGUG-- Robert
 - **Ongoing, Robert is continuing to work on this**
- October 10, 2018
 - New website location to set up minutes -- Heather
 - **Ongoing, Gabrielle has sent, Heather will upload**
- November 14, 2018:
 - Matthew J. to investigate options for online sponsorship enrollment and payments
 - Lapsed
 - November 14, 2018: All outgoing board members to upload all documents and a position description by January. All remaining board members to consider the roles they would be interested in taking on for 2019.
 - Completed
- December 12, 2018:
 - Jocelynn to upload last year's AGM slides to the Google Drive folder.
 - Completed
 - December 12, 2018: All directors to update their portion of the presentation
 - Completed

- Pietra to get a quote for a new MGUG booth.
 - **Ongoing, Keith assumes the task**
- All board members to pick a MGUG online store item and send to Jocelynn by the end of the month.
 - Jocelynn reports no one did it, still ongoing if interested.
- January 9, 2019:
 - Geoff to design a receipt claim form for board members to use next year.
 - **Ongoing, will work with Tatjana**
 - Heather and Keith to investigate Wordpress plug-in options for Slack.
 - **Ongoing**
- February 14, 2019:
 - Geoff to contact sponsors with outstanding balances.
 - **Ongoing with Tatjana**
 - Robert to produce business cards for MGUG.
 - **Ongoing**
 - Steven to draft a website post promoting the ESRI Canada Young Scholars award for 2019.
 - **Ongoing**
 - Gabrielle to investigate possible venues for the post-workshop mixer.
 - **Complete**
 - Cassandra to print off name stickers for the AGM.
 - **Complete**
 - Cassandra to complete the AGM agenda and send to Robert to mail out on February 14.
 - **Complete**

4. Director Transitions

- Financial
 - Evan: we should investigate community and operational grants, MGUG should be eligible for some.
- Sponsorship and Advertising
- Social Media and Marketing

- Jobs and Content
 - Web Maintenance
 - Membership
 - Education
 - Event Planning
 - Venue already selected - Club Regent Casino
 - 5. Group Membership
 - Design group
 - Geoff, Robert, Andrea
 - Education group
 - Steven, Satwant, Robert
 - Conference Planning
 - Everyone
 - Confirmed members outside the board are welcome to assist planning
 - Special projects
 - Keith will head, but wants help
 - Keith will set up April OSM night
 - 6. Transitions
 - Webmail
 - All who need it will get access to mail accounts @mgug.ca
 - info@mgug.ca will be monitored by Cassandra, Robert, Geoff
 - Reminder manitobagis@gmail.com bounces to info@mgug.ca
 - Google Drive
 - Details discussed, Heather and Cassandra have password access.
 - Slack channel
 - Geoff will remove past directors and make sure everyone is added
 - Constant Contact/GoToMeeting
 - Robert will share details with Andrea
 - Jocelynn could prepay for the year to minimize cheques needed.
 - Signing Authority
 - **ACTION 1: Geoff will make sure transition happens**
 - Public Slack Channel
 - On hold
 - 7. Events
 - Discussed above
- Adjourned at 6:49pm