

MGUG Board Meeting

AGENDA: Wednesday April 10, 2019

When: Wednesday, April 10, 2019 @ 5:00-7:00 pm
Where: Skullspace 374 Donald St

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, Melissa Turner, Steven Hills, Glen McDonald

1	Review of Meeting Minutes	Geoff
2	Director Updates <ul style="list-style-type: none"> • Financial- Tatjana • Sponsorship and Advertising- Matt/Keith/Melissa • Social Media and Marketing – Andrea • Jobs and Content – Heather • Web Maintenance – Keith • Membership - Jim • Education- Steven/Satwant • Event Planning- Evan/Glen/Cassandra 	Directors
3	Group Membership <ul style="list-style-type: none"> • Conference Planning (October 23, 2019) <ul style="list-style-type: none"> ○ Ticket Prices open sales May 1st ○ Lanyard colour for Speakers ○ Keynotes (need one by end of month) ○ Budget confirmation (Tatjana/Geoff) ○ Sponsorship GO! • Design Team <ul style="list-style-type: none"> ○ Conference Posters/Emails • Education 	
4	Special Projects <ul style="list-style-type: none"> • Workshop Wednesdays • Networking Night 	Cassandra/Keith
5	Other Business	Board

Conference Prices

Year	Early Bird	Regular	Retired	Student	Board
2019	\$100	\$125	-	\$50	\$50
2018	\$95 (120)	\$115 (46)	-	\$50 (13)	-
2017	\$80 (147)	\$95 (57)	\$75 (0)	\$45 (22)	-

1. Introductions

2. Review of Meeting Minutes

- Tatjana, Jocelyn, Cassandra, Geoff signatures for transition
- Double check 'Board Roles' to make sure positions are accurate
- Research options for new lawyers- Geoff, Keith- ongoing
- Accessibility plan for MGUG- Robert- Ongoing
- New website location to set up minutes- Heather- DONE
- Add numbers instead of dates to designate tasks
- Get a quote for a new MGUG booth- Keith- Ongoing- \$300-\$700
 - i. Figure out a budget
 - ii. Design work to decide what to include on it
- Board members to pick a MGUG store item and send to Jocelyn- Ongoing
- Geoff to design a receipt claim form for board members to use next year- Ongoing- Geoff, Tatjana
- Heather and Keith to investigate Wordpress plug-in options for Slack- Ongoing
 - i. Twitter feeds and Instagram on website
- Geoff to contact sponsors with outstanding balances- ongoing
- Business cards for MGUG- Andrea, Roberts- Ongoing
- Steven to draft a website post promoting the ESRI Canada Young Scholars award for 2019- DONE

3. Director Updates

- **Financial- Tatjana**
 - i. Update signing authority with financial institutions
 - ii. Look at budget for conference and MGUG banner
 - iii. Tatjana and Geoff- Should meet soon
 - iv. Figure out if there is a price for Eventbright
- **Sponsorship and Advertising- Matt/Keith/Melissa**
 - i. Start sending out emails by beginning of May
 - ii. Sort out contacts to make sure that we are contacting the correct people
 - iii. Ready to go- just need to include Keynote speaker to finish template
 - iv. Talk to Melissa to figure out email methods
 - v. Double check shared access on Google Drive
- **Social Media and Marketing- Andrea**
 - i. Facebook and LinkedIn- Keith will send a request for Andrea to become a manager of the account
 - ii. Figure out logging into Instagram
 - iii. Look up analytics for each account
 - iv. MeetUp to share workshop dates- is there a cost to this?
 - v. Look into using Facebook and Eventbright to share workshop dates
- **Web Maintenance- Keith/Heather**
 - i. Steven added a post
 - ii. Possibly move over to Wordpress from ModernEarth, this will automatically update plug-in versions
 - iii. Look into paying ModernEarth a fee to maintain plug-ins
 - iv. Contact ModernEarth to figure out what their fee would be to maintain the website more thoroughly

- v. Contact Collin to figure out a rate to regularly maintain our website
 - **Jobs and Content- Keith**
 - i. Can the Indeed plug-in be changed to only show previous 2 weeks of jobs
 - ii. Stats Canada and NSERC released building footprints for Canada- possibly share through the website- Keith
 - **Membership**
 - i. Workshops may work for general public interest/outreach
 - **Education- Steven/Satwant**
 - i. New posts are on the website, updating Twitter feeds with education content
 - ii. MGUG Education award posters- ongoing- Robert/Andrea can help adjust the dates on these
 - iii. Potential speakers for fall conference- contacts from GIS Day at the U of M
 - **Event Planning- Evan/Glen/Cassandra**
 - i. Cassandra covered everything involved with the event planning process for Evan and Glen
- 4. Group Membership**
- **Conference Planning**
 - i. **Ticket Prices- sales should open on May 1st**
 - ii. **Keynotes**
 - 1. Google Docs list- Please add potential speakers to Keynote or Concurrent speakers list
 - 2. About 20 concurrent speakers are needed
 - 3. Keep track of who will contact speakers, and who has already been contacted
 - 4. Include required forms right away
 - 5. Tech Session can be set up similar to a concurrent session in a classroom style setting- quick tutorials- comes with a hand out? Room only fits 20 people at a time
 - 6. Send out a SurveyMonkey to determine top choices?
 - iii. **Sponsorship**
 - iv. **Budget confirmation**
 - v. **Lanyards**
 - 1. Speakers get a different colour lanyard so that they are more approachable?
 - 2. Could there be an additional spot on the tags so that you can include whatever social media handles you want?
 - vi. **Conference Prices**
 - 1. Discounted price for board members
 - **Design Team**
 - i. **Conference Posters/Emails**
 - 1. As speakers are confirmed, emails reminding people to get their tickets can be sent out with the speakers
 - **Education**
- 5. Special Projects**
- Workshop Wednesdays
 - Networking Night
 - Brandon Night

- MB Geocaching Event
 - i. Family friendly event

6. Other Business

- **Mapping Calgary's Digital Future**
 - i. Showing how different skills can transfer into different fields
 - ii. Can this be translated into how GIS can be incorporated into other fields?
- Tectara

Meeting adjourned: 7:04