

AGENDA: MGUG Monthly Meeting July 2019

When: Wednesday, July 10, 2019 @ 5:00-7:00 pm

Where: IISD Offices, 325-111 Lombard Ave

Attendees: Cassandra, Geoff, Evan, Matt, Andrea, Satwant, Keith

Regrets: Tatjana, Jocelynn, Jim, Robert

1	Review of Meeting Minutes	Geoff
2	Director Updates <ul style="list-style-type: none"> • Financial- Tatjana/Geoff • 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	New Business <ul style="list-style-type: none"> • Advertise board positions 	
4	Group Membership <ul style="list-style-type: none"> • Conference Planning (October 23, 2019) <ul style="list-style-type: none"> ○ Budget ○ Project Award ○ Lifetime Award ○ Sponsorship Update! ○ Keynote and Presenters ○ Map contest ○ FOSS4G Promotion ○ Questionnaires ○ Other Conference • Design Team <ul style="list-style-type: none"> ○ Conference Update ○ Awards Form ○ New timing sheets ○ Menu card with sponsors ○ Booth signs • Education Update • Other 	Cassandra
5	Special Projects <ul style="list-style-type: none"> • Humanitarian Open Streetmap • Networking Night 	Cassandra/Keith
6	Other Business <ul style="list-style-type: none"> • Promote electronics drive • Promote early bird draw 	Board
7	Review Action Items	Geoff

8	Next Meeting – August 14, 2019. Location TBA	
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Minutes

Meetings Minutes Accepted

Director Updates

Financial

6,168.62 in the bank. Have signing authorities switched. Need to get invoices out and get sponsorship in.

Sponsorship

Things are going along – sending out a second batch of sponsorship requests right now. CMHR were going to do a donation. Cassandra helped expand spreadsheet.

Cassandra wants us to get organized and collect data from forms. Andrea will need to access logos to do design stuff.

Matt will send second batch TOMORROW

Cassandra will collate invoices that need to go out and get to Geoff/Tatjana

Geoff will ask MB EcoNetwork if they want a complimentary booth at MGUG as a non-profit

Social media/marketing

Meetup event for humanitarian open streetmap night. Otherwise going forward.

Keith – has three options for banners. Andrea will put together some designs with high enough DPI.

Robert will be in contact with Andrea about an agenda, Andrea has already drafted an agenda.

Jobs and Content

Heather is taking a leave from the board so not sure when she'll be back. Keith will step in for Jobs and Content/Website.

We have a lot of plug-ins, it'll be a long term problem until we go through and remove the big issues and slim it down to just the most important plugins.

Keith will be more free in next two weeks – will have time to phone and help out.

Website

Cassandra's husband did some work on the website so we now have a conference tab. Want to make sure speakers and sponsors are promoted on social media.

Membership – Jim’s on leave for the time being but is still willing to help with membership.

Education

Pretty slow lately, Satwant and Steven haven’t spoken in a bit. Steven has sent out call for education award and Satwant has put some posters up. Need to organize for awards.

Event planning

Networking night went well, about 12 turned out which was good.

Q and missing maps could alternate. Q nights could focus more on specialists looking at new programs. Different audiences. **Matt will pick a date for his QGIS night, and we can try it out.**

Evan’s been trying to get in touch with recycling folks—playing phone tag. Need to sit down with food menu/pricing. Their updated food list and packages seemed to have changed and the list was wrong that we got.

Reminder to message if you don’t have access to google drive.

[Cassandra rambles about details]

Geoff and Evan and Satwant will have a meeting to find operational grants

Cassandra – Ken Field’s travel costs to be paid. We did not get a lower cost for the hotel this year. Expect \$1,000 air travel and \$300 for hotel.

Alejandro is our other keynote – who is getting approval for travel so we might not need to pay. Hopefully paid for by GoC.

Everyone should look through speaker forms.

Evan to send details about AMM to Cassandra

MGUG Awards – consider what parameters to award them under – do we award them if there’s limited applications? Review next meeting

Geoff to send e-mails to Mark Alexiuk (sightline) and the Chris’ at UWinnipeg.

Two workshop spots available.

Fos4G is getting a booth and a little spiel. They’ll be located with the early bird.

Reviewed Sponsor Tracker with the group.

Adjourned at 7:03 pm.