

Minutes for October Board Meeting Manitoba GIS Users Group

AGENDA

When: Wednesday, Oct 14, 2020 @ 5:00-7:00 pm

Where: N/A – Web meeting (via Slack)

Who: Cassandra Clouston, Jim Rodger, Tatjana Radulovic, Chris Hay, Keith Hartley, Steven Hills, Satwant Kaur, Matt Sebesteny, Andrea Dousiss, Hailey Wright

1	<p>Review of Meeting Minutes from last meeting</p> <ul style="list-style-type: none"> • Changes (if any more) & formal acceptance • Outstanding items: see highlights in last minutes (go through with each director update)
2	<p>Director Updates</p> <ul style="list-style-type: none"> • Secretary (Chris) • Financial (Tatjana) • Sponsorship and Advertising (Matt) • Social Media and Marketing (Chris, Andrea) • Jobs and Content (Keith) • Web Maintenance (Keith) • Membership (Jim) • Education (Steven, Satwant) • Event Planning (Hailey) • Vice President (Jim) • President (Cassandra)
3	<p>AGM – Annual General Meeting</p>
4	<p>New Business</p>

MINUTES

Meeting began at 5:00 PM, October 14, 2020

All attendees connected remotely via Slack

Attendance:

- Present: ✓
 - Cassandra Clouston ✓
 - Tatjana Radulovic ✓
 - Chris Hay ✓

- Keith Hartley ✓
- Andrea Dousiss ✓
- Matt Sebesteny ✓
- Jim Rodger ✓
- Hailey Wright ✓
- Steven Hills ✓
- Satwant Kaur ✓
- Absent: none

1. Review of Meeting Minutes from last meeting

- Changes (if any) NONE
- Formal acceptance of minutes from last meeting DONE
- Outstanding items: will go over in each person's section below

2. Director Updates:

Secretary (Chris)

- Things done since past meeting:
 - Agenda, minutes, meeting setup and event creation (the usual)
 - Looked into if Annual Return needs to be updated (given recent changes in board members). No, it is only a once a year thing, but I made notes for next year (whether it's me or someone else). They are on the Google Drive.
 - Sorted out business online banking account login issues, with help from call with Tatjana (now all good to go to approve e-transfers).
- Announcements:
- Passwords to accounts need to be changed – [FYI everyone I will be doing this or getting others to do it if necessary – I can email the board when I do it with a note to check the updated document on the google drive. I need to make a note to do this again after the next AGM when the board changes again. Cassandra said it might take until the next AGM to get them all changed.]
 - Keith mentioned for FTP and Website please let him know beforehand
 - Tatjana just created or changed the "Square" login info, so probably no need to change
- Emergency Contact info for board members – should we collect this to have on file, what do the board members think? We currently have board member addresses on file only for executives. Thinking of doing the same thing for emergency contact info.
 - Board thinks is a good idea / no objections
 - Chris Hay to-do, keep info in private executives folder

Financial (Tatjana)

- Online banking sorted out for Chris Hay Secretary
- Removed Robert signee and login credentials
- Added Jim as signee and set up for online banking
- Some payments happened since last meeting:
 - Visual Composer good until Sep 2021, paid ~\$48 – automatic billing to Andrew Pratt – Keith is working on changing this
 - Domain registration with Modern Earth – good until Oct 2021 \$42.99?

- Square account set up a new account and changed with bank... processed \$250 payment with City of Winnipeg Open Data (for sponsorship) – Square has an ~\$8 fee for processing, so that was subtracted
- Updated login info for “Square” on Accounts document in Google Drive
- Our balance is still good... ~\$10K in account – since no conference
- Due May 9, 2021 GoToMeeting fee was paid a while back but not submitted as an expense maybe, is \$524 for one year
- December 2020 Meetup fee coming up – may be going to someone’s credit card – will look into (this is the only recurring expense coming up this year) – we pay every 6mo, last time was \$138
 - We used to use Eventbrite which was fine too
 - Meetup has given us a lot more exposure, connection with Winnipeg Data Meetup group with over 1,000 members
- Manitoba EcoNetwork \$50 per year, renewal is coming up (we had two meetings this year) – we should support another year for when COVID is over and we meet in person again – Tatjana will look up to pay them again
- Cassandra on GoToMeeting:
 - We have been using Slack and Zoom (Assiniboine College)
 - We can have a max 151 people on a call
 - We have GoToMeeting Pro
 - No toll free call in number for phone unfortunately
 - Slack board we have non-profit account for free (for board server)
 - Slack members server is basic free not non profit

Sponsorship and Advertising (Matt)

- Email was finalized and went out to sponsors with \$250 deal to advertise
- CanSel and City of Winnipeg Open Data has contacted him about the advertising package – have not heard back from regulars yet (like GeoManitoba and Manitoba Hydro)
- Needs to check sponsorship (and “info”) email – a bunch of recent inquiries
- New logos to replace old ones – Andrea (and Keith for website) – remove all old logos and replace with new ones – at bottom of emails – possibly social media too

Social Media and Marketing (Andrea, Chris)

- Andrea:
 - Coffee Chats email went out
 - Email for sponsorship package went out earlier
 - Working on email for 30 Day Map Challenge for November
 - Big on Twitter from a certain location
 - Others mentioned: Geo-week from National Geographic, and GIS Day is Wed Nov 18 (we should probably do some work around that)
 - Matt to send logos for constant contact, and for website – to do asap, will need to redo again later
- Chris:
 - Completed since last meeting:
 - Advertised Missing Maps Humanitarian night

- Advertised October Esri 911 event
- Updated social media numbers as of almost 5pm:

	2020-10-14	change
Twitter	901	6
Meetup	206	58
Instagram	121	0
LinkedIn	115	3
Facebook	81	3
Slack	36	0

To-Dos:

- We should promote MGUG join membership on Meetup (in general bio and in events maybe)
- Do an advertisement for the sponsorship offer as well (see the email that went out!)
- New logos for social media? (CH ask Andrea or Cassandra later)
- Coffee Chat social media! – priority!
- Indigenous Mapping Workshop – Firelight Group organizing it – may want to promote somewhat as well – post on slack and retweet on twitter

Jobs and Content, Web Maintenance (Keith)

- Jobs:
 - Surprising number of jobs, including remote jobs (Canadian Wildlife Federation, and Shaw), a bunch in the last few days
 - Added an Event – 2020 Indigenous Mapping event – MB Hydro is very excited about this
- Website
 - Created a development website to work within
 - Updated theme and solved 90% of problems
 - New icon on news feed
 - Included MGUG slack registration on top and bottom, in Javascript, with help from Ben Rodgers (bought lunches a few times) went much faster
 - Should be able to log in to edit your profile
 - Visually looks about the same
 - Problem: banner at bottom with sponsors across entire website, now is an expensive plugin (\$30 US for a slider), could do free
 - Keith is working on getting sponsors on page somehow (DIY slider at bottom)
 - Sponsors page needs to be edited, with links to their web pages? Editable through Word Press
 - \$83.37 website expense – Keith to send receipt to Treasurer email to be reimbursed
 - Coffee Chat add to Website (Hailey to talk with Keith)
- Ongoing: Everyone on board
 - Website Excel file edits – individuals can even try to edit website themselves – see Passwords file in Google Drive for Word Press; otherwise Cassandra and Keith can make the necessary changes

Membership (Jim)

- Updates:
 - 7 new members for 992
 - Constant Contact 1222
 - Bouncebacks are
 - 7 new members total 997
 - Constant contact is 1222
 - Bounce backs 9% and correcting them with temporary delete. Think lots are due to COVID as even Steven's name had bounce back.
- Keith worked with Jim on website vs. constant contact different numbers
 - It's a one-way push, does not go both ways
 - Becomes complicated
 - To make it work would require a lookup between the two lists to comb through
 - There are about 300 people that have multiple emails
 - It's a quagmire



- We should try to get a personal email, as many peoples' emails bounce back from moving (e.g. jobs email addresses all change) ? We can send an email blast just a reminder to check your email is up to date with us. No, we will just deal with bouncebacks. Check off as inactive ("temporary delete").
- Welcome New Members email to do eventually – between Jim and Andrea – no updates yet – to automate through Constant Contact

Education (Steven, Satwant)

- Steven:
 - Has not done much, more busy than usual with work
 - Two things on to-do list
 - Outstanding project award notification for AGM
 - Educational awareness poster – wanted to send to education contacts for bulletin boards with general awareness for students about what MGUG has to offer for students (potentially work with Andrea to work on the poster)
 - [No education awards this year, was what we decided earlier, decided to only do outstanding project award this year (for awareness and peer recognition)]
 - GIS Day (Nov 18) and Geo-Aware week (November some time) – may not work out to get anything together on this for the college or high school this year
- Satwant:
 - Joined as an ESRI ambassador in February, hoping to talk to school divisions, but this will not happen for another year at least, schools not looking for outsiders to enter schools
 - Also very busy with work from home

- Environment and Geography head at University of Manitoba has changed, will need new head of department email
- UofM E&G has their own Facebook page, can post the poster there (once it is ready, from Andrea and Steven)

Event Planning (Hailey)

- Canad-Inns re-booking of conference, followed up email from Robert, sent them our date preferences (discussed in last board meeting) – has not heard back yet, has been a week, may follow up with a phone call
- 30 Day Map Challenge
 - Had a meeting with Andrea and Chris about social media aspect of the challenge/event
 - Hailey will be involved with back-end
 - Has set up Google Drive to track submissions that come in
 - Set up email draft to promote event
 - Prizes (MGUG swag) and promotion of Slack at the same time
- Coffee Chat Event email went out/ planned another one for October
 - Opened registration again
 - Made some modifications based on Survey Monkey responses from last one
 - Will work with Keith again, for website, and Chris for social media
- Event for next month: ???
 - Keith: Open Geo Week and GIS Day
 - Connect it with the 30 maps 30 days?
 - Potentially free and open source talks, because that's what Geo Week is based on
 - More discussions to happen offline
 - [Indigenous Mapping Workshop – Firelight Group organizing it – is a different thing – is already on website – have been holding them for about 10 years]

Vice President (Jim)

- Reached out to the Lawyer regarding costs (no reply yet? Follow up?)
- Jim will pick up mail from 1007 Century
- See more notes under President below

President (Cassandra)

- Physical address
 - 1007 Century (Jocelyn's work – where can order topo maps and other maps...)
 - May want to change in future, i.e. get a PO Box, costs \$240 per 13 months? Actually, a UPS box is \$173, could be at a Shoppers Drug mart or some simple central location – Cassandra assigned Keith to look into this
 - Jim to pick up a mail item currently waiting there
- Emergency Community Support Fund from the Winnipeg Foundation
 - note sent from Jocelyn for us to check out
 - Cassandra has assigned Jim to look into this... potentially we can get funding since we cannot have a conference currently

3. Annual General Meeting

Chris looked into if we can have the AGM online.

In summary: YES, it appears we are allowed have an online meeting. The constitution was written with very accommodating language. We can also opt for electronic voting ahead of time. Either way we still need a quorum (40 members) to be present at the meeting. How can we determine how many people are present during the MGUG AGM? – Cassandra: anyone present is considered a member.

See highlights from constitution and by-laws below:

Section 42. Board Election: All nominated candidates for Board positions must be elected at the AGM or by electronic ballot sent, at least one (1) month prior to the AGM, to all voting members of MGUG in good standing. A quorum (see Section 59) and majority vote (50% + 1) is required for successful election of the MGUG Board of Directors.

Section 56. Members' Meetings: All meetings of members shall be held at such place as the Directors or a majority thereof may from time to time decide upon.

Section 58. AGM Notice: A notice of the AGM shall be emailed to each voting member of MGUG at least one (1) month prior to the meeting. If needed, a report of the Nominating Committee shall be enclosed with the notice of the AGM. Such notice shall inform the voting membership of any vacancies on the Board of Directors not filled by the Nominating Committee to be opened for nominations at the Annual General Meeting.

Section 59. AGM Quorum: the lesser of one third (33.3%) of all MGUG voting membership or 40 voting members is required to form a quorum for transaction of business at the Annual General Meeting.

Section 60. Meeting Votes: At all meetings, members may vote in person or in writing produced at the meeting. At its discretion, the Board of Directors may opt for electronic voting rather than voting in person at the AGM.

Annual General Meeting – electronic method:

- Assiniboine College Zoom Account? Steven can check with Web Guys, seems like they were ok with it, he will check with them again
- If Zoom is ok, then may cancel GoToMeeting, but otherwise may want to keep GoToMeeting for Board Meetings and Events
- Maybe hang onto GoToMeeting during Covid (until May 2021) in case if need a backup option?
- Think about this and bring up at next meeting.

Date?

- February 17
 - During “reading week”/ “spring break” at Assiniboine College and University of Manitoba, so ideal timing, easier for people to attend, less pressure on Zoom system
 - We should check no other big events happening that date
 - Different from elementary week off we believe

Hailey

- Tasked with AGM as a large event
- Find speakers
 - Meg Miller has offered to do a talk about being a GIS Librarian at the university
 - Andre Lederer from The City of Winnipeg, interested in doing a talk on the LRS system (Linear Referencing System) the city will be using
 - Jocelyn Geo Manitoba COVID Mapping
 - Jacques Marcoux may talk about new job, not really GIS but interesting
 - Everyone should let Hailey know if have other speaker ideas
- Abstract Submission Form (two old forms Google Drive)

Everyone: (ongoing)

- Ongoing: AGM strategic changes - each board member should make goals, write down what we have done so far (when the AGM comes around, will we have we met the goals of what they were looking for? Review notes from strategic sessions – Cassandra posted the file in the #meetings channel of board Slack)
- See PowerPoint

Chris

- Make new 2021 folder for Google Drive

Andrea

- Some design work

4. New Business

- No time

REMINDER: next meeting will be Nov 11

Meeting adjourned at 7:10 PM

BOARD MEETINGS 2020

MAR 11, APR 8, MAY 13,
JUN 10, JUL 8, AUG 12,
SEP 9, OCT 14, NOV 11,
DEC 9

BOARD MEETINGS 2021

JAN 13, FEB 10, MAR 10