

# Minutes for November Board Meeting Manitoba GIS Users Group

## AGENDA

**When:** Thursday, Nov 12, 2020 @ 5:00-7:00 pm (rescheduled from Wed Nov 11 since landed on Remembrance Day and too few board members could attend)

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

## MINUTES

Meeting began at 5:00 PM, November 12, 2020

All attendees connected remotely via Slack

### Attendance:

- Present: ✓
  - Cassandra Clouston ✓
  - Tatjana Radulovic ✓ (had to leave a bit early)

- Chris Hay ✓
- Keith Hartley ✓ (had to arrive a bit late)
- Andrea Dousiss ✓
- Matt Sebesteny ✓ (had to leave a bit early)
- 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 last (Oct) board meeting
  - Minutes & Agendas – the usual
  - Made 2021 Google Drive
  - Did not do passwords yet
  - Did not do emergency contact info yet

#### Financial (Tatjana)

- Paid \$50 Eco Network
- Keith Wordpress license \$83.37
- E-Transfer for Meetup \$65.20 (Cassandra) – someone still needs to approve e-transfer (Jim or Chris needs to do) – Chris did right after meeting
- Three sponsors with \$250 deposits
- ~\$11K+ in account currently (doing well since no conference this year)
- Assiniboine Credit Union new login system (create your own business user profile and password – now easier username to remember)
- Meetup confusion was clarified between Cassandra and Tatjana (we are good until April next year)
- Should be no big fees until next year

#### Sponsorship and Advertising (Matt)

- Thanks to Jim for helping out doing cold calls
- ~10 sponsors who have done deal
- Website and emails organizing logos and keeping track of, spreadsheet is up to date
- Invoices are all sent
- Waiting on a few cheques
- Tatjana also working on updating ledger once appears on ACU account
- Andrea also keeping up with adding sponsorship logos onto emails banner and for website, still needs to update the sponsorship page itself on webpage – DONE during meeting

<b>Orix Geo</b>
<b>City of Winnipeg</b>
<b>Cansel</b>
<b>ESRI</b>
<b>Lewis Instruments</b>
<b>LesNET</b>
<b>Western Heritage</b>
<b>AAE Tech Services</b>
<b>Assiniboine CC</b>
<b>CTTAM</b>

- 2020 Sponsor Web Ad Deal Tracker ->

Social Media and Marketing (Andrea, Chris)

- Andrea:
  - 30 Day Map Challenge – two emails
  - Coffee Chat
- Chris:
  - Completed since last meeting:
    - Coffee Chat social media
    - Meetup edits – to promote to join MGUG membership
    - Mapvember planning and promoting with Andrea & Hailey
    - Sponsorship advertisement
    - Promoted slack again
    - Retweeted Indigenous Mapping workshop

- Updated social media numbers as of 4pm today:

	<b>2020-11-11</b>	<b>change</b>
<b>Twitter</b>	905	5
<b>Meetup</b>	207	1
<b>Instagram</b>	123	2
<b>LinkedIn</b>	117	2
<b>Facebook</b>	85	4
<b>Slack</b>	38	2

Jobs and Content, Web Maintenance (Keith)

- Jobs:
  - Esri, Province, Winnipeg Trails Association cool drone job
- Website
  - Wordpress update, updated plugins
  - 30 Day Map Challenge update and post (page or blog post)
  - Cassandra requested sponsorship banner to be clickable to go to sponsor page, Andrea will look into adding that
  - Tatjana questions about WordPress subscription, Keith's answers:
    - the theme is what we subscribe to, and it is yearly, so we are covered until ~Oct 2021
    - SSI certificate is another annual cost (security certificate), payments due each spring (March)

- 30 Day Map Challenge Maps – maybe dump into map gallery on website? But too much technical work - suggests Instagram stories / social media
- 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:
  - 991 members, got 1 new member (999 with board members – so one more for 1000!)
- Constant Contact – Jim emailed the new password, changed it – updated it in Google Drive file
- Welcome New Members email to do eventually – between Jim and Andrea – no updates yet – to automate through Constant Contact

#### Education (Steven, Satwant)

- Steven:
  - Suggests promoting GIS Day on social media (Chris to do) – fairly research heavy, Steven looked at agenda – need to register beforehand to gain access! (Hailey already shared on #events channel)
  - Found Ubisoft presentation video file – is in unusual file format, but will work on trying to make it work – will email [info@mgug.ca](mailto:info@mgug.ca)
  - Two things on to-do list – Steven will work with Andrea (also for emails and social media)
    - 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)
- Satwant:
  - Cynthia at UofM does not include MGUG on email list, best to talk with Meg Miller
  - Professor at Faculty of Education (from Korea), works on GIS in education sector, high school students' commutes, project with University of Winnipeg professor – potential AGM presenters – Satwant to forward email addresses to Steven – posted into Slack channel after meeting
  - UofM E&G has their own Facebook page (for Outstanding Project Award), can post the poster there (once it is ready, from Andrea and Steven)

#### Event Planning (Hailey)

- Fall Conference 2021:
  - We got Wed Oct 20 preferred date with Canad-Inns, asked about if we need additional rooms – we will eventually need to decide if we want breakout rooms – reached via phone not email
  - Hailey will discuss with Cassandra to go over details
- Coffee Chat:
  - Last registration deadline was Oct 23
  - Pairs were assigned and emails went out

- Nothing else to do yet, no other news...
- 30 Day Map Challenge
  - Collected submissions from Slack channel
  - Planning a Wed Dec 2 event to showcase maps, informal (Show & Tell – Keith says Andrea has a good logo for this), cartographers can talk about the maps
  - Meet separately later
- Keith suggested OSM Red Cross map-athon thing for next week – Thu Nov 19 at 7-9pm? – Zoom – Keith to

#### Vice President (Jim)

- Jim picked up mail from 1007 Century – it was a cheque, deposited it to the MGUG account
- Got a hold of Mark at TDS lawyer company – they would still charge the hourly fee (~\$150/hr or so) but would not charge for other needs, so is a reduced rate; they do work with not for profits, some more info on the website
- Cassandra suggested a working group...
  - Taxes is our main question (advice on IF we need to pay taxes) (Tatjana and Cassandra)
  - Credit card process secondary, not worth the money to work with lawyers about this (Tatjana)
  - Non-profit status – if we are missing anything we should be doing to be official non profit, things we don't know about yet (Cassandra)
  - Insurance questions
  - We all should send any questions to Jim, Jim can make a list
  - We will put together a small group of us to be on call with lawyer to go over it

#### President (Cassandra)

- AGM / end of year thinking...
  - Everyone let Cassandra know if staying on or leaving MGUG as a board member (private message on Slack is fine)
  - How it works: each board member gets first dibs at staying in your role, but if want a different role let Cassandra know, may be a possibility, even as President (we will need a new President voted in at the AGM in March)
- P.O. Box – choosing an ideal location?
  - Decided to just stick with 1007 Century for now (Jocelyn text messages when mail arrives for MGUG, this is where Jocelyn works)
- Emergency Community Support Fund from the Winnipeg Foundation
  - Cassandra has assigned Jim to look into this... potentially we can get funding since we cannot have a conference currently, it is for non-profits

### 3. Annual General Meeting

#### Date

- Feb 17 is more or less set in stone now

Zoom/Eventbrite tech notes:

- ACC (Assiniboine Community College) Zoom account can take up to 300 participants, will work (we will use that instead of GoToMeeting)
- Suggests Eventbrite instead of Meetup, will be simpler, less of a barrier – Hailey and Tatjana echoed this sentiment
- Hailey will be in charge of Eventbrite from the back end
- Steven has experience creating breakout rooms... (similar to in person “Discussion Groups” last year), can do random or pre-assign, to pre-assign need a list of email addresses to work with, assign a board member to each group
- Another option is POLLS (multiple choice) and share results with group (will need questions and answers set up ahead of time)
- Next meeting we can discuss about what kind of discussion groups to have

Agenda, PowerPoint, etc. internal files:

- Google Drive for 2021 folder
- Started a list of potential speakers... how many should we have?
- Will have to email out an agenda (later, after initial RSVP email)

Prizes/Awards:

- Speakers: MGUG mugs to deliver
- Awards: Project award
- Door prize as incentive to attend, just before quorum

Email needs four things: (Hailey to draft, Andrea to send/edit, Chris to do social media)

- Project award form
- Presenter abstract submission form
- Board member application form
- Eventbrite link to RSVP (Cassandra and Hailey to create this)

Everyone (ongoing) – prep for each of our presentations

- see PowerPoint as reference
- 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 at last AGM – Cassandra posted the file in the #meetings channel of board Slack

Other:

- Andrea: some design work
- Cassandra/Hailey: guidelines for speakers (have a microphone, come early to test, etc.)
- Steven will send Chris Zoom link for next Board Meeting so we can test it out during the meeting! (breakout rooms etc)

#### 4. New Business

- No new business

**REMINDER: next meeting will be Dec 9**

**Meeting adjourned at 6:45**

## **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

Binny the Bunny was also in attendance towards end of meeting

