

# Minutes for December Board Meeting Manitoba GIS Users Group

## AGENDA

**When:** Wednesday, Dec 9, 2020 @ 5:00-7:00 pm

**Where:** N/A – Web meeting (via Zoom)

**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, December 9, 2020

All attendees connected remotely via Zoom

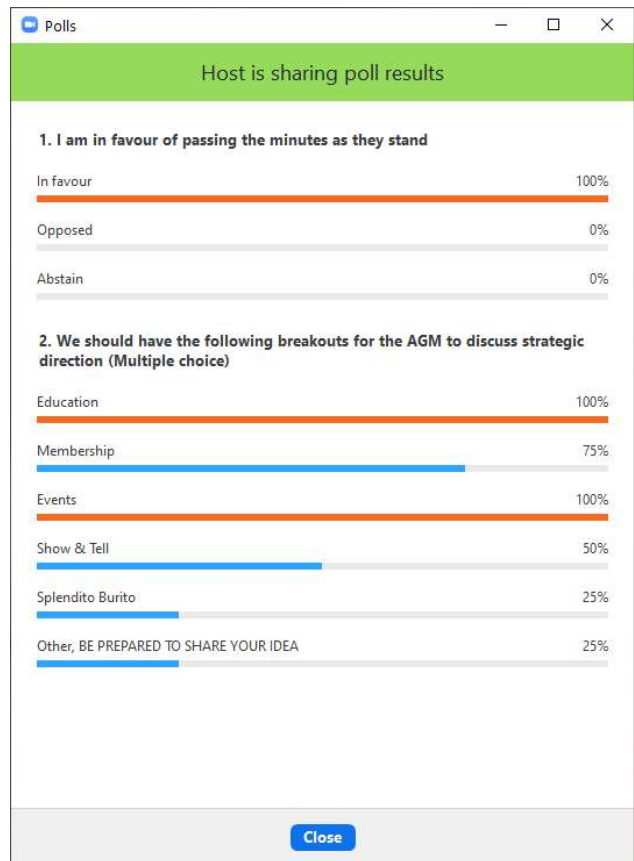
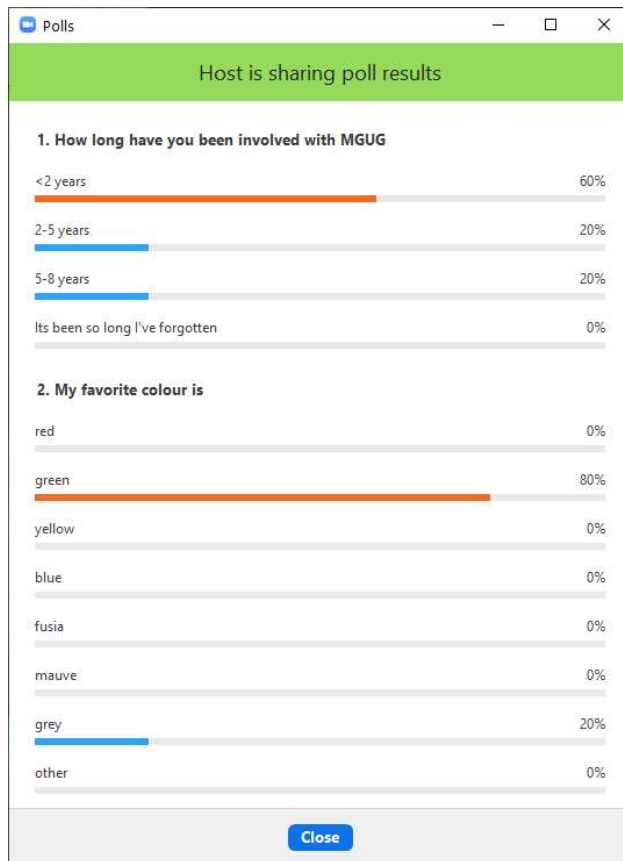
### Attendance:

- Present: ✓
  - Cassandra Clouston ✓
  - Steven Hills ✓
  - Chris Hay ✓

- Matt Sebesteny ✓
- Hailey Wright ✓
- Tatjana Radulovic ✓
- Keith Hartley ✓ (Joined at about 6pm as described when RSVPed)
- Absent: ✗
  - Satwant Kaur ✗
  - Jim Rodger ✗
  - Andrea Dousiss ✗

## Testing Zoom

### Polls



Yea, Nay, Abstain ? Chris check special wording. Old minutes.

Breakout Rooms testing... some issues. Steven to work on.

### 1. Review of Meeting Minutes from last meeting

- Changes (if any) NONE
- Formal acceptance of minutes from last meeting DONE (via poll, above) – (CH, SH, CC, HW, TR, MS)
- Outstanding items: will go over in each person's section below

## 2. Director Updates:

### Secretary (Chris)

- Things done since last (Nov) board meeting
  - Minutes & Agendas – the usual
  - Emergency contact info is done and filed (thanks, everyone!)
  - Created a slide for Secretary for AGM PowerPoint
- Things to do:
  - For AGM PowerPoint slide - Add a note about minutes being available on the website
  - Did not do passwords yet
  - Post minutes to the website (

### Financial (Tatjana)

- Jim deposited cheques – 3 x \$250 (sponsorship ones)
- Working on issue of not being able to see which cheques were deposited (photo)
- For now if we deposit a cheque, we should let Tatjana know which one it was, so she can keep track
- Planning on stepping down from Secretary position after AGM, but will still be available for questions

### Sponsorship and Advertising (Matt)

- Discussion about how long we should continue to contact sponsors asking if want to... decided we should stop this month (no more in new year) – Matt to let Jim know no more sponsorship work needed
- No other new updates
- Current sponsor count (from internal Excel file) is 13

### Social Media and Marketing (Andrea, Chris)

- Andrea: not present, updates unknown
- Chris:
  - Completed since last meeting:
    - GIS Day & 30 Day Map Challenge promotions, and more recently the Humanitarian Missing Maps night for next week
    - Regularly checking social media for 30 day map challenge maps (there were none though, or one from Keith maybe – all of them were on Slack)
    - AGM PowerPoint started drafting
  - ToDos going forward:
    - Learn Constant Contact for emails from Andrea (reminder from Cassandra)
    - Chris to do now (not Jim, to test Constant Contact after learn) “Welcome Email” Welcome New Members email to do eventually – between Jim and Andrea – no updates yet – to automate through Constant Contact
      - Jim does a personal email every time, but doesn’t have social media at the bottom, etc. so we should get Jim some automated standardized way for Jim.

- Join Board, our website, Job board, minutes, socials etc.
- Big events dates coming up

- Updated social media numbers: (as of 2020-12-08 at 6:30pm)

	2020-12-08	change
<b>Twitter</b>	906	1
<b>Meetup</b>	206	-1
<b>Instagram</b>	129	6
<b>LinkedIn</b>	120	3
<b>Facebook</b>	88	3
<b>Slack</b>	39	1

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#### Jobs and Content, Web Maintenance (Keith)

- Jobs:
  - Added a bunch of new jobs
- Website
  - Updated plugins
  - 30 Day map challenge event was added to website (before/during event)
  - Hoping to work on sponsors banner more, with help from a friend
  - Approved a new member – from UNESCO, interested in MB GIS (will see if members plugin works)
- 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)

- Not present, no updates

#### Education (Steven, Satwant)

- Steven:
  - Two things worked with Andrea on:
    - Outstanding project award, worked with Andrea a few weeks ago – will create a Google Form later, to submit applications this way – aiming to get this out before Christmas.
    - MGUG Student members page to post, worked with Andrea a few weeks ago.
  - Again, we decided this year not to do the Life Achievement award, because important to recognize in front of peers at a conference.
  - Found Ubisoft presentation video file – was converted and was sent to Cassandra, Cassandra sent it to Ubisoft person, waiting to hear back, eventually will hear back and put it on YouTube / public drive folder under “past events”
- Satwant:
  - Not present, no updates

- Carried over from last 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)

- November event: 30 Day Map Challenge
  - PowerPoint showed maps, not a big turnout but went well
  - Anyone who submitted a map won a prize
- December event: Humanitarian Missing Maps Dec 16, 2020 – is planned
- January – casual MGUG meeting / “Show and Tell” / Pub at home
  - Networking
  - Sharing ideas
  - Sharing what working on lately (GIS related), what looking forward to 2021
- January – another Coffee Chat (Hailey is committing to every other month)
  - Did not do a survey monkey after the last one, were only four

#### Vice President (Jim)

- Not present, no updates
- Lawyer questions: (carried over from last meeting)
  - 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)

- Everyone should work to recruit for MGUG board (especially one on one contact)
  - Important to do this before the AGM
- 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) – a few board members still need to let Cassandra know

### 3. Annual General Meeting

- Cassandra and Hailey met to go over some details
- Hailey has Excel to do list for each month (November is already done)
- Will get Andrea to do a new logo
- Eventbrite Zoom feature to test – may test for next board meeting!
- Speaker abstract and booking forms are prepared (Google Forms have been created) – will need to discuss booking agreements in more detail later (internally)
- Event page for website for AGM (work with Keith)
- Announcement email coming up (work with Andrea)

Feb 17 AGM “save the date” 10 - 4:30 / recruit for Board / speaker abstracts – social media (Chris & Andrea to do)

Schedule:

Morning AGM, Lunch break/networking?, Afternoon Speakers

Carry-over items ran out of time to discuss:

AGM discuss what kind of discussion groups to have: (here is the list from last time)

- Design and Communications
- Small Events
- Conference
- Strategic Planning
- Education
- Website

**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

**4. New Business**

- No time for new business

**REMINDER: next meeting will be Jan 13**

Meeting adjourned at 7:08

<b>BOARD MEETINGS 2020</b>
MAR 11, APR 8, MAY 13, JUN 10, JUL 8, AUG 12, SEP 9, OCT 14, NOV 11, DEC 9
<b>BOARD MEETINGS 2021</b>
JAN 13, FEB 10, MAR 10