

MGUG Board Meeting

Draft Meeting Minutes: Wednesday, May 13, 2015

When: Wednesday, May 13, 2015, 5:00 - 7:00 pm

Where: 2RC053 – 3rd floor Richardson College for the Environment - University of Winnipeg

Who : Sarah Garner, Kurt Sargent, Jocelynn Johnson, Jeremy Sewell, Adrian Werner

Phone: Keith Hartley

Apologies: Kenneth Ijebor, Wilson Phillips, Heather Reeves, Steve MacLean, Ronald Hempel, Bimal Adhikari, David Walker



1	Review of Meeting Minutes	Gabrielle
2	Director Updates Website – Heather Domains/emails Membership sign up process Membership – Sarah Membership outreach Updated list Geomatics - Wilson Conference / Sponsorship – Jocelynn Financial- Matthew Education - Jeremy	Directors
3	Sub Committees Conference Sponsorship Education	Jeremy
4	Spirit Way	
5	GeoAlliance	Jeremy
6	Conferences- updates and upcoming -ESRI UC – April 21 st -MCWESTT (Manitoba Community of Women in Engineering, Science, Technology and Trades)– May 8 th -AAOM (Association of Assessing Officers Manitoba)– May 13 th and 14 th	Jeremy
7	Summary of Strategic Direction	Jeremy
8	May/June Social Event	
9	Conference <ul style="list-style-type: none"> • Sponsorship list • Conference Assignments • Agenda/Abstracts 	Jocelynn
10	T-shirts and giveaways	Jocelynn
11	Other	Board

1 Review of May 8th, 2015 Meeting Minutes

- Jocelynn reviewed the meeting minutes for May 8th, 2015. The minutes were approved.

Outstanding Action Items

May 8, 2015

- **Action Item (1):** Jeremy to send out an email proposing options for MGUG website email to the board for review. - **Ongoing**
- **Action Item (2):** Bimal and Heather to put together an outline for website posting protocol. - **Ongoing**
- **Action Item (3):** Keith to look at options for other website providers (e.g. WordPress). - **Ongoing**
- **Action Item (4):** Sarah to reconcile email addresses that bounced back from the most recent mail out, and record required changes in an Excel spreadsheet. - **Ongoing**
- **Action Item (5):** Heather to reword the email consent form on the registration page to conform to Canada's anti-spam legislation. - **Ongoing**
- **Action Item (6):** Jocelynn to coordinate the sponsorship sub committee meeting. - **Ongoing**
- **Action Item (7):** Jeremy to coordinate the education sub committee meeting - **Ongoing**
- **Action Item (8):** Matthew to make a bank appointment submit MGUG's Annual Return of Information and bank information changes. - **Completed**
- **Action Item (9):** Jeremy to summarize the GeoAlliance information he received and email it to the board. - **Ongoing**
- **Action Item (10):** Jocelynn to contact Wilson regarding displaying the MGUG booth at AAOM. - **Completed**
- **Action Item (11):** Jeremy to finish summarizing the Strategic Direction document for the next board meeting. - **Ongoing**
- A geochaching event will be held on the last weekend in June. **Action Item (12):** Adrian and Keith to coordinate. - **Postponed event until end of July**



- Bowling to be held Saturday, May 23rd, at 3 pm. **Action Item (13):** Jocelynn to reserve Academy Lanes. - **Delayed 1 month**
- MGUG Survey for businesses –“How can we help you?” **Action Item (14):** Heather to create a survey. – **ongoing**
- **Action Item (15):** All board members to come up with possible keynotes, presenters, and panel discussion topics for the next meeting. – **ongoing**

2 Director Updates

- **Website**
 - Keith suggested transferring the website to a wordpress site. Start by creating a test website to see whether the transfer will be successful. This action item is ongoing (**see may 8th action item 3**)
- **Membership**
 - Progress has been made with adding new members. Task is ongoing (**see may 8th action item 4**).
 - Kurt has agreed to help with the membership list.
 - **Action Item (1)** Send an email to members whose emails bounce back asking if they still want to receive correspondence from us.
- **Conference**
 - Potential Panel 1: Future of Cartography
 - Chris Storie?
 - Chris North?
 - an Engineer?
 - Wilson?
 - Potential Panel 2: Open Data
 - Greg Carlson?
 - City of Winnipeg?

- Province of Saskatchewan?
- City of Saskatoon?
- Industry?
- City of York?
- BC?
- Potential sessions:
- **Action Item (2)** Adrian will look into creating a Health GIS and an Urban Planning GIS session for the afternoon.
- Conference Duties:
 - Adrian: Program coordination, call for abstracts, first line of contact for presenters.
 - Kurt: Networking.
 - Jocelyn: Registration desk.
- Should we open up the map gallery to all attendees?
- Host a discussion table at the networking event to break the ice?
- **Sponsorship**
 - **Action Item (3)** All board members should edit the sponsorship letter and send it to Jocelyn.
 - **Action Item (4)** All board members should update the sponsorship list if you know that someone is not at an organization anymore. Only send the rows that you have changed. Complete this before the next meeting.
- **Education**
 - Combine the first education subcommittee meeting with the bowling event.
 - This subcommittee is open to all members.
 - Tentative first meeting is **June 13th 2015** over Skype.

3 Sub Committees

- **Conference**
 - All board members.
- **Sponsorship**
 - Matthew, Jocelynn, Kurt, Keith, Adrian, Jeremy, Greg.
- **Education**
 - Jeremy, David, Bimal, Heather, Adrian, Gabrielle.

4 Upcoming Conferences

- **Manitoba Planning Conference** – April 8-10 - Jeremy attended.
- **MCWESTT** (Manitoba Community of Women in Engineering, Science, Technology and Trades)– May 8th - Sarah reports that people were unfamiliar with GIS. Most were familiar with CAD.
- **AAOM** (Association of Assessing Officers Manitoba)– May 13th and 14th - Adrian and Jeremy presented.

5 May/June Social Event

- A geochaching event will be held on the last weekend in July. **Action Item (5):** Adrian and Keith to coordinate. Jocelyn needs to send Adrian the contact information for the Geocachers.
- Bowling to be held in June. **Action Item (6):** Jocelynn to reserve Academy Lanes.

6 Website Posting Responsibilities

- Discussed above under Director Updates – Website.

7 Website Posting Responsibilities

- **Action Item (7)** Look into swag. Look for an order-on-demand service rather than a mass order for T-Shirts. Do we want to sell T-shirts? Include a waterproof notepad, a pen, maybe a compass with "MGUG" inscribed on it?

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