

# Minutes for January Board Meeting Manitoba GIS Users Group

## AGENDA

**When:** Wednesday, Jan 13, 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) &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 – quick, to spend more time on AGM</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> <ul style="list-style-type: none"> <li>• What has been completed since last meeting</li> <li>• What needs to be done by who before next meeting</li> <li>• Discussion Groups</li> <li>• Zoom Testing</li> <li>• Other</li> </ul>
4	<p><b>New Business</b></p>

## MINUTES

Meeting began at 5:00 PM, January 13, 2020

All attendees connected remotely via Zoom

**Attendance:**

- Present: ✓

- Cassandra Clouston ✓
- Jim Rodger ✓ (RSVPed arrival 5:30pm, actually arrived 5:50pm)
- Steven Hills ✓
- Chris Hay ✓
- Matt Sebesteny ✓ (RSVPed could only attend on & off)
- Hailey Wright ✓
- Tatjana Radulovic ✓
- Andrea Dousiss ✓
- Keith Hartley ✓
- Satwant Kaur ✓ (had to leave 15min early)
- 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 (Dec) board meeting
  - Minutes & Agendas – the usual
  - Added 2020 and 2019 Minutes and some older minutes to website (Dec9+Jan9)
  - Checked constitution and old minutes – no specific language needed or used in past for voting (whatever we decide to use is fine – yea or nay probably)
- Things to do:
  - Review AGM notes for Secretary tasks
    - Cassandra will lead Election later
    - Take minutes for the morning (and have brief outline of the rest)
  - Passwords (will change after AGM)

#### Financial/Treasurer (Tatjana)

- Only transaction since last time was Jim cashing four cheques: \$900 deposited
- \$13,088 in account
- Standard SSI Certificate was renewed for one year (got an email), is being charged to Keith's VISA – Keith will contact Tatjana about it later to set up e-transfer (\$99.99)
- Is not continuing so will need to pass physical files to next person – will still be available for next Treasurer to help transition, also spreadsheet will be useful
- There is a cash box with some change, was unable to get key from previous person (Geoff), presumably lost, not sure what to do with next – may bust open before passing on
  - Geoff text updated reply to Cassandra during meeting that the key was “misplaced” during his term (he lost it) and he will get some other physical materials to Cassandra

- Cassandra: we got physical mail from “Exchange Group”, they work with not-for-profits, something new board will have to follow up with, may want to get a quote, they do audits (may be helpful for filing taxes question)

#### Sponsorship and Advertising (Matt)

- Matt and Jim are holding off on contacting sponsors
- No change since last meeting... Tatjana confirmed
- Following up with Jim on some sponsors’ payments not received yet, and logos
- Matt had to leave after his updates, will read minutes later about what need to do

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

- Andrea:
  - Created new AGM banner
  - Met with Chris and Hailey to go over Constant Contact
  - Cassandra asked about making poster with Steven about Projects... Steven says may be too late... will be on Steven to bring up again at a later date
  - Andrea to set up a time with Steven to clean up a few things, Andrea says sounds good
- Chris:
  - Completed since last meeting:
    - Advertised Humanitarian Missing Maps night (1 week prior and day of)
    - Learned Constant Contact from Andrea, with Hailey
    - Advertised AGM save the date on social medias (Jan 7)
    - Advertised to register for third Coffee Chat (Jan 12)
  - ToDos until next meeting:
    - More AGM advertising
    - Welcome email with Jim continue eventually
  - Note: Chris is not continuing as social media on the board, but will stay on as secretary – please nominate anyone interested in taking on the social media role.

- Updated social media numbers: (as of 2020-01-13 at 12:45pm)

	2021-01-13	change
Twitter	910	4
Meetup	208	2
Instagram	135	6
LinkedIn	120	0
Facebook	89	1
Slack	40	1

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

- Jobs & Content:
  - Added four new jobs
  - Added Coffee Chat for news
- Website
  - Updated plugins
  - Changed scroller so gives sponsors and MGUG (got rid mapathon old news)

- Added Conference page (for AGM)
- Added AGM as event
- Updated Sponsors button
- Switching Conference to AGM dropdown
- 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

#### Education (Steven, Satwant)

- Steven:
  - No updates
  - Will send AGM email to edu contact group
- Satwant:
  - University is not open for in-person, the date mentioned was May 1 for reopening
  - Will share AGM link with students from last and current semester, and onto Facebook page

#### Event Planning (Hailey)

- December: Missing Maps Night
  - Had about 13
- Coffee Chat #3 has been advertised, registration deadline is coming up
  - Keith put on website
  - Hailey emailed
  - Chris put on social media
- Met with Chris and Andrea for Andrea to show how to use Constant Contact
- January – casual MGUG meeting / “Show and Tell” / Pub at home BYOB
  - No additional plans yet
  - Asked Steven for an evening that Zoom would be free, maybe a few weeks from now, Hailey to send Steven some dates after the meeting
- “Taskmaster” idea for future events – Keith’s idea he explained in more detail:
  - Is a show on YouTube
  - Involves GIS task that is funny, judging it later
  - Find X in the spirit of Y (e.g. the fastest way through Winnipeg with the most stop lights)
  - Hailey and Keith will discuss more after AGM... Keith suggested to advertise it at the AGM... hits multiple strategic objectives

#### Membership (Jim) (arrived about 5:50pm – had RSVPed would be late)

- 996 Members
- 1 new member approved
- 1 have not yet approved since did not fill out properly – will need to send reject message (Keith also found them on website)
- Wants to get a few more members to get to 1000 before AGM!
- Discussion about how to decline a member, if an email will go out automatically – discussion to have later between Keith, Jim, and Chris

Vice President (Jim)

- No updates
- Discussion about who is ok to contact to solicit membership or direct to website...

President (Cassandra)

- Board members who will be leaving:
  - Cassandra (“past president” role)
  - Tatjana
  - Andrea
  - Satwant
- 30 Day Map Challenge people make arrangements to get prizes from Cassandra
- Will get in contact with
- Send board recruitment email and social media since none have come in so far – assigned to Chris Hay
- Should get deposit back from conference venue if not happening next year (this note reminder belongs somewhere)
- Everyone: please get their AGM slides together before the next meeting (Feb 10) given AGM is Feb 17
- Andrea: get final slides together; everyone should let her know if done earlier, but just change the Google PPT directly

### 3. Annual General Meeting

Cassandra intro:

- So far 37 have signed up (yay)
- Figure out if the board is allowed to vote / counts for quorum – Chris to check Constitution

Hailey – AGM To Do List (Excel)

- Complete: (what has been done so far)
  - Determine Venue (virtual – zoom / Eventbrite)
  - Set Date
  - Eventbrite set up
  - Speaker Abstract Form set up
  - Advertise through email and social media (save the date / initial announcement)
  - Potentially more, see detailed list on Google Drive
- Speakers
  - Only Sean Frey has signed up so far
  - Other potential: Keith (voluntold during this meeting), Jocelynn, Andre & Meg, Shirley Thompson (was emailed from Chris Hay)
  - Potentially more from Pub Networking Night (in January)
  - Keith idea: skip the dishes to send burritos to speakers at least
  - 20 minutes
- To Do
  - Advertise Speakers as come up – to do (social media and emails – Chris and Hailey)
  - Board members each need to fill out their updates slides (already noted under Cassandra President notes)

- Brainstorm Poll Questions – add directly to Google Doc (“Potential Poll Questions”)
- Chris (Secretary) should screenshot poll results to save them (so Steven doesn’t have to)
- (Satwant had to leave 6:45pm)
- Agenda
  - Draft is started (on Google Drive)
  - Went through together to make sure clear for everyone what will happen when...
  - Lunch will have breakout rooms for casual networking
  - “Networking Activity” – replace with Keith pitching the “Map Master” event (Hailey is updating the document during this meeting), also move up
  - Networking activity after the break:
    - We all need to brainstorm what this might look like, to be determined later
- Strategic Topics / Polls / Breakout Rooms
  - Steven needs to move everyone to a room, then people can pick a room from there
  - How to record notes from each room:
    - Jamboard from Google to have “sticky notes” for each room? No
    - Word or Text doc (one for each room) so easy to copy & paste text for records later – Chris to set one up for each
    - One board member will be in each room and make notes – board members will always stay in one room but other members will switch
  - Solidified Break Out Rooms and which board members will be assigned to each:

## Strategic Priorities Workshop



1. Communications (Website, Social Media, Membership) - Jim and Keith
2. Events - Hailey and Andrea
3. Strategic Planning - Chris, Tatjana
4. Education - Satwant, Cassandra

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- Who will do what: “Board Member Tasks” Google Table (to be updated)
  - Chat channel watching, sending links
  - Welcome speakers
  - Announce what is happening next
  - Closing Remarks
  - Opening Remarks
- Steven to find a way to restrict screen sharing... (so don’t get zoom bombed)
- Matt voluntold to do welcoming address

**REMINDER: next meeting will be Feb 10**

Meeting adjourned at 7:05

<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