

Minutes for February Board Meeting Manitoba GIS Users Group

AGENDA

When: Wednesday, Feb 10, 2020 @ 5:00-7:00 pm (went late to 7:40 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>Review of Meeting Minutes from last meeting</p> <ul style="list-style-type: none"> • Changes & formal acceptance • Outstanding items: see highlights in last minutes (go through with each director update)
2	<p>Director Updates – quick, to spend more time on AGM</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> <ul style="list-style-type: none"> • What has been completed since last meeting • What needs to be done by who before next meeting • Dry run of AGM

MINUTES

Meeting began at 5:00 PM, February 10, 2020

All attendees connected remotely via Zoom

Attendance:

- Present: ✓
 - Cassandra Clouston ✓
 - Jim Rodger ✓
 - Steven Hills ✓
 - Andrea Dousiss ✓

- Chris Hay ✓
- Matt Sebesteny ✓ (RSVPed would be a bit late)
- Hailey Wright ✓
- Tatjana Radulovic ✓ (RSVPed would be a bit late)
- Keith Hartley ✓
- Satwant Kaur ✓ (RSVPed may be a bit late)
- Absent: ✗
 - None

1. Review of Meeting Minutes from last meeting

- Changes (if any) – slight edits from Chris to his own sections
- 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
 - AGM Breakout Room notes setup and notifications
 - Breakout Room text files for note-takers during the AGM (under Google Drive > 2021 > AGM > Breakout Rooms). There will be two board members in each room, included in notepad file names.
 - Board Members Google Form – got a hack or robot entry
 - Cassandra proposes just having one form, not a new one every year
 - Current form does not have year visible to anyone submitting, so is a non-issue from external perspective.
 - Secretary may wish to tidy up board nomination Google Forms in future (to avoid internal confusion).
 - Checked constitution and website about regular newsletters issue Keith mentioned on Slack
 - Constitution says our activities MAY include, so I think it is fine to leave the constitution as-is (removed constitution change from AGM agenda).
 - The newsletter part should be removed from the website, where the context implies we say we are doing this (who will do this?)
 - Anyway, we are supposed to notify the members one month prior to changing the constitution.
 - See constitution screenshots below
 - As of Feb 3 it looks like after the AGM we will not have 8 board members, which is the minimum in the constitution (Cassandra may speak to this more)

Section 7. The Activities of MGUG may include:

- The development and maintenance of a website for use by members;

¹ Geomatics community is defined as the companies and individuals providing products and services related to geomatics, as well as other stakeholders such as industry associations, academia, government and non-government organizations.

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- The holding of and participation in Conferences and Workshops;
- The publication of regular or special newsletters;
- The development and maintenance of a Manitoba Geomatics Directory;
- The dissemination of information on GIS and Geomatics topics of interest to its members;
- Working or partnering with like-minded groups or organizations;
- Such other activities and undertakings as may seem appropriate and consistent with the Group's Purpose and Objectives.

ARTICLE 10: AMENDMENTS

Section 63. Amendments: The constitution and by-laws of MGUG may be amended, added to or repealed provided that:

1. for an AGM constitutional vote, a quorum exists (see Section 59) and one (1) month's notice of the motion to amend is provided the membership;
2. for an electronic constitutional vote, three (3) months be given for the membership to vote; and
3. two thirds (66.7%) of those that voted in either 1 or 2 above, vote in favour of the changes

- Things to do:
 - Prepare for AGM and do required tasks at AGM
 - Passwords (will change after AGM)

Financial/Treasurer (Tatjana)

- Discussion about potential replacement board member, just sent reminder email to nominate
- Pivot tables in financial tables
- Just so not a surprise, at AGM will see that we spent more than we obtained, but is same as last year but without conference – costs about \$4K per year to run MGUG (without conference)
- Opened cash box: \$280 cash, a book of receipts, a few blank cheques, an Assiniboine debit card, pen, business card, box cutter, USB memory stick. Was opened without breaking, if a key is ever found could re-use.
- Tatjana to look into cheque deposits not working from Jim.

Sponsorship and Advertising (Matt)

- Warmup on MC speaking for AGM - task done with Cassandra
- No sponsorship updates
- Following up with Jim on some sponsors' payments not received yet, and logos

- Hailey: question about a final sponsor waiting on, answer from Cassandra is to leave out for now

Social Media and Marketing (Andrea, Chris)

- Andrea:
 - No social media & marketing updates
 - Updated sponsorship banner on AGM slide show
 - Will check formatting for slide show
- Chris:
 - Completed since last meeting:
 - AGM and Pub Night advertisements
 - Welcome email with Jim was done, Jim says is working well
 - ToDos until next meeting:
 - More AGM advertising
 - Check if can add Constant Contact a single contact (if did not request to be added to list) – or other solution, with Jim
 - Updated social media numbers: (as of 2020-02-10 at 5:00pm)

	2021-02-10	change
Twitter	911	1
Meetup	210	2
Instagram	137	2
LinkedIn	121	1
Facebook	90	1
Slack	40	0

Jobs and Content, Web Maintenance (Keith)

- Jobs & Content:
 - Added several new jobs (seems like more, because Spring maybe)
- Website
 - Updated plugins, removed redundant ones, some general cleanup
 - Added conference details, photos, and bios for speakers for AGM to website
 - WordPress is doing an update soon that may knock out some plugins... will check again at that point after AGM
 - SSL re-certified itself
 - Website is stable and working quickly!
 - Approved some new users... may touch base with Jim about workflow for this
- 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:
 - Updated AGM slide show
 - Emailed education lists / social media for post secondary institutions to remind about the AGM, will probably send another one soon before AGM

- Satwant:
 - Added to AGM PowerPoint
 - Did not need to do Facebook because Steven did

Event Planning (Hailey)

- January: Pub Night
 - Jan 28, advertised on slack and work contacts

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

- No updates, saving time for AGM discussion during this meeting

Vice President (Jim)

- Question about 2021 conference

President (Cassandra)

- Exchange group accountants got back to us, with helpful notes
- Advised about charging GST to members for events (see email)
- Tax return question:
 - we would only need to remit a T2 tax return
 - they would charge \$300 per year to do our taxes
 - Good idea b/c even our current and future secretaries are not accountants
 - Since we haven't done in the past, would be good idea at least for now (need to start with something)
 - Confidence and peace of mind it is being done correctly for this
 - We asked board members and were in favor of this!
 - Has been on board agenda for a long time, is well overdue.

3. Annual General Meeting

Hailey updates:

- Finalized agreements with all 6 speakers
- Revised agenda
- Emails went out for speaker announcements and call for board members
- Registration numbers: 95 currently (65 attending morning)
- Will re-send email about conference and call for board members (not speakers)
- sent Keith speaker details for website
- advertised agm on mb gov Teams channels
- reviewed responses for custom question on accessibility needs in - nothing new to address

ToDo list for AGM:

- Send out a final call for board members email
- Send finalized Agenda to Keith for website
- Export all attendees to csv for Steven (zoom admin)
- Draw ~10 random names from attendee list for door prize (only 3 door prizes but will draw 10 names in case of no shows)

- Question about website store – some issues, Keith waiting on Robbie for a key (previous board member), Keith is aware of and trying to fix, will take some time
- Too late to do gift card idea for someone to just buy something from website – potentially a good idea for future door prizes!
- Decided will do two door prizes in the morning (break & lunch), one in the afternoon (end of day)
- Point Matt to speaker bios for his MC speaker introduction notes
- Steven will send Hailey "attendee rules" list to include in reminder email and "speaker rules" list to provide to all speakers
- Board members to add any poll questions they want asked to the slides and send the pole to Steven
- Prepare something for networking (trivia, photo contest?) after the final remarks
- Eventbrite reminder emails – will go out one day, one hour, and 10 min before – will include zoom link there
- Door Prize – will do same as 30 Day Map Challenge
- Board member tasks review: "AGM Board Member Tasks" Google Sheet
 - Matt: MC & welcoming address
 - Zoom moderators: Steven and Cassandra
 - AGM Power Point Driver: Chris (advance slides, only share)
 - Zoom tech support if questions in chat: Keith & Satwant
 - Muting & Putting out links: Tatjana and Hailey
 - Minutes: Chris
 - Everyone: Help out each other

Question: Should we have cameras on? Answer: For board and any attendees, will only have camera on for whoever is currently speaking.

Board did a dry run of AGM... tweaks to slides and content as needed

REMINDER: next meeting will be Mar 10

Meeting adjourned at 7:40 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