

Minutes for March Board Meeting Manitoba GIS Users Group

AGENDA

When: Wednesday, March 10, 2021 @ 5:00-7:00 pm

Where: N/A – Web meeting (via Zoom)

Who: Cassandra Clouston, Jim Rodger, Chris Hay, Paige Kowal, Keith Hartley, Steven Hills, Matt Sebesteny, Edirin Okpikpi, Geoff Gunn, Alex Yuzwa, Allison Davies

1	Introductions	President (Cassandra)
2	Elections <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer • Sponsorship and Advertising (Director, Co-Chair) • Social Media and Marketing (Director, Co-Chair) • Jobs and Content (Director, Co-Chair) • Website Maintenance • Membership • Education (Director, Co-Chair) • Events and Conference (Director, Co-Chair) 	President (Cassandra)
3	Review of Meeting Minutes	Secretary
4	Director Transitions / Updates <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer • Sponsorship and Advertising • Social Media and Marketing • Jobs and Content • Web Maintenance • Membership • Education • Event Planning 	Directors
5	Group Membership <ul style="list-style-type: none"> • Design Team • Education • Conference Planning 	

	<ul style="list-style-type: none"> • Special Projects (OSM, Workshops, Networking Nights) 	
6	Transitions <ul style="list-style-type: none"> • Webmail • Constant Contact • Google Drive • Meetings method • Slack Channel 	
7	Workshop Scheduling <ul style="list-style-type: none"> • OSM • Networking • Other 	
8	New Business	Board

MINUTES

Meeting began at 5:00 PM, March 10, 2021
All attendees connected remotely via Zoom

Attendance:

- Present: ✓
 - Cassandra Clouston ✓
 - Jim Rodger ✓
 - Chris Hay ✓
 - Paige Kowal ✓
 - Steven Hills ✓
 - Keith Hartley ✓
 - Matt Sebesteny ✓
 - Edirin Okpikpi ✓
 - Geoff Gunn ✓
 - Alex Yuzwa ✓
 - Allison Davies ✓
- Absent: ✗
 - none

1. Introductions

- Cassandra Clouston – has been MGUG President for a couple years, works city of Winnipeg GIS role, teaches UofM sessional, volunteers Red Cross search and rescue
- Chris Hay – GIS Specialist consulting company in Winnipeg, Cartography & Data Mgmt, did RRC GIS program last year it existed
- Steven Hills – Teaches Assiniboine Community College GIS Program, has been on MGUG board for five years in Education role
- Keith Hartley – Works for Canada Post – workload analyst (routes planning), volunteers Red Cross, longest standing board member

- Matt Sebesteny – Sponsorship Director MGUG going on third year, works GIS Strategic Community Consulting
- Jim Rodger – Background in data management, passion for renovations
- Paige Kowal – Biologist with Ducks Unlimited Canada, taking over Treasurer role for MGUG, knows previous Treasurer Tatjana through work, knows mapping from work
- Alex Yuzwa – Previously on MGUG board when finished school at Red River College, works at HTFC Planning and Design, work is mostly data management and cartography and a little analysis
- Geoff Gunn – Previously on MGUG board for four years, works at International Institute of Sustainable Development on Policy in GIS and Remote Sensing for envr monitoring and sustainability re: freshwater and agriculture policy
- Allison Davies – Works for City of Winnipeg with Cassandra, background in Engineering (CET), currently taking degree at UofM in geography including GIS
- Edirin Okpikpi – Co-op Engineering Aid at Manitoba Infrastructure (with Evan Graham, used to work with Robert Belton), graduated last year UofW Computer Science degree
- Hailey Wright – used to be on board in Events role, Cassandra informed us Hailey has resigned

2. Elections

- President
 - Keith Hartley nominated (new)
 - Seconded by Geoff Gunn
 - Passed by majority with show of hands
 - Keith mentioned some uncertainty with work potentially being out of province in future
 - Tasks:
 - Emails check daily
 - Delegate tasks and communicate updates with board members
 - Keeping board on track
- Vice President
 - Jim Rodger nominated (continuing)
 - Seconded by Geoff Gunn
 - Passed by majority with show of hands
 - Tasks: Helps President with communications, following up on emails
- Secretary
 - Chris Hay (continuing)
- Treasurer
 - Paige Kowal (new)
- Sponsorship and Advertising (Director, Co-Chair)
 - Director: Matt Sebesteny (continuing)
 - Co-chair: Jim Rodger (continuing)
- Social Media and Marketing (Director, Co-Chair)
 - Director: Alex Yuzwa (new)
 - Co-Chair: Geoff Gunn (new)
- Jobs and Content (Director, Co-Chair)
 - Director: Keith Hartley (continuing)
 - Co-chair: Geoff Gunn (new)
- Website Maintenance

- Edirin Okpikpi (new)
- Membership
 - Jim Rodger (continuing)
- Education (Director)
 - Director: Steven Hills (continuing)
- Events and Conference (Director, Co-Chair)
 - Director: Allison Davies (new)
 - Description: mostly about delegating, getting others to make events happen
 - Co-Chair: none
- Past President
 - Cassandra Clouston (new)

3. Review of Meeting Minutes

- Feb Board Meeting & AGM Minutes:
 - Changes (if any) – Feb board minutes: Hailey added notes on AGM tasks; AGM minutes: additional content added that was acquired later (breakout room / strategic planning notes from board members for some rooms)
 - Formal acceptance of minutes – DONE

4. Director Transitions / Updates

President

- President Transition:
 - Cassandra to Keith
 - Keith is fairly familiar with the role
 - Cassandra and Keith will meet separately later
- Updates from Cassandra:
 - P.O. Box
 - Current P.O. Box will have to be changed soon
 - Jocelyn let us know that current box will be changed because of organizational changes at GeoManitoba
 - Keith is familiar with setting up a P.O. Box and can do this
 - We should pay for mail forwarding as well
 - All documentation, website, etc. will need to be updated
 - Website
 - Tracking of changes and updates should be done going forward (Edirin task)
 - Corporate Registration for Manitoba
 - Chris to do as Secretary
 - Manitoba Registry
 - Related: Chris to obtain Emergency Contact
 - AGM Follow Up
 - Steven recorded files and shared with board
 - Files were moved to public Google Drive, except for Agriculture talk (Timi and Allison) – Cassandra will follow up with Hailey to confirm (apparently sharing the slides is ok though)
 - Tek-Terra email in info@mgug.ca

- Tek-Terra used to be a funder for geospatial technologies, no longer funded by feds so now just Alberta
- Putting out a monthly newsletter, looking for things to put on the newsletter, option for us to include in there if would like – to discuss more later
- Keith noted in past MGUG has had good working relationship with TekTerra
- Social Media / Mail-outs
 - Chris will need to show social media people how to send emails
 - Need to send email announcing the new board members!

Vice President

- Picked up and deposited 2x \$250 cheques (\$500) (support on Sponsorship front)
- No other updates

Secretary

- General admin (minutes)
- Need to invite: Alex and Allison to Board Slack

Treasurer

- Paige met with Tatjana to discuss roles
- Others should send in photos of cheques deposited, or let know when deposited what
- Jim needs to send photos of those two cheques
- Paige will need to be set up as signatory with bank
 - In past had to meet in person and show signed copy of minutes
 - Tatjana will work with Paige on that
 - Paige will tell Tatjana that her and Keith need to be added
 - and Cassandra and Tatjana will need to be removed
 - Signatories will be: Keith, Jim, Paige, Chris
- Cassandra: has a receipt for expense for mailing to Brandon AGM prize mug (to do e-transfer or via cash box)
- Cassandra: update on getting Accountant
 - To get Credit Card
 - Note we do have director insurance
 - Paige will be taking on this task (and Keith can help)
 - Cassandra was previous contact – flagged email and sent to Treasurer account – name of company is in the AGM minutes

Sponsorship and Advertising

- No updates or transition discussion required
- Upcoming activity will depend on fall conference situation (if online with COVID)

Social Media and Marketing

- No recent social media updates or marketing

	2021-03-10	change
Twitter	915	4
Meetup	213	3
Instagram	147	10

LinkedIn	123	2
Facebook	92	2
Slack	50	10

- Hootsuite – for some
- Transfer LinkedIn account owner from Chris to Geoff or Alex
- Meetup owner is Cassandra currently – should get passed on as well
- Constant Contact – for emails (have notes on file but will meet to go over)
- Chris: Geoff and Alex – get in touch to meet later and go over more details

Jobs and Content

- Several jobs were added (it is a manual process)
- Geoff will newly be assisting as co-chair, Keith will meet separately with Geoff to go over this

Web Maintenance

- Keith will meet with Edirin (&Matt)
 - How to sign in, what Wordpress we are working on, how to add content to the website
 - Another meeting about Wordpress later

Membership

- Updates:
 - 1013 members (excluding board members we have 1006)
 - Went over 1000 threshold just before AGM
 - 2409 total on constant contact, but main constant contact mailing list is 1217
 - When registered as new member, can opt in/out of distribution list
 - Welcome to MGUG email – get either way (Chris to work with Jim on method to send single emails to those who opt out?)
- Jim will continue to do Slack approvals as come in

Education

- No updates since AGM
- From AGM: question of prizes came up, maybe doing smaller amounts, or a sponsor may be interested in covering it (to discuss with Sponsorship director possibly)

Event Planning

- Allison new director
- Cassandra will meet with Allison separately
- Keith: final week of March pub night show and tell idea
- Steven: chatted with Meg Miller about GitHub – asked if Meg would be willing to do a workshop on GitHub (when school wraps up in May)
- Conference – will need to discuss more later
- Talk of Red Cross in April

5. Group Membership

- Keith (President) introduced:
 - Is for larger tasks where having groups is helpful

- Design Team
 - Whoever wants to jump in about logo, fonts, content (how it all looks)
- Education
 - Is under Steven's guise
 - How MGUG interacts with post-secondary, high school, some elementary
 - Any ideas
 - Two scholarships (group helps put together nominations and do the judging)
- Conference Planning
 - Events director has a role in this, but ENTIRE board is involved in elements (each has their own little roles)
 - Due process was created and tweaked in the past, so MGUG has a blueprint of roles and what needs to get done (last year Cassandra has notes on in-person vs. virtual)
- Special Projects (OSM, Workshops, Networking Nights)
 - Tied into event planning
 - Basically any board members with ideas on what we could do for events (or other than events, special workshops or anything - or linking the right contacts for this)
 - Geocaching
 - Hackathons with sister organizations (e.g. Data Science group)
 - Networking Nights
 - Environmental group potentially (Green Drinks at Kings Head)
 - Lunch and Learn
 - Pecha Kucha

6. Transitions

General

- Meetings method:
 - Zoom link has been set up by Steven to be recurring same time, link, password; OKed meeting time to continue second Wednesday of each month 5-7pm
 - Mention of GoToMeeting as potential alternative (or else maybe cancel subscription)
 - Or could purchase MGUG Zoom (so not borrowing Steven's Assiniboine Community College one)
- Website:
 - Keith can switch website membership to Admin
 - Each board member should go on website to switch their picture
- Constant Contact – already discussed above
- Google Drive
 - For sharing files amongst the MGUG boardmembers
 - Chris to provide access to new board members
 - Document with passwords for all accounts – each board member should set up emails access (after Chris finishes changing passwords)
 - Show & Tell – done during meeting (also Mail)
 - Chris & Keith: mentioned that next meeting we will need to discuss options since running out of space on Google Drive
- Meetings method
- Slack Channel – anyone not already added, Chris will add after meeting

8. New Business

- No time remaining to discuss

Next meeting: April 14

Meeting adjourned 7:10pm