

Minutes for April Board Meeting Manitoba GIS Users Group

AGENDA

When: Wednesday, April 14, 2021 @ 5:00-7:00 pm

Where: Web meeting via Zoom

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

1	Review of Meeting Minutes	Secretary
2	Director Updates <ul style="list-style-type: none"> • Secretary (Chris) • Treasurer (Paige) • Sponsorship and Advertising (Matt & Jim) • Social Media and Marketing (Alex & Geoff) • Jobs and Content (Keith & Geoff) • Website Maintenance (Edirin) • Education (Steven) • Events and Conference (Allison) • Membership (Jim) • Vice President (Jim) • President (Keith) 	Directors
3	Technical updates discussion <ul style="list-style-type: none"> • Mailbox (physical P.O. Box) • Google Drive storage • Meetings method (Zoom or other) 	Secretary & President
4	Events & Workshops – plans for upcoming <ul style="list-style-type: none"> • OSM • Networking • Other 	Events & Board
5	New Business	Board
6	Next Meeting – May 12	Secretary

MINUTES

Meeting began at 5:00 PM, April 14, 2021

All attendees connected remotely via Zoom

Attendance:

- Present: ✓
 - Keith Hartley ✓
 - Paige Kowal ✓
 - Chris Hay ✓
 - Steven Hills ✓
 - Matt Sebesteny ✓
 - Edirin Okpikpi ✓
 - Geoff Gunn ✓
 - Alex Yuzwa ✓
 - Sania Rahman ✓ (non current board member joining in)
- Absent: ✗
 - Jim Rodger ✗ (RSVPed unable to attend)
 - Allison Davies ✗ (messed Keith during meeting could not attend)

1. Review of Meeting Minutes

- March Board Meeting Minutes
 - Changes (if any) – none
 - Formal acceptance of minutes – DONE

2. Director Updates

Additional: introduction from visitor

- Sania Rahman
 - Degree from University in Netherlands – GIS and Remote Sensing degree
 - Background in Geography, Environment, and Urban Planning
 - Has worked with municipalities as GIS expert. Completed a thesis on flood management.

Secretary (Chris)

- Updates:
 - General admin (minutes)
 - Changed passwords with only a few exceptions
 - Invited new board members to Board Slack server, and to Google Drive to access documents and accounts (passwords) information – showed how to use these at last board meeting
 - Manitoba Registry (Corporate Registry for Manitoba) completed
 - Obtained Emergency Contact information, with one exception will send soon
- Things still need to do:
 - Contact Assiniboine Credit Union again re accessing business account
 - Google Drive storage space issue

Treasurer (Paige)

- Updates:
 - Accessed email successfully
 - Banking forms – physically went in to bank to become a signatory
 - Keith will need to go to St. James Assiniboine Credit Union to become signatory
 - Reimbursed an e-transfer for Chris Hay expense of Manitoba Registry, and Cassandra snail mail expense for shipping prizes from AGM
 - Removed Cassandra and Tatjana as signatories
 - Received cash box from Tatjana and hand-off of old physical Treasurer documents (keeping safe at house)
 - FYI current account total is ~\$13,500
 - Contact bank about getting rid of Geoff's email for updates
- New Business:
 - Brian Kelly email from Morris Insurance Brokers
 - DNO renewal due June 2
 - We just need to make payment, no paperwork required (total \$877.90)
 - Keith information about this: the board is insured for any activities, e.g. if fire breaks out during conference, board members are not held personally legally responsible – we have had this since 2016 or so

Sponsorship and Advertising (Matt & Jim)

- No updates, no pressing tasks to do
- Cassandra sent Geolgnite info with ideas potentially to improve sponsor package
- Potentially reach out to current sponsors to see if they are happy with their sponsorship and how things are going in the pandemic, show where their money is going into (idea from Keith for Matt)

Social Media and Marketing (Alex & Geoff)

- Updates:
 - Alex and Geoff met with Chris to handover information and how-to
 - Sent two social media updates: Steven's education related board post, and advertising Pub Night that took place near end of March
 - Still need to send email announcing the new board members! – will be coming later (also social media posts potentially)
- Changes to social media numbers:

	change
Twitter	3
Meetup	8
Instagram	8
LinkedIn	4
Facebook	2
Slack	2

Jobs, Content, Web Maintenance (Edirin, Keith, & Geoff)

- Updates:
 - Meeting was held with Keith, Edirin, and other board members going over how to edit the website
 - Several jobs were added

- Board members were updated (still need an image for a couple of board members – board members need to do this themselves)
- Steven had a blog post that was added to website
- Currently sorting out a problem to do with a new plugin – on both main website and dev website

Education (Steven)

- Updates/todos
 - Need to do award notification to students – posters
 - Usually award two \$500 awards for projects – taken from conference funding
 - Discussion during meeting about budget and what degree of awards we could do if there is no fall conference (e.g. two \$100 awards)
 - Usually in April send this out, near end of school year, so needs to decide now

Event Planning & Conference (Allison)

- Updates: Allison sent Keith some updates, that Keith relayed during meeting
 - Allison and Keith met about events and conference
 - Upcoming events ideas:
 - Missing Maps night in April – will be planned mostly by Keith (as usual for missing map events) – aiming for Wed April 28th
 - Virtual potluck lunch idea for May – open to short mini presentations (5-10 min about what they are working on) – the idea is to share “food” or “snacks” which are actually little presentations
 - Virtual pub night for June
 - Steven: was chatting with Meg Miller about GitHub 101, may be a good separate noon hour or evening event in June or later
 - Conference:
 - Keith:
 - We should have a go or no-go conference decision date
 - Potentially end of May, or at next board meeting May 12, depending on covid vaccine rollout and case numbers
 - Potentially a hybrid conference – depending on comfort levels, a small number of people, with an online component
 - Leaning more towards fully virtual
 - Allison is busy until end of April
 - Paige:
 - We could send out a poll to members and sponsors with different options
 - Decide earlier than late May, like May 12 at next board meeting
 - For virtual we could even pre-record presentations from speakers, so more dependable and less chance of issues
 - Steven:
 - Reiterated AGM poll results: about 50/50 for having online / somewhat in person

- We will surely still be under some restraints from government, so a full on in-person conference as done in the past will not be an option
- Another conference example is to stretch over a few days virtually – see example in Slack #conference

- Matt to work on fee structure
- Canad-Inns deposit push to 2022
- Send out poll to members later maybe? (Allison?)

Membership (Jim)

- Jim could not attend, but sent note that we have 5 new members.
- Keith note: one new member is from Alberta – we let them in since close enough, though there is an Alberta user group as well (may direct them there) – Keith is undecided if we should let them in or get them to join Alberta group

Vice President (Jim)

- Not present, no updates

President (Keith)

- Updates:
 - Keith's Missing Maps event plan:
 - Mapping task with Open Street Map
 - Networking during event
 - 7-9 PM on April 28

3. Technical updates discussion

- Mailbox (physical)
 - Keith looked into this
 - We can rent a yearly mailbox for \$175 or \$199 depending on if area is non-core or core
 - Keith recommends downtown (core) box, has parking in front only for Canada Post (15 min loading), probably most accessible for most of us (is in front of Police headquarters)
 - We would get a key – could be kept by President or Secretary
 - Board members were in favor of downtown post box idea
 - Also \$100 for redirected mail (forwarding)
 - Total will be \$300
 - Proposed by Keith, seconded by Chris, all were in favor
 - Keith will set it up
- Google Drive storage
 - Currently at less than 1GB left of space
 - Options: \$30/100GB/year or \$40/year for \$200 or \$140/2TB
 - Plan to do the \$40 – Chris to do
- Meetings method (Zoom or other)
 - Keith showed TechSoup discount for Zoom
 - Keith: Looking at getting Zoom Pro (\$200/year) plus “Large Meetings Add-On”
 - Steven: Or “Large Month” plan just for October (usually less than 100 participants, except for conference) – would be \$177 plus something

- https://zoom.us/buy?cartid=fdUxP2Sgcn&couponcode=CONNNECT25&zcid=3779&utm_source=web&utm_medium=web&utm_content=FreeToPro&utm_campaign=CONNECT25
- Go To Meeting was \$524/year
- Need to cancel GoToMeeting prior to May 10 renewal (is before next board meeting) – Chris set reminder in Slack #general channel
- Keith will look into Zoom payment details of plan

4. Events & Workshops – plans for upcoming

- Events upcoming planned (already mentioned more in director updates for Events, above)
 - Red Cross event this month
 - Keith will work on lunch hour plan in May
 - Steven to work on GitHub for June event
 - Paige: geocaching event in the summer maybe? Paige will think about it more. Keith mentioned he could reach out to Manitoba Geocaching coordinator to discuss. Allison will be more available then to help.

5. New Business

- Sania Rahman was asked if wanted to join board, Sania approved, Keith proposed Sania Rahman to become a board member, seconded by Paige
- Website (Edirin) needs to add as Sania Rahman as board member to web page
- Chris sent Slack invite and Google Drive invites
- No other new business

6. Next meeting – May 12

Meeting adjourned 7:02 pm

BOARD MEETINGS 2021

MAR 10, APR 14, MAY 12,
JUN 9, JUL 14, AUG 11,
SEP 8, OCT 13, NOV 10,
DEC 8

BOARD MEETINGS 2022

JAN 12, FEB 9, MAR 9