

Minutes for May Board Meeting Manitoba GIS Users Group

AGENDA

When: Wednesday, May 12, 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, Sania Rahman

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) • Other (Sania) • Membership (Jim) • Vice President (Jim) • President (Keith) 	Directors
3	New Business	Board
4	Next Meeting – June 9	Secretary

MINUTES

Meeting began at 5:00 PM, May 12, 2021

All attendees connected remotely via Zoom

Attendance:

- Present: ✓
 - Keith Hartley ✓
 - Chris Hay ✓
 - Steven Hills ✓
 - Matt Sebesteny ✓ (RSVPed could only attend first 40 min)
 - Edirin Okpikpi ✓
 - Geoff Gunn ✓
 - Allison Davies ✓
- Absent: ✗
 - Jim Rodger ✗ (RSVPed may be 30 min late, but turned out was unable to attend)
 - Paige Kowal ✗ (RSVPed unable to attend)
 - Alex Yuzwa ✗ (RSVPed unable to attend)
 - Sania Rahman ✗ (messed up unable to attend)

1. Review of Meeting Minutes

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

2. Director Updates

Secretary (Chris)

- Updates:
 - General admin (minutes & meetings)
 - Set up Sania with accounts, Slack, Google Drive
 - Got final emergency contact info added
 - Looked into MGUG Google Drive (started)
- Things still need to do:
 - Contact Assiniboine Credit Union again re accessing business account – still need to do
 - Google Drive storage space issue – try gift card option to avoid having personal MasterCard on billing
 - Set up new Zoom for future meetings!!!

Treasurer (Paige)

- Updates: notes sent to Keith
 - Currently about \$13K in bank account
 - Probably about \$12,132 by the end of upcoming expenses (see to-do's below)
- Todo:
 - Perhaps get us a debit VISA we can use for things!

- Needs to do a payment for liability insurance (D&O Renewa from Morris Insurance Brokers)
- Needs to do Cassandra Meetup renewal reimbursement
- Will need to reimburse Keith for some recent expenses
- Keith will need to go to St. James Assiniboine Credit Union to become signatory
- Contact bank about getting rid of Geoff's email for updates

Sponsorship and Advertising (Matt & Jim)

- No real sponsorship updates currently
- Has been working on website updates, will share some screenshots
- Hold off on:
 - 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 (Keith will work with Matt)
 - Fee structure for the conference

Social Media and Marketing (Alex & Geoff)

- Updates:
 - Geoff working on being more active on Twitter and LinkedIn for more engagement
 - Keith emailed about Missing Maps last month, included announcement for the new board members
- ToDo:
 - Event for May

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

- Updates:
 - Some jobs were posted
 - Sania was added to the board members list
 - Sania and Allison should log in and upload photos
 - Edirin noted the website has been moving slower lately (Keith also noticed)
 - Keith will work with other web people to fix theme breaking issue, and updating plugins – Keith will book appointment with Ben Rodgers about updating the theme – and to make the website faster

Education (Steven)

- Updates/todos
 - Educators of interest list working on
 - Working on getting together information note or poster re: scholarship, to go out to educational institutes (we had previously decided to do two \$100 awards)

Event Planning & Conference (Allison)

- Further discussion about conference:
 - Splitting across two days helps avoid zoom fatigue
 - Steven: Geo-Ignite was able to have duplicate concurrent events, i.e. the same
 - Canad-Inns deposit push to 2022
 - Send out poll to members later maybe? (Allison?)

- Allison noted: Meg Miller potentially could do conference workshop on Story Maps creation
- Lunch & Learn Geo-Potluck – June 2 – bring Geo tidbits to share with the group
 - First put out a proposal for people to submit talks – Keith will write the copy, then Geoff and Alex can put swing on
 - Then follow up with these are the talks, and advertise the event
- Future pub-night for people to bring talks (later in June maybe)
- Steven was working on GitHub for June event – reached out but did not hear from speaker again, contacted again to see if still interested
- 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. ... But is all a ways off, with COVID. Backburner.

Membership (Jim)

- Absent, no notes to share
- Keith noted
 - Email list could be cleaned up to remove bounce-backs
 - Received several notes that certain people retired, emails no longer in use

Vice President (Jim)

- Absent, no notes to share

President (Keith)

- Updates:
 - Got a new Zoom account
 - Got the mail box
- To-dos:
 - Keith work with Chris to update MGUG mailing address
 - Keith still needs to do mail re-direct set up from Century to new address
 - Keith to book with Steven to test out what Zoom can do and limitations...

5. New Business

Conference discussion (partially discussed earlier before Matt had to leave, and during Events board member updates)

- Virtual or in-person or a mix?
 - Canad-Inns is flexible if we want to do partly virtual but Keith thinks go full virtual
 - Sponsorship: perhaps not booths but opportunity to put their logos on things – we can communicate this to sponsors and figure out a fee structure
 - People probably won't be comfortable attending a large conference by October, even if vaccinated (and we are unsure if people will have gotten second COVID vaccine shot by then)
 - Now we have Zoom, we can add-on large meetings package just for conference
- Vote on if we should have a virtual conference?
 - Board quorum? Yes – 7/ 11 (Constitution: a quorum is half of the board members) (at the time, Matt was still present)

- Keith Hartley motioned for virtual conference
- Geoff Gunn seconded
- Consensus for Yes, to go virtual
- MGUG fall conference will be virtual!
- Research how Geolgnite and Tech Manitoba are doing their virtual conferences
 - For how their sponsorships work and their fee structure
- Steven mentioned went to local Geolgnite recently
 - a third party managed the technical aspect of it – we could still use our Zoom account, but could hire a third party that uses their software on top of it to manage breakout rooms, etc.
 - Geolgnite conference had stretched over two afternoons – may be a good idea for us
- Discussion about a two-day event potentially
 - Perhaps speakers first afternoon, then second afternoon workshops
 - Strong positive feelings about having two half-day conferences
 - Two afternoons or an afternoon and the next morning?
 - Two keynotes idea – positive feelings towards this – finding a bigger name, but have had provincial keynotes in the past
- Potential speakers:
 - Steve Coast
 - Gretchen Peterson (speaker had years ago – independent geographer who writes Cartography books – made colouring pages – thesis about importance of map user perspective in map-making)
 - Jocelyn (?) or whoever from Manitoba did the COVID mapping (Will the province allow a talk to be done? May be a factor)
 - Melissa Turner – traditional Aboriginal land use mapping
 - Do we pay keynotes? No, not in the past, only expenses.
- Discussion about the date
 - Tentatively Oct 20 and Oct 21 (Wed afternoon and Thurs morning)
 - How long for each day?
 - Ask to find out federal and provincial people if preference for how much time can take off for professional development (e.g. provincial – Jocelyn and federal – Sean Frey)
- Cost to attend conference:
 - Geolgnite was free, but certain workshops were paid
 - Our costs will be minimal – except if we have a production company
 - Steven to try researching costs of having a production company involved
 - People may not want to pay for a virtual conference
 - Feeling like a free conference would be ok
 - Prizes discussion... shirts... vouchers for the MGUG store may not work since the provider we work through may not have a voucher system
- To discuss in Slack more...

6. Next meeting – June 9

Meeting adjourned 7:00 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