

# Minutes for July Board Meeting Manitoba GIS Users Group

## AGENDA: Wednesday July 8, 2020

**When:** Wednesday, July 8, 2020 @ 5:00-7:00 pm

**Where:** N/A – Web meeting (via Slack)

**Who:** Cassandra Clouston, Robert Belton, Tatjana Radulovic, Matt Sebesteny, Andrea Dousiss, Keith Hartley, Steven Hills, Satwant Kaur, Jim Rodger, Chris Hay, Hailey Wright

1	<b>Review of Meeting Minutes (April 2020)</b> <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>	Secretary - Chris
2	<b>Director Updates</b> <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, Robert)</li> <li>• Vice President (Robert)</li> <li>• President (Cassandra)</li> </ul>	Secretary – Chris; President – Cassandra
3	<b>New Business</b>	Board

## MINUTES

Meeting began at 5:00 PM, July 8, 2020

All attendees connected remotely via Slack

### Attendance:

- Present: ✓
  - Cassandra Clouston ✓
  - Robert Belton ✓
  - Tatjana Radulovic ✓
  - Chris Hay ✓
  - Keith Hartley ✓

- Matt Sebesteny ✓
- Jim Rodger ✓
- Steven Hills ✓
- Hailey Wright ✓
- Absent: ✗
  - Andrea Dousiss ✗
  - Satwant Kaur ✗

### 1. Review of Meeting Minutes (June 2020)

- Changes (if any) NONE
- Formal acceptance of June 2020 minutes DONE
- Outstanding items: will go over in each person's section below

### 2. Director Updates:

Secretary (Chris)

- Agenda, minutes, meeting setup and event creation (the usual)

Financial (Tatjana)

- We either do need to do taxes paperwork to be eligible for a credit card (at least through Assiniboine Credit Union), or if we do not need to do taxes paperwork then we are not eligible
- Old email... were audited several years ago and talked with accountant... to follow up with Jeremy and Jocelyn... also checking Manitoba GIS Gmail account... or financial person at the time (to be determined)
- (^Credit card is ongoing)
- Payment for next meetup (Tatjana discuss with Cassandra)

Sponsorship and Advertising (Matt)

- Plans to draft and send through sponsorship email a tailored letter to sponsors with each name in each email, found previous email from April about conference cancellation to use same verbiage
- Google Forms for sponsors was started, still working on, may get help from Hailey

Social Media and Marketing (Andrea, Chris)

- Spreadsheet for social media numbers data: MGUG Google Drive > 2020 > "SocialMediaNumbers.xlsx"
- Updated numbers as of this meeting:

	2020-07-07
Twitter	891
Facebook	74
Instagram	113
LinkedIn	112
Meetup	114
Slack	26

- Pecha Kucha various social media posts, calls for more presenters, add Zoom link to Meetup the day of
- TecTerra advertising on social media
- OSM “State of the Map” conference advertising
- Ubisoft MGUG event advertising
- Should we advertise the upcoming Esri virtual conference (happening this weekend)? No, b/c selling a product, not free, not local...
- To do: social media posts advertising the Slack
- YouTube for MGUG – “Google Analytics” account info in passwords account (we can access, Steven to add event videos – Chris to watch and learn)

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

- A few new jobs
- Updated plugins for website
- Reinstating old jobs (after deletion at last meeting) made them new again, so decided to remove again (old jobs are totally removed now)
- Should look at Excel sheet for website improvement notes, todo (no new progress yet)
- ACC GIS Instructor job edit needed (Steven noted for Keith to edit)
- Admin email is going to Jocelyn (no longer mgug), needs to look into – will need to follow up with Jocelyn, did start looking into

#### Membership (Jim)

- 983 members approved (988 with board); 2 rejected memberships since residing outside of country (so only 1 successful new member)
- 1225 in “A Master List” for circulations, 1859 in total constant contact
- Concerns about constant contact form and system...
  - When a user registers as a member on website on Wordpress, Keith can make it so it will auto email, may add “residence” field or not if FIPPA issue
  - Work with Keith so automatically sends welcome email... constant contact plugin may be out of date
  - Jim email – Chris initiated with Andrea and Jim

#### Education (Steven, Satwant)

- Outstanding Projects GIS Team Poster Information – still working on, will put on website and social media and email later
- Meg Miller UofM contacted about education sub/committee work
- Putting Pecha Kucha video records of talks onto website – Cassandra already did this, “Past Events” on website links directly to – actually to be transferred to YouTube (see Social Media section notes)
- Done setting up Zoom for Wed 5:30 next event (great!)

#### Event Planning (Hailey, Robert)

- Robert is away again at this point in meeting
- Coffee Chat Event updates:
  - created a form
  - Work with Andrea for sending an email... Events email
  - Work with Chris for social media (but Hailey can do Slack herself)

- Other presenter organization ideas:
  - Cassara app Search and Rescue in future, are interested in doing a talk (Cassandra contact to do a talk)
  - Another Humanitarian? night for OSM (Keith will coordinate for August maybe, will run by Steven for a Zoom)
  - Ubisoft Winnipeg – coming up next week, is in place; Chris advertised for in Game Dev group, Cassandra advertised to Data Science group

Vice President (Robert)

- Not present at the moment...

President (Cassandra)

- There is a public MGUG Google Drive Cassandra created since running out of space, for video recordings of events
- Email notes: we have several accounts, make sure we are checking them, mark as unread if look at but unsolved, mark as read if solved

### 3. New Business

- AGM strategic changes - each board member should make goals, write down what we have done so far (when the AGM comes around, will we have we met the goals of what they were looking for? Review notes from strategic sessions – Cassandra posted the file in the #meetings channel of board Slack)
- Website Excel file edits – ongoing (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)
- Techsoup: Keith looked into
  - Technology repository for Canadian non-profits
  - Not applicable to MGUG except Zoom... v
  - There is a discounted Zoom available! May be of interest to us (“Zoom Meeting Pro Plan” – 1yr subscription)
- Minnedosa and other areas recent flooding...
- Google for Nonprofits – Cassandra read through info on TechSoup... seems not promising

**Meeting adjourned at 7:00 PM**