

## AGENDA: MGUG Monthly Meeting January 2020

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

**Where:** Manitoba Infrastructure

**Attendees:** Cassandra, Robert, Andrea, Jim, Evan, Tatjana, Keith, Matt, Geoff

**Regrets:** Jocelynn

1	<b>Review of Meeting Minutes and Action Items</b>	--
2	<b>Director Updates</b> <ul style="list-style-type: none"> <li>● Financial- Tatjana</li> <li>● Sponsorship and Advertising- Matt/Keith/Melissa</li> <li>● Social Media and Marketing – Andrea</li> <li>● Jobs and Content – Heather</li> <li>● Web Maintenance – Keith</li> <li>● Membership - Jim</li> <li>● Education- Steven/Satwant</li> <li>● Event Planning- Evan/Cassandra</li> </ul>	Directors
4	<b>Accessibility (Robert)</b>  <b>AGM</b> <ul style="list-style-type: none"> <li>● Board updates</li> <li>● Venue / Food</li> <li>● Format</li> <li>● Speakers</li> <li>● Sponsors</li> </ul> <b>Board Changes</b> <ul style="list-style-type: none"> <li>● Who's staying? Who's leaving?</li> <li>● Suggestions for new board members</li> <li>● Soliciting new board members</li> </ul> <b>Conference</b> <ul style="list-style-type: none"> <li>● MGUG 2020 Planning and Prep</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>● Education Update</li> </ul>	Cassandra
6	<b>Other Business and Future Meetings</b> <ul style="list-style-type: none"> <li>● Recruiting and board changes</li> </ul>	Board
7	<b>Review Action Items</b>	--
8	<b>Next Meeting – Feb 12, 2020</b>	

### Action Items

- Geoff to follow with Morris insurance.
- February 20th 2020 (2020-02-20) at the Park Theatre

- Send out a save the date!
- Send Geoff or Cassandra if you're planning on leaving the board. Let the group know. Evan and Melissa are stepping down.
- -Geoff check in with Jim and Heather for next year and see how they're doing.
- - Geoff and Evan to talk about grants
- - Check with Jocelynn to check about constant contact

## **Minutes**

### **Review of minutes and action items**

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### **Director Updates**

#### **Treasurer**

- Not many changes
- regarding \$98.94USD for MeetUp, Geoff needs to be reimbursed in CAD.
- Geoff to send blanked CC statement on that.
- \$200 cheque for Park hasn't been cashed yet
- Andrew has a solution to our site being hacked often.
- Andrew's getting search performance to his e-mail, not sure why he's still getting it. Cassandra notes he should unsubscribe at the bottom.

#### **Sponsorship and Advertising**

- Good to go. 4 or 5 who might be interested, but otherwise holding the fort.
- Cassandra: we still need to review some things like the package and levels. Come up with a generic letter as a pre-'save the date'
- plan to promote after the AGM when we announce date and venue for the conference

#### **Social media and marketing**

- Andrea sent e-mail out for AGM and included the Eventbrite.
- Everyone saw the e-mail.
- Tomorrow we'll send an e-mail requesting board members.
- Andrea will update nomination form, Robert or Evan will update the PDF.
- Jim and Tatjana will try to do this on Google Forms.

#### **Jobs and content**

- Added some new jobs, not much else for updates. Tweeted some tweets. If anyone has content please contribute it.
- Cassandra, Andrea and Robert got the AGM event up this last weekend.

#### **Web maintenance**

- Keith wants to spend some time to get SSL on the website. He also wants to get to the bottom of the plugin. It may reduce/eliminate redirects. We might also be down one wordpress version and upgrading that would help.

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#### **Membership**

- Just over 1200 members

#### **Education**

- Will promote upcoming AGM to schools and education contacts with links.

### **Events and networking**

- A colleague of Keith's at Canadian Red Cross offices for MSF, once there's a date we'll circulate it for a big Red Cross and MSF mapathon. One of them uses them on the ground so it'll be good to hear from a real world user.
- Keith will see if she's available to speak at the AGM/Conference.
- Looking for other potential venues for last week in January?
  - Robert will contact Yellow Dog / The Forks?
  - Geoff will figure out EcoNetwork?
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### **Accessibility**

- Because we are a small non-profit we are not required to develop a full accessibility plan, but the board decided we should do such a thing.
- Robert has completed a plan for visual readability.
- For our website Robert had someone from the Manitoba Accessibility Office look at our website. It's quite good but the scrolling banner will defeat a screen reader and make it hard for someone using an assistive tool to read it.
- Cassandra: we should make that static for big events and news.
- Make pure pictures have 'alt' tags with descriptive text. It's embedded in. All new photos should have that.
- In terms of events our large events must be accessible (AGM and Conference). Other considerations are being welcoming to service animals and signers. We don't have to provide tickets but we could consider those in the future.
- If events are at locations that are not accessible we should note accessibility issues beforehand.
- Note Skullspace is not an accessible space either. Nor is Trans Canada
- The document is on the GoogleDrive.

### **AGM**

- UofM reading week is the 18th to 24th.
- Andrea can make a poster for AGM.
- Price will be the same as last year - \$625 for the venue and a little under \$1000 total. People like burritos from Splendito Burrito. Mention we're a non-profit and we get a deal. Also had snacks.
- Coffee tea and softdrinks are about \$320.

### **AGM Format**

- Topics for breakout sessions
- Design and Communications (Andrea), Small Events (Keith/Matt), Conference (Robert), Strategic Planning (Cassandra), Education (Steven)
- Need chart paper and markers, sticky notes.
- Groups with chance to switch topics halfway through.
- Everyone see if you can bring a chart

### **AGM Speakers**

- Chris Storie/Henry etc. for Keynote on DeepLearning
- Student from NRI on Air pollution in St. B.
- Jacques Marcoux on GeoPandas
- Jeremy Sewell on 311/CrimeStat website
- Mike Lennon on history of ElectionsMB data

### **Board Changes**

- Board changes recorded in document (2019/2019BoardMembers)

### **Conference**

- Venue change away from Club Regent this year due to price increases, feedback and some issues this year.
- Front runners are Victoria Inn, CanadInns Polo Park and the U of Winnipeg.
- Victoria Inn 16,000 (incl. food and AV)
- Polo Park 15,000 (incl. food and AV)
- UManitoba <1000 for Room Rental.
- By next meeting we can make final decisions.
- Dates are available in late October time period, but it's starting to fill up.
- Robert will set up walkthroughs and open invites.
- **Whole board: Brainstorm Keynotes for next meeting**
- Ken suggested John Nelson, but we should get him early. He's a cartographer/designer.

### **Education update**

- skipped

### **Other business and future meetings**