

## **Board Meeting Agenda**

Thursday, February 12, 2009- 2pm PST/3pm MST

**Attending:** Angela Vanderpas, Kindra Serr, Danielle Favreau, Joan Appell, Dave Christenson, Ed DeYoung, Laurie Ames

Business:

### A. Conference assignments

#### a. Presentations- Dave & Dave

- A day and half of presentations is currently the scheduled timeframe, but that may be adjusted to include session on Wednesday afternoon running concurrently with the Idaho hot topics track so out-of-staters can have something different to attend. Friday afternoon is being reserved for organization meetings.
- Lots of technical abstracts have been submitted, but we can use more of everything. Bryant Ralston is doing a 3 hour presentation on the one man GIS shop.
- Presentation times will vary from 30 to 90 minutes, depending on how much the presenter feels he/she has to present.
- Moderators will be asked to come up with 2 questions for presenters in their track. This may open up questions from the audience by breaking the ice.
- Screenshots is an opportunity for those that don't want to do a full presentation to create a quick description and a slide or two to be presented by Dave Williamson. These will all be presented in a track.

#### b. Posters- Ed Young

- Very few abstracts have been submitted. Ed sent out emails to about 45 people, but hasn't had much response. He would like a good non-academic list to send to, and will post the call for posters to the geotech listserv.

#### c. Exhibitors- Danielle

- We have 3 confirmed exhibitors, but most of the break sponsor hopefuls have been quiet and most exhibitors contacted are just sending representatives, but don't want a booth. Many exhibitors are in conflict with other conferences that are being held the same week.
- It is suggested we start looking at local vendors around Coeur d'Alene that may have even a slight connection to GIS. We may also want to consider cutting the cost for exhibitors.

#### d. Student Scholarships and Stipends-Kindra

- We have 7 students that have applies so far.

#### e. Registration- Laurie & Betty

- Online registration is up and going. There are a few more changes that need to be made to the site. Any changes need to be submitted to Laurie by Tuesday so she can get them to Becky.

- We do not currently have a count as to how many are registered for the conference so far.

f. Swag-Bill

- It was decided to go with a plastic GIS Street Sign and a notepad with the NR-URISA logo on it to give as swag.
- It was also decided that we will forgo selling t-shirts at the conference.

g. Workshops- Bruce Kessler

- We now are offering 11 workshops, many of which are off site.

h. Excellence in GIS Award

- There have only been 2 known nominations so far. The deadline closes February 13.

B. Miscellaneous

- Rooms offered at the conference rate will be available until February 24. 5 traditional, 34 deluxe, and 24 premier rooms are still available, though the resort may be flexible if there are attendees who need rooms after the deadline has passed.
  - o Southwest flights out of Boise are very affordable right now.
- Laurie is putting together a book for the registration desk that will have the information needed for what is going on in the conference. She will include W-9 forms (see Bruce's update) and other helpful information.
- We need to advertise as much as possible with email and the listserv. Many are looking for a business reason to give to their boss as reason to attend. This conference offers business development and training opportunities, as well as an opportunity to share interconnecting ideas with fellow professionals. It is also a chance to present projects and promote the activities of one's agency or business.
- It was decided that we will go ahead and do a banquet instead of an awards breakfast. The banquet will be held on Thursday night. Award will be presented, but it is unknown if we will hire a band.
  - o There was talk about a dinner cruise, but the board felt it may be better to not plan it. In the event of the conference suddenly being overwhelmed with registrants and exhibitors, it was thought that we could possibly book it later if the schedule permitted.
- Because of possible poor participation, we need to be careful now with our spending for the conference. We need to keep in mind what we will do if we have to possibly cancel the conference due to poor attendance or if we do not come out ahead.

Reports:

Bruce: Financial Update

- Current balance is \$27,135.61. We have received exhibitor payment from ESRI and 2 new memberships in past couple of weeks. Phone bill was paid.
- As we approach the conference one thing we need to keep in mind is that we need to file a 1099 for any entity that is not incorporated that provides service for an amount > \$600.00. For us to file a 1099 the entity will be required to fill out a W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Before we can issue a payment check, the entity will need to fill out and submit that form to our accountant (or me if they are comfortable with that). Just something for all of us to keep in mind and it may be worth mentioning to folks who we will be writing check to for more than \$600.00.

Donna: President's Update

***NEXT MEETING: MARCH 5, 2009, 2 PM PST/3 PM MST***