

# *Northern Rockies URISA*

Board Meeting Minutes  
Wednesday, 04 April, 2013

## **Call to order:**

Made by Dennis Hill at 11:31 AM MST (all times MST in the rest of this document)

## **Roll Call:**

### ***Present:***

President: Dennis Hill  
Vice-President: Kindra Serr  
Secretary: Dan Narsavage  
Treasurer: Shawn Stubbers  
Member at Large: Laurie Ames  
Member at Large: Ed DeYoung  
Conference Committee Chair: Danielle Favreau

### ***Absent:***

Past President: Donna Phillips  
Member at Large: Kathy von Kienast

## **Approval of Previous Minutes (11:32):**

- Laurie Ames ***moved to approve the minutes of the February 2013 meeting***, seconded by Shawn Stubbers, ***approved unanimously by acclamation***
- Kindra Serr ***moved to approve the minutes of the February 2013 Business meeting held at the Intermountain GIS Conference***, seconded by Laurie Ames, ***approved unanimously by acclamation***

## **Nomination Committee (11:36):**

- Dennis reports the following nominees for the Board for 2013-2015:
  - President: Ed DeYoung
  - Vice President: vacant
  - Secretary: Dan Narsavage
  - Treasurer: Shawn Stubbers
  - Member-at-Large 1: Kirk Becker
  - Member-at-Large 2: Sue Parsons
  - Member-at-Large 3: Donna Phillips
- Dennis urged Ed DeYoung to select a VP that is located in the northern portion of the state and with whom he can work well.

## **Communications with National URISA (11:38):**

- Donna is not present and no one else has anything to report.
- Dan will ask Donna to relay our by-laws change regarding membership to National

## **Setting an operating budget (11:41):**

- Some invoices and bills are still outstanding, but Shawn reported preliminary numbers for conference income and expenses:
  - Revenue of \$30,443
  - Expenses of \$25,388
  - Overall profit of \$5,055
- Danielle asked what the operating budget for non-conference years, and Shawn indicated roughly \$2500, so the conference has paid for our operating expenses.

## **Conference Report (11:50):**

- Our last conference committee meeting was last week
- Thanks to everyone on the conference committee
- The conference committee contained fewer people than is ideal, so special thanks to everyone on the committee for wearing multiple hats
- ISPLS hasn't invoiced us yet, but Danielle should be able to get that soon
- Overall the conference went very well
- A few last things to clean up: billing, invoicing, etc...
- Still must send email(s) to participants for a post-conference survey and attendance certificates
- Regarding the success of the joint conference:
  - It was rough, but it was rewarding and we'll likely try to do it again
  - Danielle speculated that the work we did here with the ISPLS folks allowed them to approach the GIS community with their legislative activities, and that was a huge success
  - There were many problems getting two very different conferences to work together--ISPLS's narrow requirements for CEUs kept them from being as flexible as would have been optimal
  - Dan Narsavage reported that Greg Babinski approached Dan & Ed regarding having a joint conference with Washington's URISA chapter, and that might be a good option for 2015
- Materials that would have been easier to manage had they been available at the conference include student stipend checks and participation certificates for the conference and for individual workshops.

## **Conference fees refund request from Dianna Sampson (11:52):**

- Dianna Sampson sent Danielle an email on 11 March requesting a refund of her fees for her one-day registration for 12 March due to lack of pertinent content
- Danielle noted that there was a fairly significant delay in having a complete schedule available to registrants:
  - The full conference schedule was made available on 28 February
  - 1 March was our last refund date
- Cvent's records indicate that Ms Sampson did open the email sent to her on 19 Feb and follow the link to the schedule

- Cvent's records indicate that Ms Sampson did not open the email sent to her on 27 Feb and follow the link to the schedule
- Danielle suggested that if we decide to refund her fees then it should be consistent with the conference's refund policy, retaining \$50 and refunding only \$100, taking into account the food cost incurred by the late withdrawal of her registration.
- Dennis proposed a refund of \$100 as Danielle suggested in order to maintain good will
- Shawn, Kindra, and Dan agree with Dennis
- Shawn moves that **NR URISA refund Dianna Sampson \$100 of the \$150 registration fee that she paid.** Seconded by Dan Narsavage. The motion passed unanimously by acclamation.

### **Conference attendance list to exhibitors (12:20):**

- 3Di West has requested a list of conference attendees, and Dan would like clarification regarding what personal information we can and cannot include in the list
- We cannot provide a list that can be made into a mailing list, so email addresses and mailing addresses cannot be provided. We have provided names and organizations in the past. Dan will send a list of all attendees with their names, organizations, and cities.

### **Election ballot for the upcoming Board (12:22):**

- Kindra indicated that the survey is ready to go. Once a nominee is identified for vice president it can be sent to the membership.
- Kindra indicated that she would like to send the link to the ballot to the membership along with the next newsletter, and the newsletter should be ready to send by the end of the month.
- Danielle noted that she will provide Kindra with a conference summary by 19 April.

### **President's Report (12:25):**

- Dennis has nothing in addition.

### **Vice-President's Report (12:25):**

- Kindra requests newsletter submissions.

### **Treasurer's Report (12:25):**

- Dan has nothing in addition.

### **Secretary's Report (12:25):**

- Dan has nothing in addition.

### **Members at large (12:25):**

- Nothing to report.

### **Next Meeting:**

- 25 April 2013, 10:30 AM PST (11:30 AM MST)

## **Motion to Adjourn (12:26):**

Kindra Serr *moved to motion to adjourn* at 12:26 AM MST, seconded by Dan Narsavage, and *passed* unanimously by acclamation.