



MAGIC

Memphis Area Geographic Information Council

Board Meeting: 03/21/2007

Prepared by Shawn Anderson - Secretary

Board Members Present: Ronny Blackburn – President, Todd Graves, Shawn Anderson, Ryan Hanson, Janiece Riggins, Kevin Bingham, Jim Milford, Tom Lawrence, Rick Wery, Glen McDaniel, Jim Butcher

Board Members Not Present: Vic Young, Richard Stieg, Lema Kebede, Joyce Brasell

Location: Bartlett City Hall, 6400 Stage Rd., Bartlett TN 38134

Meeting Started: 2:08pm

Meeting brought to order by the President Ronny Blackburn with quorum

Agenda:

- 1) Approval of the 2/21/2007 Board meeting minutes
- 2) Treasurer's Report
- 3) Committee Reports
- 4) Old Business
- 5) New Business

I. Approval of the 2/21/2007 Board meeting minutes

- A. President Ronny Blackburn presented the minutes from 2/21/2007. Motion by Rick Wery to accept minutes as read, seconded by Jim Milford. Affirmed by voice of "I", vote unanimous.

II. Treasurer's Report

- A. Jim Butcher presented the Treasurer's Report to the Board. A copy is included with the minutes.
 - i) The website domain expired this past week but was reactivated by Kevin Bingham and Mickey Rainey. The Treasurer will write a check to Mickey to cover the subscription fees
 - ii) The membership master list is updated once fees are paid
 - iii) March 31st, 2007 is the deadline for membership dues which includes GIS Day conference fees
 - iv) After this date, Jim Butcher will coordinate with Jim Milford for membership certificates
 - v) A motion was presented by Jim Milford for the Treasurer to set up an account for the domain service with automatic renewals, seconded by Glenn McDaniel. Affirmed by voice of "I", vote unanimous

III. Committee Reports

- A. Conference:
 - i) President Ronny Blackburn presented a draft contract for GIS Day from The University of Memphis Holiday Inn with dates November 11-13. The total is \$7,700 which excludes taxes and gratuities. More details will be available soon.

B. Communication / Public Relations:

- i) Jim Milford mentioned the new MAGIC newsletter has been posted on the website
- ii) He also restated the requirements or formats for article submissions
- iii) Rick Wery mentioned some of the links on the MAGIC website were broken
- iv) Tom Lawrence stated press releases will be done once speakers have been organized for meetings in May, July and September

C. Membership / Development

- i) Ryan Hanson said the class survey has been completed and will be available by email and website soon
- ii) The email distribution list has been updated but is not complete

D. Training / Education

- i) President Ronny Blackburn mentioned there will be FREE GPS (Garmin) classes this summer sponsored by a Mississippi State University grant. More details will come soon.
- ii) President Ronny Blackburn stated ArcGIS I & II classes are being offered to MS employees. If spots are still open it will be offered to TN citizens. More details will come

E. Bylaws:

- i) Rick Wery asked for any suggestions for By-Law changes or additions
- ii) Tom Lawrence mentioned a spending limit of \$100 without Board approval
- iii) President Ronny Blackburn presented Rick Wery a list of suggestions for president terms

F. Nominations:

- i) Shawn Anderson reported the nomination process has been reviewed. More information will be available when the deadline approaches for elections. Any ideas or suggestions should be directed to him or Todd Graves

IV. Old Business

A. 501c3 status – No report

B. SONS status – No report

C. MAGIC Business Meetings Presenters

- i) President Ronny Blackburn asked the Board to find speakers for future meetings

D. President Ronny Blackburn wanted the Board to spread the word about content for GIS Day sessions

Motion to adjourn, Todd Graves

Second by Jim Milford

The meeting adjourned at 2:55 PM

Income/Expense by Payee - Q1 2007

1/1/2007 through 3/31/2007

3/21/2007

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Payee	1/1/2007- 1/31/2007	2/1/2007- 2/28/2007	3/1/2007- 3/31/2007	OVERALL TOTAL
INCOME				
MAGIC	200.00	0.00	345.00	545.00
TOTAL INCOME	200.00	0.00	345.00	545.00
EXPENSES				
Bank Fee	3.00	0.00	0.00	3.00
Csantos	40.00	0.00	0.00	40.00
Della Adams	120.00	0.00	0.00	120.00
Post Office	0.00	40.00	0.00	40.00
Tennessee Secretary Of State	0.00	0.00	20.00	20.00
TOTAL EXPENSES	163.00	40.00	20.00	223.00
OVERALL TOTAL	37.00	-40.00	325.00	322.00

Account Balances - As of 3/31/2007

As of 3/31/2007

3/21/2007

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Account	12/31/2006 Balance	1/31/2007 Balance	2/28/2007 Balance	3/31/2007 Balance
Bank Accounts				
Memphis Area Geographic Information Coun	3,540.07	3,577.07	3,537.07	3,862.07
TOTAL Bank Accounts	3,540.07	3,577.07	3,537.07	3,862.07
OVERALL TOTAL	3,540.07	3,577.07	3,537.07	3,862.07



MAGIC Board Contact Information 2007

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MAGIC Board Duties for 2007

President – Ronny Blackburn

1. Preside at all meetings of the Board of Directors and of the membership.
2. Appoint all MAGIC committees and their chairpersons.
3. Call meetings of the Board of Directors.
4. Carry out any other duties as assigned by the Board of Directors.

Vice President – Richard Stieg

1. Be the designated President Elect.
2. Assist the President in guidance and coordination of committee activities.
3. Assist the President in development and implementation of activities associated with the goals and priorities of MAGIC.
4. Carry out duties as assigned by the President or Board of Directors.
5. Secure the presenters for the bimonthly MAGIC Business meetings for the year. The exception will be the annual conference. Maintain contact with presenter to ensure they will attend the meeting and to assist in providing technical support.
6. Secure the locations where the bimonthly MAGIC Business and Board of Directors meetings.
7. In the absence of, or in the event of incapacity of the President, the Vice President shall assume the duties of the President.

Secretary – Shawn Anderson

1. Maintain an accurate list of members of MAGIC. Coordinate with Treasurer to ensure the members on the list have paid their dues.
2. Take minutes at all Board of Directors and Business meetings.
3. Keep the official record of the bylaws of MAGIC.
4. Shall submit minutes of the previous meeting for approval at each regularly scheduled Board Meeting.
5. Shall, upon approval of the minutes by the Board of Directors, provide the Communication Committee Chairperson an electronic file for posting on the MAGIC Website.
6. Notify the President if unable to attend any meetings.
7. Carry out any other duties as assigned by the Board of Directors or President.

Treasurer – Jim Butcher

1. Receive and disburse funds.
2. Develop monthly and annual financial reports.
3. Provide to the Secretary a list of all members that have paid their yearly dues.
4. Carry out any other duties as assigned by the Board of Directors or President.
5. Notify the President if unable to attend any meetings.

Committee Chairpersons

Conference – Co-Chairs Richard Stieg and Vic Young, Assistant-Ryan Hansen

1. The responsibilities of the Conference Chairperson shall include all the duties required to arrange the annual MAGIC conference that may occur during the term.
2. The annual conference is the primary responsibility of the Conference Chairperson.
3. All preparations and arrangements for this conference are the responsibility of the Conference Chairperson. However, with approval of the Board of Directors, the Conference Chairperson may appoint a conference assistant and various committees to serve in various ways pertaining to the conference.
4. While the Conference Chairperson is in charge of arranging the conference, the Chairperson does not have the authority to expend or collect funds for the organization without prior approval of the executive committee and in coordination with the Treasurer. This can be done during a regular schedule Board of Directors meeting, phone calls or email.
5. The Conference Chairperson shall report to the Board of Directors the progress of the Annual Conference at each regular schedule Board meeting.
6. Immediately following the conference, the Conference Chairperson of that year shall meet with the Board of Directors to review the conference.
7. The Chairperson will keep a journal of all actives that involved the planning of the Annual MAGIC Conference.

Communication/Public Relation - Co-Chairs Jim Milford and Tom Lawrence

1. The Communication/Public Relation Chairperson shall attend all meetings of the Board of Directors and shall notify the President if unable to attend.
2. Act as Webmaster to MAGIC, maintaining the electronic Digital Resource Guide, be responsible for the management and maintenance of the organization's web site to include the design, email accounts and other duties as deemed necessary by the Board of Directors.
3. The Communication/Public Relation Chairperson will appoint, with executive committee approval, an Assistant Communication/Public Relation Chairperson.
4. Communication/Public Relation Chairperson will work with the Assistant to publish the quarterly newsletter to be posted to Magic's website.
5. The communication/Public Relation Chairperson will report to the Board of Directors at each regular schedule Board meeting the actives of the Communication/Public Relation Committee.

Membership/Development - Co-Chairs Ryan Hansen and Shawn Anderson

1. The Membership/Development Chairperson shall be charged with the developing and implementing programs to attract and retain MAGIC members from both private and public sectors.
2. To assist with maintaining the active membership list.
3. Performed other duties as required by the President or Board of Directors.

Training/Education - Co-Chairs Joyce Brasell and Ryan Hansen

1. The Training/Education Chairperson shall be charged with coordinating any training or education activities that MAGIC is involved with.
2. The Training/Education Chairperson shall work with the Conference Chairperson on the Training that is offered at the annual MAGIC Conference.
3. Performed other duties as required by the President or Board of Directors.

Bylaws - Co-Chairs Rick Wery and Janiece Riggins

1. The Bylaws Chairperson shall be charged with reviewing the current MAGIC Bylaws and address areas within the bylaws that need to be changed or clarified.
2. The Bylaws Chairperson will contact the Board of Directors and the membership to gain their input.
3. The Bylaws Chairperson will seek out other GIS User Groups bylaws and review them to gain knowledge that will help in revising MAGIC's bylaws.
4. Performed other duties as required by the President of Board of Directors.

Elections - Co-Chairs Todd Graves and Shawn Anderson

1. The Election Chairperson shall be charged with presenting to the Board of Directors a list of nominees for election to the Board of Directors.
2. The Election Chairperson shall notify the Memberships of the upcoming elections that will be held at the annual conference. This is to done 60 days prior to the beginning of the conference.
3. The Election Chairperson shall verify with the Secretary the eligibility of each nominee.
4. The Election Chairperson, or designee, along with the Secretary, or designee, will tally the votes and present the results to the president prior to the announcement of the New Board Members.