



Memphis Area Geographic Information Council

Board Meeting: October 23, 2019

Ookla (aka Mosaik)

6423 Shelby View Dr #101

Memphis, TN 38134

Time: 2:30 pm

Prepared by Rob Winkler

MINUTES

Call Meeting to Order and Establish Quorum

Quorum established at 2:46 by President Matt Oaks.

Board Members Present: Matt Oaks, AJ Robinson, Rob Winkler, Tom Lawrence, Andrew McColgan, Sherra Russell, and Heidi Slakans. Scott Trapolino and Marie Holyfield called in.

Approval of September 2019 Board Meeting Minutes

Motion made by Rob to approve June minutes. Seconded by AJ. Passed unanimously.

Agenda

Agenda was presented by AJ.

1. Conference 2019
2. Board Management
3. General Meetings 2020
4. MAGIC After Hours
5. Board Meetings 2019/2020
6. Bylaws

Treasurer's Report

No Treasurer's Report was presented at this meeting.

Old Business

Conference 2019

- Venue
 - Discussed A/V items - projector, projector screen
 - **Matt** will contact Stonebridge this week to coordinate details and confirm availability

- **Marie** will be in the facility by 7 AM
 - IF possible, some of the team will arrive on Tuesday to help prepare the building. setup
- Food - Lunch
 - Need food count by COB 11/07
 - Coffee, Sodas, Tea, ... all day long.
 - **Rob** checked Eventbrite – 80 tickets have been sold
 - Need a method to request food preferences for attendees with food sensitivities.
 - Abbey's is the food vendor
- Social
 - AJ will coordinate with **Marie** for the food and beverages
- Sponsors
 - **AJ** will confirm / verify number of sponsors and payments
 - **AJ** to send out an email to sponsors to remind them about etc
 - Bring SWAG
- Keynote
 - AJ will work with **Heidi** to make sure the speaker knows what they need, provide support, welcome etc ...
- Attendance & Registration
 - Some attendees were registered under a single name (i.e. MLGW)
 - **Rob** and AJ will figure out the list
 - **Scott** will coordinate name tags
 - **Scott** has lanyards
 - USPS will be given one pass for the speaker and encouraged to register for membership for next year for more ...
 - Sponsors requesting additional passes must register for membership or pay at the door
 - Rob added a sponsor add on to Eventbrite for \$35
- Map Gallery
 - We currently have 3 submissions.
- Student Scholarship
 - We currently have 3 submissions.
 - **AJ** to contact students to coordinate the process
- Presentations & Agenda
 - **AJ** is working on agenda, will send draft by Sunday 10/27
 - Several papers have been submitted
- TNGIC
 - AJ will talk to Kevin; **Matt** will also help coordinate what TNGIC expectations
 - Presentations
 - Attendees
 - Number of Eventbrite registrations
- Map Quiz
 - **Justin Abart** will create images for Where In the Mid-South contest
- SSR Map Display
 - **Sherra** will reach out to Michelle and coordinate

- Flyer
 - AJ will work with **Heidi** to get the flyer together
 - Need sponsor logos
 - Wait until November 1st for scholarship entries
- SWAG
 - Mousepad with calendar
 - **Sherra** and **Tom** will coordinate with Lauren
 - Subcommittee will determine what items to get
 - Shawn traditionally managed this activity; **Tom** will check with him on suppliers
 - Are we going to do door prizes? Scott recommended to coordinate with the sponsors. AJ will include in his coordination email, call
- Gatekeeper
 - Board nominated **Lauren** to continue to hold down the fort
 - **Heidi** will help
 - Registration Packet
 - Name Tag
 - SWAG

New Business

Board Management

- Reviewed Roll-off Schedule
 - Discussed Roles & Responsibilities (expectations and time commitments)
 - Discussed setting up committees to deal with on-going responsibilities so that entire Board does not need to be involved with every decision
 - Discussed ways to improve communication among Board member
- Discussion:
 - Andrew mentioned that in the past there were specific subcommittees that managed categories.
 - We agreed to revisit this topic after the conference
 - It will help to wait until after the conference to finalize board positions and adding new members. We want to open the discussion to the general membership to see if there is interest
 - In the past, there was a point where there were too many members on the board. We want to take a vote on how many members are needed, preferred
 - We need to prepare for who will be officers

General Meetings 2020

- Proposed Schedule, Agenda
 - January – Workshop, Training
 - March – Educational Outreach
 - May – Workshop, Training
 - July – Open Table
 - September – Educational Outreach

- Discussion:
 - Agreed on 3-5 PM every other month.
 - General meetings need to be very consistent at the same place, same time, same duration, ...
 - AJ motioned to choose a day.
 - All approved Wednesday - AYE
 - Reserve the library from 2-5
 - General Meetings are from 3-5
 - Board Meetings will be from 2-3 on days when a General Meeting occurs
 - Availability at the library needs to be checked as soon as available. The Main Library opens scheduling in late November. **AJ** to work with **Rob** to make sure we lock down the dates.
 - The proposed topics are still TBD
 - All agreed that we don't want to wait until the last minute to prepare general meetings

MAGIC After Hours

- There is an interest in reviving these, to occur after general meetings.
- Scott Trapolino will head up this effort.

Board Meetings 2019/2020

- 3-5 PM one day per month works best
- General consensus is that we need to return to having board meetings every month.
- Subcommittees to coordinate more frequently and have latitude to make decisions that are reported to the board at board meetings.
- Conference calls are going to be an option, but primarily, it is preferred to meet in person.
- Ookla can serve as a meeting location for meetings that occur when there is not a general session.

Bylaws

- AJ introduced this topic to refresh and familiarize the Directors with the legal document that founded and operates MAGIC as an organization
- Tom referenced certificate of insurance requirements
- Scott weighed in to shed light that MAGIC is a very small organization with a minimal budget and spends nothing on travel and conference attendance for Directors.
- AJ encouraged all Directors to read the full version, which is posted on the website.

Adjournment

Motion presented by: Andrew

Seconded by: Rob

Time: 4:18