



Memphis Area Geographic Information Council

Board Meeting: December 17, 2019

Casa de Tom

231 N Avalon St

Memphis, TN 38112

Time: 2:00 pm

Prepared by Rob Winkler

MINUTES

Call Meeting to Order and Establish Quorum

Quorum established at 2:04 by President Matt Oaks.

- Board Members Present: Tom Lawrence, Andrew McColgan, and Sherra Russell
- Called In: AJ Robinson, Matt Oaks, Rob Winkler, Lauren Patterson, Justin Abart, and Marie Holyfield

Agenda

Agenda was presented by AJ.

1. Board Management
2. General Meetings 2020
3. MAGIC After Hours
4. Board Meetings 2019/2020
5. Website
6. Organizational Documents
7. Mission Statement, Vision Statement

Treasurer's Report

- No Treasurer's Report was presented at this meeting.
- Discussion:
 - Mouse Pads arrived the day of the conference. Lauren will pick up from Shawn before the January general meeting.
 - Andrew inquired about the scholarship checks. Lauren confirmed that they were sent on 12/16/2019.

Secretary's Report

- Minutes from October 23, 2019 were not available.
- Discussion about Conflict of Interest form:
 - All members agree to print and sign (blue inked)
 - Andrew confirmed that the IRS accepts docu-sign. For this term, we will print and sign.
 - Rob will bring copies for Board Members to sign to the next meeting.
 - Marie advised that we keep originals on file and provide a copy to all signees.

Old Business

Board Management

- Board Management
 - Sub-committees
 - Conference Planning & Management
 - Chair -
 - Venue & Food – Marie,
 - Agenda – AJ, Andrew, Scott
 - Sponsorship – Heidi, AJ
 - Education & Scholarship Outreach
 - Chair –
 - General Meetings – AJ, Andrew, Scott
 - Public Engagement – Rob,
 - Board members and members will be able to be more effective by using sub-committees to carry action items and activities forward.
 - Time commitments, expectations of duties, and general responsibilities
- Roles & Responsibilities
 - AJ will serve as President
 - Tom will serve as Vice President
 - Rob and Lauren will continue as Secretary and Treasurer respectively

General Meetings 2020

- Confirmed Schedule, Agenda
 - January – Workshop, Training
 - March – Educational Outreach
 - May – Workshop, Training
 - July – Open Table
 - September – Educational Outreach
- Scheduled for 3-5 PM every other month.
- Board Meetings will be from 2-3 on days when a General Meeting occurs

January Meeting Details

- Rob – Challenges with Dashboard/Collector Applications (45 minutes)
- AJ – ArcPro Guided Demonstration w/ Hands On
 - Bring your own device

MAGIC After Hours

- Scott Trapolino will head up this effort. Discussion on this topic was limited because Scott was unable to participate in the meeting.

New Business

Website

- AJ proposed forming a sub-committee to review, revise, and update the website.
- Some pages on website (e.g., Jobs, GIS News) would be better maintained on LinkedIn or Twitter, or other platform that did not exist when the goals of the original website were conceived.
- Add Calendar option

Organizational Documents

- Google Account can be better utilized to maintain and share important organizational documents

Adjournment

Motion presented by: Rob

Seconded by: AJ

Time: 3:14