



Memphis Area Geographic Information Council

Board Meeting: February 18, 2020
Benjamin Hooks Library
3030 Poplar Ave
Memphis, TN 38111
Time: 2:00 pm
Prepared by Rob Winkler

MINUTES

CALL TO ORDER & ESTABLISH QUORUM

- **Call to Order**
 - Motion By: Scott Trapolino
 - Seconded By: AJ Robinson

- **Quorum established at 1:12 pm by President AJ Robinson.**
 - Officer (3 present)

▪ President – AJ Robinson	Yes / No / Virtual
▪ Vice President – Tom Lawrence	Yes / No / Virtual
▪ Treasurer – Lauren Bryant	Yes / No / Virtual
▪ Secretary – Rob Winkler	Yes / No / Virtual
 - Member (3 present)

▪ Andrew McColgan	Yes / No / Virtual
▪ Sherra Russell	Yes / No / Virtual
▪ Matt Oaks	Yes / No / Virtual
▪ Marie Holyfield	Yes / No / Virtual
▪ Justin Abart	Yes / No / Virtual
▪ Heidi Slakans	Yes / No / Virtual
▪ Scott Trapolino	Yes / No / Virtual

ADDITIONS / DELETIONS TO AGENDA

(none)

APPROVAL OF PREVIOUS MEETING MINUTES

- Motion presented by: Tom
- Seconded by: Scott

SECRETARY’S UPDATE

- Status: Minutes from previous meetings were presented and approved.
- Rob again brought printed copies of Conflict of Interest form for Board Members to sign.

TREASURER'S REPORT

- Status: Lauren was not in attendance and the treasurer's report was not presented.

OLD BUSINESS

- Conference Planning
 - Venue Selection
 - Scott has researched several possible venues
 - Ballet of Memphis
 - Scott brought brochure
 - Would have to be Nov 12 & 13
 - Appears to be too expensive
 - Botanic Garden
 - They offered us a deal - \$1,200 for a day-and-a-half (We paid \$1,400 two years ago)
 - Additional \$1.25 surcharge per chair, \$2.50 per table, plus A/V
 - Total would be around \$2,000
 - Scott says we can book for a day-and-a-half and the venue won't be able to book another half-day event, so we'd have the venue for two full days by default
 - Not available Nov 5 & 6
 - Croft Center
 - would not return calls
 - Bass Pro Shop (Pyramid)
 - Facility not large enough, no space for vendors
 - Very expensive
 - Great Hall (Germantown)
 - \$925 per day for two rooms, plus extra for breakout room
 - Not available Nov 5 & 6
 - Crosstown (Sears)
 - Not enough space
 - Pink Palace
 - Lauren is requesting info
 - Discussion about dates
 - Discussed 3 options
 - Nov 5-6 (Thur-Fri)
 - Nov 12-13 (Thur-Fri)
 - Nov 19-20 (Thur-Fri)
 - Very limited availability on Nov 5-6
 - Nov 12-13 falls directly after Veterans Day Holiday on Nov 11, so there was some reluctance because some people may not be able to attend due to holiday (vacation, 3 days out of office).
 - Scott celebrates Veterans Day by shooting his gun and eating shit-on-a-shingle
 - GIS Day 2020 is Wed, Nov 18
 - Andrew made a motion to approve booking the Botanic Garden, ideally for Nov 12-13, for up to \$2,000
 - Seconded by Scott

- Voted and approved unanimously
 - During meeting, Scott tried to book Botanic Garden for Nov 19-20; however, they have an event on Thursday night, and all the vendors would have to break everything down and set back up on Friday morning. Therefore, at Board's request, **Scott booked Botanic Garden for Nov 12-13.**
 - Scott called Sam Moffat of TNGIC/Woolpert and left voicemail asking him to be keynote speaker
 - **Next step is to publish Conference announcement**
 - **Website (Rob updated several pages at meeting, will update the rest by this weekend)**
 - **Eventbrite**
 - **Andrew will set up**
 - **Need to make sure Groups setting is configured correctly)**
 - **Social Media (Andrew)**
 - **Email blast (Rob)**
 - **For now, these announcements will make no mention of partnership with TNGIC, as this has not been confirmed for 2020 Conference.**
- Committee assignments
 - Education Outreach committee – Sherra (chair), AJ, and Andrew
 - General Meeting (Agenda) committee – AJ, Andrew, Scott
 - Tom and AJ scattered throughout the committees
- Social Media update
 - Andrew reported that he and Tom got together to get the ball rolling.
 - They set up an Instagram account for MAGIC
 - They have content that is ready to be posted.
 - They were not able to go further because they lacked credentials for the MAGIC Facebook, Twitter, LinkedIn accounts.
 - Nothing (besides most recent general meeting) has been posted to any of the social media accounts
 - MAGIC Facebook page
 - Rob set up Andrew as an admin
 - Any/all board members can be set up as admins for this page
 - LinkedIn
 - Someone still needs to set up a MAGIC account for LinkedIn
 - **Action Items**
 - **Andrew will set up the LinkedIn account**
 - **Andrew will configure Squarespace (website) to automatically post to any possible social media accounts when announcements posted to website**
 - **Scott has an article about Next Generation 911 that is ready to be posted; he will have author (Zimmer?) review, and then forward to Andrew to post**
 - **AJ stated that all content should be checked for grammar/veracity/quality and approved before posting**
- Website
 - **Update conference pages**
 - **AJ asked that we post presentation PDFs to past events/general meetings**

NEW BUSINESS

- General Meeting
 - Next general meeting is Tuesday, 3/17 (St Patrick's Day)
 - Ideas were discussed for topic
 - Educational outreach was original plan, but conflicts with spring break
 - Scott offered to present on Next Gen 911; however, this would be better to save for Conference
 - It was proposed that we do a Round Table with speakers from Collierville, Memphis, Shelby County, etc
 - **AJ will make contacts to line up speakers**

Adjournment

Motion presented by: AJ Robinson

Seconded by: Rob Winkler

Time: 1:52