

**MINUTES**  
**BOARD MEETING**  
**Tuesday, February 20, 2024**  
**2:00 PM**  
**Zoom/Germantown Community Library**

**CALL TO ORDER & ESTABLISH QUORUM**

- Call to Order
- Quorum established at 2:01 PM (time) by President Lee Owens
  - Officer (**Bold** = attended)
    - President – Lee Owens **Yes** / No
    - Vice President – David Branson **Yes** / No
    - Secretary – Mary Dubose **Yes** / No
    - Treasurer – Shawn Anderson **Yes** / No
  - Member (**Bold** = attended)
    - Carrie Baker Yes / **No**
    - Haley Feather **Yes** / No
    - Jessica Wallace **Yes** / No
    - Lauren Patterson Yes / **No**
    - Lesley Rakestraw **Yes** / No
    - Rob Winkler **Yes** / No
    - Scott Trapolino **Yes** / No
    - Uday Bhanu Burrey Yes / **No**
  - Student Ambassador (**Bold** = attended)
    - Andrew Humphries **Yes** / No
    - Alyssa Huffman **Yes** / No

**APPROVAL OF PREVIOUS MEETING MINUTES**

- Shawn motioned to approve minutes with replacement of Scott's name with Lee's name
- Seconded by: Haley
- Motion approved

**TREASURER'S REPORT**

- Current balance is \$12,238.52.
- Balance at last meeting was \$13,178.32.
- Deposit check from Reign Event Venue was less than expected (\$413.68 instead of \$500).
  - Shawn reached out to Reign to ask why.
- 2023 report: \$12,645.08 revenue; \$9,199.69 expenses. Enough funds to cover Student Showcase in April.

**COMMITTEE REPORTS**

- Add Uday to Communication and Website committee.

- Add David to Education and Scholarships committee.

#### *FINANCIAL COMMITTEE*

- 1<sup>st</sup> meeting took place on Feb. 5.
- Bank account: Shawn and Lee are currently the names on the account. Others have been removed. Next step is to add David to the account.
- 2023 budget was reviewed.
- Account credentials transferred from Lauren Patterson to Shawn Anderson
- IRS and State of TN non-profit filings are taken care of for the year.
- Lee suggested a target goal of \$9,000-\$9,500 in sponsorship money for this year's conference.
  - Sponsorship revenue was lower last year due to TNGIC conference as expected.
- Square reader already purchased is not compatible with Shawn's phone operating system.
  - Scott motioned to allow purchase of new one (up to \$100 cap), David seconded. Approved.

#### *COMMUNICATION AND WEBSITE COMMITTEE*

- Mary to communicate with Rob on coordinating meeting announcements.
- Wait until later to send out announcement regarding annual conference date and location but can add dates to website now.

#### *CONFERENCE VENUE SELECTION COMMITTEE*

- Venue is selected: Reign Event Venue Nov. 21-22
- Committee disbanded for the time being.

#### *EDUCATION AND SCHOLARSHIPS COMMITTEE*

- Announcement sent out this morning for the Memphis Area Collegiate Geospatial Showcase on Friday, April 12.
- Dr. Hill (University of Memphis) provided a list of additional names to reach out to.
- Student application form is posted on website.

#### *PROFESSIONAL DEVELOPMENT COMMITTEE*

- Try to do 2 webinars in March.
- Lee to work with Scott and Michelle to schedule webinar speakers.
- Pre-conference workshop Nov. 20: Jeff Kirchberg, Python course
  - Next steps: find venue and set up registration.

#### **MEMPHIS AREA COLLEGIATE GEOSPATIAL SHOWCASE**

- Encourage student attendance even if they are not presenting.
  - Promote panel discussion as a learning opportunity.
  - Work with communication committee on this.
  - Recent graduates encouraged to attend as well.
  - Venue capacity is about 100 people.
- Panelist selection: Ryan Hanson, 3-4 additional people
  - Rob to send out list of panelists from previous event, then start email chain to brainstorm from there.

- Submission deadline is March 27 and finalists will be notified April 3.
- Original idea was to have 3-hour event. We will not have access to space until 2:30 pm so current plan is to hold event from 2:30-5:00 pm.
  - Goal is to have 6 presentations, but if time does not allow, then may have to cut it to 5 presentations.
  - Schedule will be tight, so board members will need to help keep things on schedule.
  - Have all presentations loaded on one computer prior to event.
  - Explore other room options on UofM main campus to see if something is available from 1-4 pm (potentially psychology auditorium or FedEx building).

### **ANNUAL CONFERENCE**

- Date is set for November 21-22.
- Conference committees to be established next month (Agenda, Sponsor, Food, and Map Gallery).
  - Board members to consider which board(s) they would like to serve on and/or chair.
- Early registration (\$56) lasts until August 1. Wait until May to announce the conference officially and open early registration.
- Registration revenue was good last year, did not receive feedback from attendees about prices.
  - Keep prices the same for 2024 conference.
- Sponsorship level pricing has stayed the same since organizations already have their budgets set. If we want to raise the prices in the future, may help with budgeting to communicate this a year in advance.
  - Lee suggested raising Silver to \$500.
  - With 6 Silver sponsorships last year, that would be an extra \$600 in revenue.
  - Consider options and vote in March or April.

### **GOOGLE DRIVE**

- Contains folders for each year, with subfolders for conference, taxes, etc.
  - Well-organized until 2019, but after that items are missing.
- Board members who were on the board between 2019-2023 to upload relevant documents to the correct folders, particularly conference info/sponsor communications.
  - Rob has minutes, agendas, and treasurer's reports that he will upload.

### **MAGIC INVENTORY**

- Create an updated list of MAGIC physical inventory.
  - Lee has projector.
  - Mary has box with tablecloths, etc.
  - P.O. box keys currently held by Shawn and Mary.
  - Scott missing 2 easels.
- May need to contact past members to see if they have items (Shawn to contact Sherra).
- Mary will start list and upload to Google Drive so others can add to it.
- Google account is tied to Rob's phone, so coordinate with him for 2-factor authentication.

### **TNGIC CONFERENCE SPONSORSHIP**

- Business Partner sponsorship is \$350 – allows us to set up a table.
- Attendee list is an additional \$100.

- Attendee list was not particularly helpful last year since most contacts were not in Memphis area and immediately opted out of MAGIC emails.
  - Purchase attendee list once every few years and/or when TNGIC conference is held in Memphis.
- Instead of purchasing attendee list, create list of who is sponsoring TNGIC this year to help with sponsor planning for MAGIC conference.
- Rob suggests sponsoring TNGIC conference at \$350.
- TNGIC is offering us some table space at the conference (April 9-11).
  - May not have MAGIC board members to be at the table but can print brochures for Shawn to bring for the table.
- Lee motioned to approve \$350 TNGIC sponsorship. Seconded by David. Approved.

#### **ADJOURNMENT**

- Motion presented by: Haley
- Seconded by: Jessica
- Motion approved
- Time: 3:07