

**Kansas Association of Mappers
Executive Board Meeting
November 18, 2004
Lawrence, KS**

In attendance: Darlene Lister, Tom Brown, Don Cleveland, Barb Scott, Eileen Battles, Kathleen Murphy, Kyle Tjelmeland, Ivan Weichert. Absent: Virginia Davis, Mark Dinkel

1. Introduction/Opening Remarks

President Don Cleveland called the meeting to order.

2. Confirm Quorum/Sign In Sheet

Don confirmed that there were enough Directors present to represent a quorum.

3. Approval/Adjustment of Agenda

Items added include:

9e. Board Responsibility

9f. By-Laws

9g. MMA

9h. Salina Seminar Series 2005

12. Other/Next Agenda

4. Approval/Amendment of September 29, 2004 Minutes

The September 26-29, 2004 Executive Board Meeting minutes were presented.

Changes to be made:

1. Drop "Map" from 1st and 2nd place awards under Map Gallery Awards.
2. Complete sentence "This information ..." under New Business

Ivan moved to accept minutes, Barb seconded. Motion passed.

5. Treasurer's Report

Kathleen presented the September and October 2004 financial report. Ending balances, including CDs and checking, were \$39,510.75 for September and \$39,709.89 for October.

Discussion for September report:

- Item named "Newsletter editorial calendar" was Western Air Maps newsletter advertisement.
- Education expenses are conference committee responsibility
- Item named "Conference" was for various conference expenses, including centerpieces, flags, grand prize, film, Olympic accessories, and Aggieville Olympics.

Barb moved to accept September Treasurer's report, Tom seconded. Motion passed.

Discussion for October report:

- General consensus to wait on October report.
- The ending balance incorrect due to receipts received after the end of October.
- How many people are making deposits? This discussion will be continued later (see Other/Next Agenda).

Tom moved to wait on revision of October Treasurer's report, Barb seconded. Motion passed.

Additional Treasurer discussion:

Program committee needs to provide a budget for conference expenditures. This budget needs to be available at the January 2005 Board meeting.

6. Review Executive Board Contact Information

Don passed out an Executive Board contact information sheet. All present confirmed that their information was correct. Barb added her cell phone number.

7. Review/Confirm Committee Chair Assignments

Don passed out a Committee Chairs contact information sheet.

Discussion:

- There was concern as to whether or not Andy Smith, Certification Chair has a certification.
- Ivan confirmed that Andy Smith is a KGISP designee.
- Darlene questioned whether or not Cody Buhrmeister who is signed up for the Program Committee is a KAM member.
- It was noted that the names listed on the Committee sheet are volunteers and it is the Committee Chair's responsibility to confirm their membership and/or certification.
- Tom suggested the idea of combining some committee was presented.
- Barb reminded the Board that committees are listed in the By-Laws. However, they could be modified but that would have to be done with a vote.
- The necessity of the Library was again brought up.
- Ivan suggested establishing a long-term librarian, perhaps the current librarian Becky Samuelson.
- Additional library comments included elimination of library or request for new ideas.

8. Committee Reports

Program – report given by Barb

A 2005 Conference Hotel had not been confirmed as of the end of the 2004 Conference. Judy, Carol, Don and Barb toured Wichita hotels on November 16, 2004. Due to various factors, but most importantly free internet access, convenience, and hotel flexibility the Airport Hilton of Wichita was chosen. Contracts for the 2005 and 2006 Conferences were signed. This guaranteed lower room rates. Previous conference survey responses were considered in the hotel choice, including difficulty parking, extra internet charges, and walking distance between rooms and conference rooms. The 2005 Conference is set for October 3 – 6. Don gave copies of the Hotel contracts to the KAM secretary.

Awards – NA

History – NA

Education – NA

Nomination –NA

Membership – report given by Kyle

A KAM member suggested comparing previous membership with renewals. There is a need to contact the members without email because they may be missing KAM correspondence. Kyle also suggested including a KAM shirt for new members and paying for that with a membership fee increase.

Darlene offered to help the Membership committee with outreach to municipal government. Kyle and Darlene also suggested that KAM attends the American Public Works Association (APWA) conference.

Kyle and Barb confirmed that KAM is on the KSLS agenda.

Don Action Item - Kyle also suggested forwarding emails to Tresa for consolidation between Board to reduce the email traffic.

Library – see discussion under Committee Chair Assignments section

Publication – report given by Don

Lavinia's deadline for the next newsletter is December 13, 2004. Lavinia is also working on a redesign of the newsletter appearance. The KAM brochures are all gone.

Don Action Item – look into brochures

Tom suggested submitting announcements regarding KAM conference attendance to local newspapers.

Kyle mentioned press releases about the KAM conference to ESRI, GeoMedia, etc.

Legislative – report given by Ivan

Legislation back in session in January 2005. Ivan's office has access to a legislative bill tracking system targeted by subject.

9. Other

- a. GIS Day 2004 letter to Dan Rose
Don sent a KAM support letter to Dan. A copy was given to the KAM secretary.
- b. Riley County W-9 request
Form sent and signed by Ivan in August, 2004 and again by Don in November, 2004.
- c. KAM Website status update
Amber is currently redesigning the web site and sent out a new link for the Board to review.
- d. Joint KAM/KSHS Social Event Discussion

- Barb presented the idea of a co-conference with the Kansas Society of Surveyors (KSLS). However, the KAM and KSLS conference goals are very different. So the idea of KAM participating in a KSLS mini-conference was suggested. KSLS mini-conferences include classes and a social event. KAM and KSLS could do a joint mini-conference in May or June with the idea of our members learning how we can benefit from each other and overcome GIS negativity. A FREE building with a kitchen at Clinton Lake is a possible location. The only cost to members would be for the class. One class idea includes splitting into separate KAM/KSLS classes for the first half and then combining for a panel discussion for the second half. A question of KAM member motivation was brought up. The Board agreed that Barb should continue looking into the idea and report back.
- e. Board Responsibility review
Barb reminded the Board to review the guidelines and Grant request requirements. Also, the Board was reminded of the benefits of subscribing members to have a business card ad in the newsletter before the conference.
 - f. By-Laws
Tresa is out of By-Laws handouts and down to 30+ constitution books. There was discussion about putting the By-Laws on CD for distribution. All of these documents are available on the KAM web site for member access and are being included in the new web page redesign. Hard copies should be reserved for members without access. Ivan suggested that Tresa print documents for distribution instead of sending documents to a printer. Eileen will ask Amber about status of By-Laws on new web site and also for Amber to forward these documents to Tresa.
 - g. MMA – Missouri Mappers Association
MMA asked if KAM would share copies of our certification and designation requirements. There was a general consensus that this information should be shared because it is public domain information.
 - h. Salina Seminar Series 2005
Don received an invitation for KAM to attend this Seminar sponsored by KSLS on January 13-15, 2005. Exhibit would be on Friday, January, 14, 2005. There is a registration fee of \$325.00. The Board supported KAM attending to support KSLS/KAM collaboration and help reach a new target group. Judy Palenske has volunteered to be the KAM representative.
Don Action Item – Follow up and register for Seminar
Ivan moved to support KAM registration for the Salina Seminar Series 2005, Tom seconded. Motion passed.

10. Determine Action Items/Responsibility for Next Meeting

Don Action Item and various Board items noted throughout minutes.

11. Future Meeting Dates

Next meeting set for January 13, 2005 at 1pm in Williamsburg, KS hosted by Darlene Lister.

12. Other/Next Agenda

Darlene researched current CD rates and provided the Board with a handout.

Ivan emphasized that our investment decisions for long term CDs will affect future Boards so shorter term CDs seem more appropriate.

Kathleen was invited to attend Board meeting to aid in Treasurer transition.

Deposits – There needs to be a decision made on who is responsible for deposits and who checks the P.O. Box. In the past too much time has passed between the P.O. Box getting checked. This leads to “dumping” a large amount of deposits on the Treasurer at one time. Ivan established a mail log for tracking all mail received at the P.O. Box.

Don Action Item – remind Carol to check P.O. Box at least once a week.

13. Adjourn

Barb moved to adjourn the meeting, Tom seconded. Motion passed

Edits:

12/17/04 – Ivan

Add Ivan Weichert to list of attendees

Strike from section 12, the sentence " All mail picked up at the P.O. Box should be forwarded to the Treasurer."