

**Kansas Association of Mappers
Executive Board Meeting
January 22, 2004
Ottawa, KS**

In attendance: Eileen Battles, Melissa Newton-Blume, Carol Kriebs, Darlene Lister, Kathleen Murphy, Barb Scott, Ivan Weichert. Absent: Amber Shultz, Don Cleveland.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer's Report: Ivan presented the November 2003 Board Minutes. Darlene presented the Treasurer's Report for November 2003 and December 2003. The November report listed an ending balance of \$12,777.17, with total cash on-hand as \$28,037.76. The CD is valued at \$15,260.59. The December report listed an ending balance of \$12,197.06, with total cash on-hand as \$27,512.05. The CD is valued at \$15,314.99.

Barb suggested the Board purchase KGISP ribbons for the 2004 Conference. MOTION: Darlene motioned, Melissa seconded: Motion Passed.

MOTION: Motion to accept both the November Minutes and the November and December Treasurer's Report, motion seconded: Motion Passed.

II. Committee Reports

- A. Administration: Tresa is continuing doing an excellent job especially communicating with Ivan.
- B. Awards: Becky Bartley
- C. Certification: Susan Williams
- D. Education:
- E. History: Judy Palenske
- F. Legislative: Ivan Weichert
- G. Library: Becky Samuelson
- H. Membership: Steve Daw and Jeff Durand
- I. Nomination: Melissa Newton-Blume. Nothing to report at this time.
- J. Program: Judy Palenske. First meeting is scheduled for the end of January 2004.
- K. Publication/Newsletter: Don Cleveland. Lavinia Ford agreed to continue developing the newsletter.

III. Old Business:

- A. Training/Grant Requests:
 - a. KAM awarded 2 free MAGIC registrations at the 2003 Conference.
 - b. Judy Palenske has submitted grant requests to attend the MAGIC 2004 Conference. Neither have been approved. Additional applications for MAGIC are expected. As a reminder to the Board: Maximum grant money is for registration expenses and not hotel or travel. It was suggested not to spend the entire amount on MAGIC and to save some for KAM 2004. MOTION: Melissa motioned to approved Judy for the \$175 MAGIC registration fee, Barb seconded:

- b. With the platinum sponsorship, 2 free registrations are included. The 1st registration will be for Melissa, and the second will be to be determined.

Next Meeting: March 11, 2004 – WaterOne in Lenexa. Kathleen will email Board with meeting place information.

Meeting was adjourned.

ADDENDUM: EMAIL VOTE, January 27, 2004

Ivan sent an email motioning approval from the Board for 3 MAGIC 2004 Symposium registration fees from Virginia Davis, and Linda Sibert.

Barb asked if applicants were up-to-date on their dues. Tresa verified that they all are.

Kathleen inquired to the qualifications and limitations for applications and asked how many the Board received already this year. Melissa pointed to the KAM website for qualification instructions and verified that these three have been the only applicants for the year.

All nine members voted yes. Motion passed.

Monthly Report

January 31, 2004

Beginning total balance		\$27,396.32	
Beginning checking balance			\$12,081.33
Beginning savings			\$15,314.99
Receipts			
Membership			
Regular	\$40.00		
Designations	\$40.00		
Subscribing			
Conference			
Advertising			
Class Registration			
Misc./Interest	\$2.59		
Total receipts	\$82.59		
Disbursements			
Award			
Designation/Certification			
Education			
Library			
Membership			
Web			
Printing/Postage			
Program/Conference	MAGIC platinum support	\$500.00	
Administrative Assistant			
Miscellaneous			
Total expenses		\$500.00	
Ending Balance in checking			\$11,663.92
C.D.---1428	\$5,072.32		
C.D.---1429	\$5,074.87		
C.D.---2036	\$5,199.84		
Total savings		\$15,347.03	
TOTAL		\$27,010.95	

revised March 8, 2004mkm

Monthly Report

January 31, 2004

ending balance - Dec '03

Beginning total balance
Beginning checking balance
Beginning savings

\$27,396.32

\$12,197.06

-\$12,081.33

\$15,314.99

Receipts

Membership

Regular

Designations

\$40.00

Subscribing

\$40.00

Conference

Advertising

Class Registration

Misc./Interest

Total receipts

\$2.59

\$82.59

Disbursements

Award

Designation/Certification

Education

Library

Membership

Web

Printing/Postage

Program/Conference

MAGIC platinum support

\$500.00

Administrative Assistant

Miscellaneous

Total expenses

\$500.00

Ending Balance in checking

\$11,779.65

\$11,663.92

C.D.--1428 Due 6/25/04 (182 days)

\$5,072.32 ✓

C.D.--1429 Due 4/27/04 (8 mo.)

\$5,074.87 5053.21

C.D.--2036 Due 7/22/04 (182 days)

\$5,199.84 ✓

Total savings

15,325.37

~~\$15,347.03~~

TOTAL

~~\$27,010.95~~

27,105.02

revised March 8, 2004mkm

**Monthly Report
(Amended)**

January 31, 2004

Beginning checking balance		\$12,197.06
Receipts		
Membership		
Regular	\$40.00	
Subscribing		
Student		
Designations	\$40.00	
Conference		
Advertising		
Class Registration		
Misc./Interest	\$2.59	
Total receipts	\$82.59	
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		
Program/Conference	\$500.00	
Administrative Assistant		
Wages		
Mileage		
Postage		
Supplies		
Miscellaneous		
Total expenses	\$500.00	
Ending Balance in checking		\$11,779.65
C.D.---1428 Due 6-25-04 (182 days)	\$5,072.32	
C.D.---1429 Due 4-27-04 (8 Mo.)	\$5,053.21	
C.D.---2036 Due 7-22-04 (182 days)	\$5,199.84	
Total savings	\$15,325.37	
TOTAL		\$27,105.02

Monthly Report

February 29, 2004

Beginning total balance		\$27,010.95
Beginning checking balance		\$11,663.92
Beginning savings		\$15,347.03
Receipts		
Membership		
Regular		\$520.00
Designations	Scott, Williams, Low, O'Dell, Butler, Spencer	\$185.00
Subscribing	InfiniTec	\$35.00
Conference	Morrison, Snyder	\$215.00
Advertising	GIS Edge	\$240.00
Class Registration		
Misc./Interest		\$2.57
Total receipts		<u>\$1,197.57</u>
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		\$10.91
Program/Conference	Univ of Mizou-rah 3 MAGICreg	\$525.00
Administrative Assistant	11.25 Hrs. @ 15.00	\$179.66
donation:Pam Weiner		\$50.00
Total expenses		<u>\$765.57</u>
Ending Balance in checking		\$12,095.92
C.D.--1428		\$5,072.32
C.D.--1429		\$5,074.87
C.D.--2036		\$5,199.84
Total savings		\$15,347.03
TOTAL		\$27,442.95

Monthly Report

February 29, 2004

Beginning total balance		\$27,010.95
Beginning checking balance	\$11,063.92	\$11,779.65
Beginning savings	\$15,347.03	

Receipts

Membership		
Regular		\$520.00
Designations	Scott, Williams, Low, O'Dell, Butler, Spencer	\$185.00
Subscribing	InfiniTec	\$35.00
Conference	Morrison, Snyder	\$215.00
Advertising	GIS Edge	\$240.00
Class Registration		
Misc./Interest		\$2.57
Total receipts		<u>\$1,197.57</u> \$1,227.57

Disbursements

Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		\$10.91
Program/Conference	Univ of Missouri-rsh 3 MAGICreg	\$525.00
Administrative Assistant	11.25 Hrs. @ 15.00	\$170.66 168.75
donation:Pam Weiner		\$50.00
Total expenses		<u>\$765.57</u> \$754.66

Ending Balance in checking

		\$12,095.92 \$12,252.56
C.D.---1428	Due 6/25/04 (182 days)	\$5,072.32
C.D.---1429	Due 4/27/04 (8 mo.)	\$5,074.87 5053.21
C.D.---2036	Due 7/22/04 (182 days)	\$5,199.84 ✓

Total savings

15,325.137
~~\$15,347.03~~

TOTAL

~~\$27,442.95~~
 27,577.93

**Monthly Report
(Amended)**

February 29, 2004

Beginning checking balance	\$11,779.65	
Receipts		
Membership		
Regular	\$745.00	
Designations	\$25.00	
Subscribing		
Conference		
Member	\$90.00	
Vendor	\$125.00	
Advertising	\$240.00	
Class Registration		
Misc./Interest	\$2.57	
Total receipts	\$1,227.57	
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		
Program/Conference		
Other Conference	\$525.00	
Administrative Assistant		
Wages	\$168.75	
Mileage		
Postage	\$10.91	
Supplies		
Donation:Pam Weiner	\$50.00	
Total expenses	\$754.66	
Ending Balance in checking	\$12,252.56	
C.D.---1428 Due 6-25-04 (182 days)	\$5,072.32	
C.D.---1429 Due 4-27-04 (8 Mo.)	\$5,053.21	
C.D.---2036 Due 7-22-04 (182 days)	\$5,199.84	
Total savings	\$15,325.37	
TOTAL		\$27,577.93

**Kansas Association of Mappers
Executive Board Meeting
March 11, 2004
WaterONE - Lenexa, KS**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Darlene Lister, Kathleen Murphy, Barb Scott, Amber Shultz, Ivan Weichert. No members were absent.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report: Amber presented the January 2004 Board Minutes. Several changes were suggested. [Addendum: January 2004 minutes were revised and sent to the Board on 3/12/04.] MOTION: Darlene motioned to accept revised minutes, Carol seconded.

Kathleen presented the Treasurer’s Report for January 2004 and February 2004. The January report listed an ending balance of \$11,663.92, with total cash on-hand as \$27,010.95. The CDs are valued at \$15,347.03. The February report listed an ending balance of \$12,095.92, with total cash on-hand as \$27,442.95. The CDs are valued at \$15,347.03.

Amber noted that the beginning balance for January 2004 differed from the ending balance in December 2003. Beginning balance of January 2004 checking account is correct. Discussion occurred about whether or not interest on CDs should be accounted for before CDs matured, or during maturation. The Board concluded that interest should not be accounted for until the CD has matured. MOTION: Melissa motioned to accept financial reports, Don seconded.

II. Committee Reports

- A. Administration: Ivan is working on Tresa’s contract renewal.
- B. Awards: NA
- C. Certification: Susan Williams has had inquiries on the waiting period to retake designation exams and would like a decision from the Board on whether or not to dissolve the waiting periods. Melissa noted that IAAO does not have any waiting periods. Ivan asked why these were put into place. Barb suggested because tests were traditionally only given at the conference, hence waiting one year. MOTION: Don motioned dissolve waiting period for designation exams, Darlene seconded. Motion passed. Ivan will report back to Susan.
- D. Education: Melissa Newton-Blume is waiting for action after MAGIC in April 2004. Suggestions included IAAO classes, LBCS, Addressing, RDBMS, VB.
- E. History: NA
- F. Legislative:
 - a. Ivan Weichert went to County Government Day and discovered that there is a great need to educate about maintaining and creating addresses.
 - b. Ivan also noted that the Legislature has failed to address database data and new technologies in the Open Records legislation.

- G. Library: NA. The Board again discussed what the role of the Librarian is. Ivan will contact Becky Samuelson to see if she is interested in being Librarian.
- H. Membership: NA
- I. Nomination: NA
- J. Program: Judy Palenske sent the meeting report with Carol. Overall, the planning is going very well.
 - a. Don suggested Student Registration should be lowered to just the cost of food to attract more students.
 - b. Meals have been chosen.
 - c. Keynotes suggestions are Don Hagan, Curt Summer.
 - d. The theme will be State of the Mapping Industry
 - e. Session ideas include CAMA, legalities, homeland security, surveying, etc.
 - f. Program committee still does not have a budget. Rod and Ellen Odom need to send the 2003 Conference Report. It was suggested that Rod and/or Ellen attend the next Program committee meeting.
 - g. Barb will send vendor information to Carol.
- K. Publication/Newsletter: Don Cleveland: Newsletter is going well.

III. Old Business:

- A. Training/Grant Requests:
 - a. Discussion about raising the total amount of grants awarded from \$1000 to \$2000. MOTION: Carol motioned to increase the amount of grant money from \$1000 to \$2000, Darlene seconded. Motion passed.
- B. Financial Software:
 - a. Kathleen has permission to load Quicken on her office computer. This was part of the tie-up in wanting to migrate the financial reports to Access. ASSIGNMENT: Kathleen will purchase a copy of Quicken; Darlene will send her a backup file of the latest information.
 - b. ASSIGNMENT: Kathleen will investigate other options to CDs.
- C. Membership Directory:
 - a. Ivan received a digital copy of the directory in Microsoft Publisher and is currently working on translating the information. Once this is complete, he will write information to a CD and perhaps put it on the website.
- D. Website Updates:
 - a. The website has moved to DASC. The DASC staff is working on new redesign ideas.

IV. New Business:

- A. Administrative Assistant Contract:
 - a. Tresa's contract extends from January 1 to December 31 of each year. This year's contract renewal will remain the same. Ivan suggested compensation be given at \$17.25/hr, not to exceed \$7500 per year. MOTION: Don suggested to round to \$18/hr and to put all conference costs into the contract, Darlene seconded. Motion passed.
 - b. An amendment to the motion was raised by Ivan to make the raise effective March 1, 2004. Barb seconded. Motion passed.
 - c. MOTION: To accept first motion and second motion by Carol, Barb seconded. Motion passed

B. The bylaws need to be modified to include the KGISP designation. Susan Williams needs to submit a request before voting can occur.

Next Meeting: May 20, 2004 – FreeState Brewery in Lawrence. Amber will email Board with meeting place information.

Meeting was adjourned.

Monthly Report**March 31, 2004**

Beginning total balance		\$27,442.95
Beginning checking balance		\$12,095.92
Beginning savings	revised from \$ 15,347.03 notation below	\$15,206.34
Membership	K-State (Inv. 177) unidentified purpose	\$50.00
Regular		\$280.00
Designations	Crane,Hensley,Albers,Reeder, Connery, Hale,King,	\$195.00
Subscribing	GISEdge Inc., ESR!	\$70.00
Conference		
Advertising		
Class Registration		
Interest		\$2.63
Total receipts		\$597.63
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		\$9.54
Program/Conference		
Administrative Assistant		\$262.50
Post Box 2518 renewal		\$126.00
M. Woods' sympathy bouquet		\$74.71
Total expenses		\$472.75
Ending Balance in checking		\$12,220.80
C.D.--1428	revised:excludes interest on CD's until maturity	\$5,038.54
C.D.--1429	revised:excludes interest on CD's until maturity	\$5,000.00
C.D.--2036	revised:excludes interest on CD's until maturity	\$5,167.80
Total savings	revised:excludes interest on CD's until maturity	\$15,206.34
TOTAL		\$27,427.14

11-Apr-04

Monthly Report

March 31, 2004

Beginning total balance
Beginning checking balance
Beginning savings revised from \$ 15,347.03 notation below

\$27,442.95
~~\$12,095.92~~ 12,252.56
\$15,206.34

Membership K-State (Inv. 177) unidentified purpose
Regular
Designations Crane, Hensley, Alfbers, Reeder, Connery, Hale, King.
Subscribing GISEdge Inc., ESRI

~~\$50.00~~ 10.00 student
~~\$280.00~~ 520.00 Mem.
~~\$195.00~~ 85.00 Dds.
\$70.00 ✓

Conference
Advertising
Class Registration
Interest
Total receipts

50.00 Adv.

\$2.63
~~\$597.63~~ 737.63

Disbursements

Award
Designation/Certification
Education
Library
Membership
Web
Printing/Postage
Program/Conference
Administrative Assistant
Post Box 2518 renewal
M. Woods' sympathy bouquet
Total expenses

\$9.54

\$262.50

\$126.00

\$74.71

\$472.75

Ending Balance in checking

~~\$12,220.80~~ 12,517.44

C.D.---1428 due 6/25/04 (182 days) revised: excludes interest on CD's until maturity
C.D.---1429 due 4/27/04 (8 mos) revised: excludes interest on CD's until maturity
C.D.---2036 due 7/22/04 (182 days) revised: excludes interest on CD's until maturity

~~\$6,038.54~~ 5072.32

~~\$5,000.00~~ 5053.21

~~\$5,187.80~~ 5199.84

Total savings revised: excludes interest on CD's until maturity

15,325.37
\$15,206.34

TOTAL

\$27,427.14
27,842.81

44 Apr-04

**Monthly Report
(Amended)**

March 31, 2004

Beginning checking balance	\$12,252.56	
Membership		
Regular	\$520.00	
Student	\$10.00	
Subscribing	\$70.00	
Designations	\$85.00	
Conference		
Advertising	\$50.00	
Class Registration		
Interest	\$2.63	
Total receipts	\$737.63	
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage	\$9.54	
Program/Conference		
Administrative Assistant		
Wages	\$262.50	
Mileage		
Postage		
Supplies		
Post Box 2518 renewal	\$126.00	
M. Woods' sympathy bouquet	\$74.71	
Total expenses	\$472.75	
Ending Balance in checking	\$12,517.44	
C.D.---1428 Due 6-25-04 (182 days)	\$5,072.32	
C.D.---1429 Due 4-27-04 (8 Mo.)	\$5,053.21	
C.D.---2036 Due 7-22-04 (182 days)	\$5,199.84	
Total savings	\$15,325.37	
TOTAL		\$27,842.81

Monthly Report

April 30, 2004

Beginning total balance
Beginning checking balance
Beginning savings

\$27,427.14
~~\$12,220.80~~ 12,517.44
\$15,206.34

Membership M.J.Harden Assoc. inv# 176 (purpose unknown)

Regular
Designations
Subscribing
Conference
Advertising
Class Registration
Interest
Total receipts

\$100.00 ✓ Advertising
\$200.00 ✓ 280.00 membership
\$100.00 ✓ 40.00 D45g.
\$ 590.00 Conf.
2000.00 LBLS Workshop
\$2.62 ✓
~~\$402.62~~ 3,012.62

Disbursements
Award
Designation/Certification
Education
Library
Membership
Web
Printing/Postage
Program/Conference
Administrative Assistant

Total expenses

~~\$0.00~~

Ending Balance in checking

~~\$12,628.42~~ 15,530.06

C.D.--1428 (due 6-25-04) (182 days)
C.D.--1429 (due 12-27-04) (8 mo.)
C.D.--2036 (due 7-22-04) (182 days)

\$5,038.54 5072.32
\$5,074.87 5096.93
\$5,167.80 5199.84

Total savings

~~15,369.09~~
\$15,281.21

TOTAL

~~\$27,904.63~~
30,899.15

14-May-04

**Monthly Report
(Amended)**

April 30, 2004

Beginning checking balance	\$12,517.44	
Membership		
Regular	\$280.00	
Student		
Subscribing		
Designations	\$40.00	
Conference	\$590.00	
Advertising	\$100.00	
Class Registration	\$2,000.00	
Interest	\$2.62	
Total receipts	\$3,012.62	
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		
Program/Conference		
Administrative Assistant		
Wages		
Mileage		
Postage		
Supplies		
Total expenses	\$0.00	
Ending Balance in checking	\$15,530.06	
C.D.—1428 Due 6-25-04 (182 days)	\$5,072.32	
C.D.—1429 Due 12-27-04 (8 Mo.)	\$5,096.93	
C.D.—2036 Due 7-22-04 (182 days)	\$5,199.84	
Total savings	\$15,369.09	
TOTAL		\$30,899.15

**Kansas Association of Mappers
Executive Board Meeting
May 20, 2004
Freestate Brewery - Lawrence, KS**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Darlene Lister, Kathleen Murphy, Amber Shultz, Ivan Weichert. Absent: Barb Scott.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report: Amber presented the March 2004 Board Minutes. Kathleen modified the minutes to read CD interest was to be added at maturity. [Addendum: March 2004 minutes were revised and sent to the Board on 5/24/04.] MOTION: Darlene moved to accept revised minutes, Eileen seconded.

Kathleen presented the Treasurer’s Report for March 2004 and April 2004. The March report listed an ending balance of \$12,220.80, with total cash on-hand as \$27,427.14. The CDs are valued at \$15,206.34. The April report listed an ending balance of \$12,623.42, with total cash on-hand as \$27,904.63. The CDs are valued at \$15,281.21.

Rod and Ellen Odom presented their final conference report. There was a \$2,500 loss on the conference. MOTION: Melissa moved to accept the financial reports, Darlene seconded.

II. Committee Reports

- A. Administration: NA
- B. Awards: NA
- C. Certification: An issue regarding requirements was raised about Fort Hays State University students signing up to take the KGISP designation test. Ivan discussed his concerns with Richard Lisichenko and he agreed. The KGISP committee will reevaluate requirements for experience and education.
- D. Education: Melissa gave background information for a new business motion. County Appraisers in Kansas and the Department of Revenue's Property Valuation Division will implement a new computer assisted mass appraisal (CAMA) and land information system environment for Kansas counties beginning next year. Land Use codes in the old system are part of an antiquated standard that was 'retired' by the International Association of Assessment Officers in 1999. After several years of study and development, the American Planning Association adopted new coding schemes that replace SLUCM66 and SIC codes as a standard across all of North America.

PVD/MAGIC/KAM will be sponsoring a workshop to aide in this migration. This workshop will be the initial and formative event for validating a process for deploying these new land use codes as a standard across Kansas. The workshop will be held July 22-23 in Topeka with an initial select group of participants. The idea is that these participants will then branch out to educate other county officials.

- E. History: NA
- F. Legislative: NA
- G. Library: NA
- H. Membership: NA

- I. Nomination: NA
- J. Program: Carol presented the preliminary schedule for the 19th Annual KAM Conference. The Board agreed that the Program Committee is making great progress and is looking forward to the conference.
- K. Publication/Newsletter: Don noted that the Newsletter is 30 days past due. There have been no article submissions. Ivan will ask Tresa if she will be the article gatherer. Ideas for articles included the conference, MAGIC, and MMA. Don agreed to create a timeline/framework for the newsletter.

III. Old Business:

- A. Financial Software: Kathleen has asked that Darlene assist her in getting Quicken up and running on her computer.
- B. Website Updates:
 - a. The KGISP designation has been added.

IV. New Business:

- A. 2004 Conference: Carol noted that the days of the conference are now Sunday through Wednesday due to a mistake by the hotel.
- B. The Education Committee has made a motion that KAM co-sponsor the LBCS workshop for \$1,500, along with MAGIC and PVD. MOTION: Melissa moved for KAM to sponsor the LBCS workshop for \$1,500, Carol seconded.
- C. The Data Access and Support Center (DASC) is launching its new initiative, the Kansas Geospatial Community Commons (KGCC). This website is an initiative of the Kansas GIS Policy Board in cooperation with the United States Geological Survey (USGS) - Kansas Mapping Partnership Office (MPO). The KGCC web site is hosted and maintained by DASC. KGCC is designed to be a place for state and local government, and the private sector to be the next generation of the State's clearinghouse, but with a new emphasis on cataloging data and services from all levels of government and the private sector.

DASC would like KAM to write a letter of support to endorse this initiative and encourage all Kansas GIS professionals to join and participate. MOTION: Amber moved the motion for support, Ivan seconded.

- D. Newsletter: Covered in committee reports. Don did note that there should be more positive administrative emails sent to the KAM membership.
- E. KAM Booth: Kathleen suggested that for future conferences, the KAM booth should have an organized schedule to ensure that the booth is manned at all times.

Next Meeting: July 15, 2004 – GE/MJ Harden in Kansas City, MO. Don will email Board with meeting place information.

Meeting was adjourned.

Monthly Report

May 31, 2004

Beginning total balance		\$27,904.63
Beginning checking balance	\$12,623.42	
Beginning savings	\$15,281.21	
Membership	\$20.00	
Conference		
Advertising	\$110.00	
Class Registration		
Interest	\$2.73	
Total receipts	\$132.73	
Disbursements		
Award		
Designation/Certification		
Education		
Library		
Membership		
Web		
Printing/Postage		
Program/Conference		
Administrative Assistant	\$312.19	
Total expenses	\$312.19	
Ending Balance in checking	\$12,443.96	
C.D.---1428 (due 6-25-04)	\$5,038.54	
C.D.---1429 (due 12-27-04)	\$5,074.87	
C.D.---2036 (due 7-22-04)	\$5,167.80	
Total savings	\$15,281.21	
TOTAL		\$27,725.17

31-May-04

Monthly Report

May 31, 2004

Beginning total balance
Beginning checking balance
Beginning savings

~~\$12,623.42~~ 15,530.06
~~\$15,281.21~~

\$27,904.63

Membership
Conference
Advertising
Class Registration
Interest
Total receipts

~~\$20.00~~ 40.00 Membership
90.00 Conf.

~~\$110.00~~

\$2.73 ✓

\$132.73 ✓

Disbursements

Award
Designation/Certification
Education
Library
Membership
Web
Printing/Postage
Program/Conference
Administrative Assistant

4.07 membership

2.12 Postage

~~\$312.19~~ 306.00

Total expenses

\$312.19

Ending Balance in checking

~~\$12,443.96~~ 15,350.60

C.D.--1428 (due 6-25-04) (182 days)
C.D.--1429 (due 12-27-04) (8 mo.)
C.D.--2036 (due 7-22-04) (182 days)

~~\$5,038.54~~ 5072.32
~~\$5,074.87~~ 5096.93
~~\$5,167.80~~ 5199.84

Total savings

~~\$15,281.21~~
15,369.09

TOTAL

~~\$27,725.47~~
30,719.69

31-May-04

**Monthly Report
(Amended)**

May 31, 2004

Beginning checking balance **\$15,530.06**

Membership
 Regular **\$40.00**
 Student
 Subscribing
 Designations
Conference **\$90.00**
Advertising
Class Registration
Interest **\$2.73**
Total receipts \$132.73

Disbursements

Award
Designation/Certification
Education
Library
Membership **\$4.07**
Web
Printing/Postage
Program/Conference
Administrative Assistant
 Wages **\$306.00**
 Mileage
 Postage **\$2.12**
 Supplies
Total expenses \$312.19

Ending Balance in checking \$15,350.60

C.D.---1428 Due 6-25-04 (182 days) **\$5,072.32**
C.D.---1429 Due 12-27-04 (8 Mo.) **\$5,096.93**
C.D.---2036 Due 7-22-04 (182 days) **\$5,199.84**

Total savings \$15,369.09

TOTAL \$30,719.69

Monthly Report

June 30, 2004

Beginning total balance
Beginning checking balance
Beginning savings

~~\$12,443.96~~ 15,350.60
~~\$15,281.21~~ 27,725.17

Membership
Conference
Advertising
Class Registration
Interest
Total receipts

115.00 Membership
645.00 Conf.
500.00 LBGS Workshop
\$2.85
~~\$3,872.85~~ 1,262.85

Disbursements
Award
Designation/Certification
Education
Library
Membership
Web
Printing/Postage
Program/Conference
Administrative Assistant
Not-for-Profit Corp Annual fee

~~\$40.00~~

Total expenses

~~\$40.00~~ 0

Ending Balance in checking

~~\$16,276.81~~ 16,613.45

C.D.--1428 (due 12-24-04) (182 days)
C.D.--1429 (due 12-27-04) (8 mo)
C.D.--2036 (due 7-22-04) (182 days)

~~\$5,072.82~~ 5101.16
~~\$5,074.87~~ 5096.93
~~\$5,167.80~~ 5199.84

Total savings

~~\$15,314.99~~
15,397.93

TOTAL

~~\$31,591.80~~
32,011.38

30-Jun-04

**Monthly Report
(Amended)**

June 30, 2004

Beginning checking balance **\$15,350.60**

Membership

Regular \$115.00

Student

Subscribing

Designations

Conference

Member \$250.00

Non-Member

Vendor \$395.00

Advertising

Education \$500.00

Interest \$2.85

Total receipts \$1,262.85

Disbursements

Award

Designation/Certification

Education

Library

Membership

Web

Printing/Postage

Program/Conference

Administrative Assistant

Wages

Mileage

Postage

Supplies

Not-for-Profit Corp Annual fee

Total expenses \$0.00

Ending Balance in checking \$16,613.45

C.D.---1428 Due 12-24-04 (182 days) \$5,101.16

C.D.---1429 Due 12-27-04 (8 Mo.) \$5,096.93

C.D.---2036 Due 7-22-04 (182 days) \$5,199.84

Total savings \$15,397.93

TOTAL \$32,011.38

**Kansas Association of Mappers
Executive Board Meeting
July 15, 2004
GE/MJ Harden – Kansas City, MO**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Ivan Weichert. Latvinia Ford from GE was also present. Absent: Darlene Lister, Kathleen Murphy, Amber Shultz.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer's Report: The May 2004 minutes were presented. Minor edits were requested. [Addendum: May 2004 minutes were revised and sent to the Board on 8/17/04.] MOTION: Don moved to accept revised minutes, Barb seconded.

No financial reports were presented.

II. Committee Reports

- A. Administration: Tresa has placed ads and placed the KAM conference in the calendar of events in the Kansas Governor's Journal, Kansas County Comments, the KCAA, and the APWA.

Don suggested sending conference notices via email to major municipalities and counties.

The Board also agreed that if a member has 2 designations, they must pay the fee twice. For example, if a member was both a PKM and a KGISP.

There is no new news on the membership directory. The Board suggested talking to the Membership Committee to migrate the directory to a CD or to HTML and to include previous Boards in the directory.

3 vendors had registered as of 7/15/04.

The Kansas Society of Land Surveyor's Conference will be in Great Bend on 10/22/04. Ivan received the registration form.

- B. Awards: Becky Bartley has sent out information requesting nominations.
C. Certification: NA
D. Education: The PVD/MAGIC/KAM LBCS course will be held 7/22/04-7/23/04 in Topeka.
E. History: NA
F. Legislative: Ivan reported that there had been no negative legislation this year. There is coming approval E911 bill where there is pressure on communities to have good addresses. Also in committee is the Help America Vote Act where good addresses will be needed to "electronify" access to voting.
G. Library: Becky Samuelson took possession of the library.
H. Membership: NA
I. Nomination: By the August meeting, the Board needs to make a decision whether they will run for office again. There were no additional nominations as of this

meeting. Melissa will send out an email requesting nominations. Suggestions should be sent directly to Melissa.

- J. Program: Committee is working on last minute speaker confirmations, collecting speaker biographies, and determining registration gifts. The Manhattan Chamber of Commerce is creating name tags (with appropriate designations and ribbons) and bags with notepads.
- K. Publication/Newsletter: Latvinia Ford has sent out the June newsletter. The next newsletter will be sent out in late August, just before the conference. The Board suggested surveying members about how they would like to receive the newsletter (email, PDF, HTML). Any articles for the August 2004 newsletter should be sent to Latvinia by 8/15/04.

III. Old Business:

- A. Credit Cards: Ivan contacted accessKansas about accepting credit cards for conference registration. They can provide this service. However, it probably will not be possible for this conference.
- B. Registration Online: DASC will create an OnLine Registration Form that attendees can fill out and send to Tresa. Payments should be accompanied by the confirmation number.
- C. Website Updates: Add all conference information to website.

IV. New Business:

- A. Melissa suggested a Past-President Committee be formed to give direction to the Board. Ivan would like this to happen for the 2004 conference, with ribbons and recognition at conference. The Board should also send special invitations to Past-Presidents to attend conference, and also include this in the August newsletter.

Next Meeting: August 19, 2004 – County Courthouse, 300 Walnut in Leavenworth

Meeting was adjourned.

Monthly Report

July 31, 2004

Beginning total balance		\$31,591.80
Beginning checking balance	\$16,276.81	16,613.45
Beginning savings	\$15,314.99	
Membership		70.00 Subscribing
Conference		40.00 Membership
Advertising		30.00 Design. Renewal
Class Registration		50.00 Design. Appl.
Interest	\$3.52	100.00 Advertising
Total receipts	\$938.52	\$50.00 LBCS Workshop
		395.00 Conf. - Vendor
		8938.52
Disbursements		
Award		
Designation/Certification		
Education LBCS & supplies	\$5,361.23	5,000.00 LBCS Workshop
Library		179.95 Misc.
Membership		6.36 Membership exp.
Web		
Printing/Postage		40.00 Corp. Ann. Report
Program/Conference		
Administrative Assistant	-\$694.31	522.00
		165.95
		Supplies - Admin. Asst.
Total expenses	-\$6,055.54	\$5914.26
Ending Balance in checking	\$11,159.79	8,11637.71
C.D.--1428 (due 12-24-04) (182 days)	\$5,072.32	5101.16
C.D.--1429 (due 12-27-04) (8 mo.)	\$5,074.87	5096.93
C.D.--2036 (due 1-20-2005) (182 days)	\$5,229.40	
Total savings	\$15,376.59	
	15,427.49	
TOTAL		\$26,536.38
		27,065.20

31-Jul-04

**Monthly Report
(Amended)**

July 31, 2004

Beginning checking balance		\$16,613.45	
Membership			
Regular		\$40.00	
Student			
Subscribing		\$70.00	
Designations		\$80.00	
Conference			
Member			
Non-Member			
Vendor		\$395.00	
Advertising			
Education		\$250.00	
Interest			
Advertising		\$100.00	
Interest		\$3.52	
Total receipts		\$938.52	
Disbursements			
Award			
Designation/Certification			
Education		\$5,000.00	
Library			
Membership		\$6.36	
Web			
Printing/Postage			
Program/Conference			
Administrative Assistant			
Wages		\$522.00	
Mileage			
Postage			
Supplies		\$165.95	
Misc.	Ed Crane	\$179.95	Mtg. Refresh. & Supplies
	Corp. Ann. Report	\$40.00	
Total expenses		\$5,914.26	
Ending Balance in checking		\$11,637.71	
C.D.---1428 Due 12-24-04 (182 days)		\$5,101.16	
C.D.---1429 Due 12-27-04 (8 Mo.)		\$5,096.93	
C.D.---2036 Due 1-20-05 (182 days)		\$5,229.40	
Total savings		\$15,427.49	
TOTAL			\$27,065.20

**Kansas Association of Mappers
Executive Board Meeting
August 19, 2004
Leavenworth County**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Darlene Lister, Kathleen Murphy, Barb Scott, Amber Shultz, Ivan Weichert. Absent: Carol Kriebs. Judy Palenske was also present.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer's Report:

The July 2004 minutes were presented.

Kathleen presented April, May, June, and July 2004 financial reports. Ending balances, including CDs and checking, were: April 2004 (\$27,904.63), May 2004 (\$27,725.17), June 2004 (\$31,591.80), and July 2004 (\$26,536.38).

- A. MOTION: Melissa moved to accept minutes and financial reports, Don seconded. Motion passed unanimously.

II. Committee Reports

- A. Administration: Ivan requested Tresa attend the entire 2004 conference. In the future, this will be a Program Committee decision. Judy will notify Tresa.
- B. Awards: Becky Bartley has received 1 nomination. Additional requests will be sent.
- C. Certification: Questions have arisen regarding members who have two designations. The Board decided that a member must pay the designation fee for each designation they maintain.
There will be a KGISP preparatory class the Sunday before the Conference.
The future Program Committee will need to look at cost reimbursement for future preparatory classes as well as gifts for designees.
- D. Education: The PVD/MAGIC/KAM LBCS held on 7/22/04-7/23/04 in Topeka went very well.
Dennis Albers, of Douglas county, is now a certified IAAO 600 instructor. The Education Committee will investigate having Dennis instruct for the 2005 Conference.
Melissa wishes to continue chairing this committee.
- E. History: Ivan inquired on descriptions for committees. Judy will locate and email to Tresa.
- F. Legislative: There were no new activities to report.
Ivan wishes to continue chairing this committee.
- G. Library: NA
- H. Membership: NA
- I. Nomination: Melissa reported several nominations.
- J. Program: Committee presented the Board with a preview of the program, agenda, food, and polos. There was discussion on the grand prizes for the Conference.

K. Publication/Newsletter: The newsletter will be published next week.

III. Old Business:

- A. Financial Software: Kathleen is working on integrating Quicken. Kathleen would like to set up a meeting with Darlene.
- B. Website Updates: Eileen has put conference materials online. The online registration form will be completed by next week.
- C. Directory Update: Tresa has database of members. Carol has a preliminary MS Publisher document that will be published to the web.

IV. New Business:

- B. Web Payment: accessKansas can give KAM ACH payment capabilities. There will be future discussions of credit card payments.
- C. Plaques: Melissa asked to have plaques made for all past-presidents. There will be a blurb in the newsletter about the Conference reception for all past-presidents. MOTION: Darlene moved to expend \$300 to make plaques for past presidents, Eileen seconded.
- D. Grant Application: Christian Cooley, of Wyandotte county, requested \$460 to attend the ASPRS conference. MOTION: Don moved to approve grant contingent upon investigation of member status, Barb seconded. Motion passed unanimously. Barb requested grant funding totals before the Conference. ADDENDUM: Ivan emailed the Board on 08/20/04 indicating that 3 grant requests have been previously approved in 2004, each for \$175 to cover registration costs for the 2004 MAGIC Symposium. That leaves \$1015 available for requests for the remainder of 2004. ADDENDUM: Christian retracted his request on 09/10/04 because he would be unable to attend ASPRS.
- E. Web Site Redesign: The Board requested that Amber, as a private contractor, submit a proposal to redesign the KAM website. ADDENDUM: Amber's proposal was sent to the Board for redesign. Costs include \$1,500 for 60 hours of work. MOTION: Ivan moved (via email) to approve the contract, Darlene seconded (via email). Motion passed unanimously with Amber abstaining.

Next Meeting: 5:30 September 26, 2004 – Conference Hotel

Meeting was adjourned.

Monthly Report

August 31, 2004

Beginning total balance		\$ 26,536.38
Beginning checking balance	\$14,459.79	11,637.71
Beginning savings	\$15,376.59	
Membership	-\$380.00	570.00 Membership
Conference	\$3,255.00	105.00 Design. Renewal
Olympics, advertising, YTBD	\$345.00	1,980.00 Conf. Member
Class Registration	\$260.00	1,275.00 Vendor - Conf.
Interest	\$2.91	50.00 Int. (Olympics)
Total receipts	\$4,242.91	

Disbursements

Award		
Designation/Certification		
Education	\$181.48	14.57 Education
Library		
Membership		1.06 Membership
Web		
Printing/Postage	\$14.80	181.28 Misc.
Program/Conference	\$1,032.11	+3.60 Prog. Comm. Exp.
Administrative Assistant	\$970.04	256.50 Wages
		<u>\$1,503.92</u>
Total expenses	\$2,498.43	

Ending Balance in checking	\$13,204.27	14,376.70
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C.D.—1428 (due 12-24-04) (182 days)	\$5,072.32	5,101.16
C.D.—1429 (due 12-27-04) (8 mo.)	\$5,074.87	5,096.93
C.D.—2036 (due 1-20-2005) (182 days)	\$5,229.40	

Total savings	\$15,376.59	15,427.49
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TOTAL	\$28,580.86	29,804.19
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31-Aug-04

**Monthly Report
(Amended)**

August 31, 2004

Beginning checking balance		\$11,637.71	
Membership			
Regular		\$570.00	
Student			
Subscribing			
Designations		\$105.00	
Conference			
Member		\$1,980.00	
Non-Member			
Vendor		\$1,275.00	
Entertainment		\$50.00	
Education		\$260.00	
Interest		\$2.91	
Total receipts		\$4,242.91	
Disbursements			
Award			
Designation/Certification			
Education		\$14.57	
Library			
Membership		\$1.06	
Web			
Printing/Postage		\$14.80	
Program/Conference		\$1,035.71	
Administrative Assistant			
Wages		\$256.50	
Mileage			
Postage			
Supplies			
Misc.	Sanjay Dinner	\$181.28	
Total expenses		\$1,503.92	
Ending Balance in checking		\$14,376.70	
C.D.--1428 Due 12-24-04 (182 days)		\$5,101.16	
C.D.--1429 Due 12-27-04 (8 Mo.)		\$5,096.93	
C.D.--2036 Due 1-20-05 (182 days)		\$5,229.40	
Total savings		\$15,427.49	
TOTAL			\$29,804.19

**Kansas Association of Mappers
Executive Board Meeting/KAM Annual Meeting
September 26, 2004 – September 29, 2004
Manhattan, KS**

September 26, 2004 – Executive Board Meeting

In attendance: Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Darlene Lister, Kathleen Murphy, Barb Scott, Amber Shultz, Ivan Weichert. Absent: Eileen Battles.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer's Report:

The August 2004 minutes were presented. Darlene moved to accept minutes, Carol seconded. Motion passed unanimously.

Kathleen presented the August 2004 financial report. Ending balances, including CDs and checking, was \$28,580.86. Barb moved to accept Treasurer's report, Don seconded. Motion passed unanimously.

Darlene volunteered to research long-term CDs and report at the November 2004 meeting.

II. Committee Reports

- A. Administration: NA
- B. Awards: Darlene has the plaques to present to award winners.
Certification: NA
Education: NA
- C. History: NA
- D. Legislative: There were no new activities to report.
- E. Library: NA
- F. Membership: A new chairperson is needed.
- G. Nomination: Melissa had no new activities to report.
- H. Program: 130 registrations and 16 vendors attending at of 9/26/04.
- I. Publication/Newsletter: NA

III. Old Business

- A. Grant Requests: Christian Cooley was unable to utilize the grant he received in August 2004, and declined the grant.
- B.

IV. New Business

- A. KAM P.O. Box: There is confusion where KAM mail goes. Some goes to Tresa, some to the post office box, and some goes to Judy Palenske and Brenda Krause. All business conducted must go through post office box. The Board will appoint people in relative proximity to Topeka to check the box. To be discussed further at November 2004 meeting.
- B. Calendar of Tasks/Events: Ivan suggested that Board members research the calendar of tasks/events for what each Board Member does and when, along with each committee. This information

Meeting was adjourned.

September 27, 2004 – Annual Business Meeting

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Darlene Lister, Kathleen Murphy, Barb Scott, Amber Shultz, Ivan Weichert.

President Ivan Weichert called the meeting to order.

I. Announcements

Ivan thanked Latvinia Ford for her outstanding efforts with the Metes & Bounds.

II. Awards

Becky Bartley presented the 2004 KAM awards.

- Outstanding Mapping Project: Lyon County; Becky Samuelson accepted award.
- Most Prestigious Cartographer: Rosemary Mair, Finney County.
- Most Valuable Member: Judy Palenske, Shawnee County.

III. New Members

The new KAM members were introduced.

IV. Nominations

Executive Board Nominees were introduced:

- President Elect: Barb Scott
- Treasurer: Darlene Lister, Kathleen Murphy
- Secretary: Eileen Battles
- Director: Nick Callaghan, Virginia Davis, Mark Dinkel, Carol Kriebs, Kyle Tjelmeland

Nominations were taken from the floor. Don Cleveland nominated Tom Brown for the position of Director. Susan Snapp moved to close floor nominations, Don Cleveland seconded. Motion passed.

V. Certifications

Marty Woods presented the new KAM designees.

- KGISP: Amber Shultz, DASC
- KM: Jane Fletcher, Cherokee County

Don Cleveland moved to adjourn the business meeting until 9/28/2004, Susan Snapp seconded. Motion passed.

September 28, 2004 – Annual Business Meeting

Ivan reconvened the business meeting. Voting for Executive Board members took place. Meeting adjourned.

September 29, 2004 – Annual Business Meeting

Ivan reconvened the business meeting.

I. Announcements

Ivan thanked Tom Brown (Exhibitor Committee) and Judy Palenske (Program Committee) for the outstanding jobs they did during the Conference.

Attendees were asked to put the city of their choice for the 2005 Conference on the conference survey.

II. Election Results:

Official results are:

- Past President: Barb Scott
- Treasurer: Darlene Lister
- Secretary: Eileen Battles
- Director: Tom Brown, Virginia Davis, Mark Dinkel, Kyle Tjelmeland

The Executive Board was sworn in and Ivan "passed the torch" to Don. Don presented Ivan with a Past Presidents plaque.

III. Map Gallery Awards

- 1st: Autodesk Backpack Map, Pottawatomie County, Susan Snapp accepting award.
- 2nd: ESRI License Extention Map, Pottawatomie County, Susan Snapp acception award.

IV. Grand Prize Winner

Dian McKain of Ottawa County was the grand prize winner.

Barb Scott motioned to adjourn the business meeting, John Callan seconded. Motion passed.

September 29, 2004 – Executive Board Meeting

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

President Don Cleveland called the meeting to order.

Next meeting will be November 18, 2004 in Lawrence, Kansas.

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

Monthly Report

September 30, 2004

Beginning total balance		\$28,580.86
Beginning checking balance	\$13,204.27	
Beginning savings	\$15,376.59	
Membership dues/conference	\$12,840.00	
newsletter editorial calendar	\$650.00	
Interest	<u>\$3.97</u>	
Total receipts	\$13,493.97	
Disbursements		
Award	\$23.61	
Designation/Certification		
Education-R.Lisichenko	\$1,050.00	
Quicken license	\$64.13	
conference -	\$916.90	
Web		
Printing/Postage		
Administrative Assistant	\$509.44	
Total expenses	<u>\$2,564.08</u>	
Ending Balance in checking	\$24,134.16	
C.D.---1428 (due 12-24-04)	\$5,072.32	
C.D.---1429 (due 12-27-04)	\$5,074.87	
C.D.---2036 (due 1-20-2005)	\$5,229.40	
Total savings	\$15,376.59	
TOTAL		\$39,510.75

30-Sep-04

Monthly Report

September 30, 2004

Beginning total balance \$28,580.86
 Beginning checking balance ~~\$13,204.27~~ 14,374.07
 Beginning savings \$15,376.59

Membership dues/conference ~~\$12,840.00~~ 6,225.00 Conf. Member
 440.00 " " non-member
 2,640.00 " " Vendor
 newsletter editorial calendar \$650.00 780.00 Advertising
 245.00 Design. Renewal

Interest 1040.00 GIS CLASS
Total receipts \$3.97 380.00 Entertainment
 \$13,493.97 80.00 Misc.
 15.00 T Shirt
 1,540.00 Dues - memb.
 105.00 Subsc. Dues

Disbursements
 Award ~~\$23.61~~ \$13,493.97
 Designation/Certification
 Education-R. Lisichenko
 Quicken license
 conference -
 Web
 Printing/Postage
 Administrative Assistant

\$1,050.00 ✓ Membership Exp.
 \$64.13 ✓ 13.78 Conf. Supplies
 \$916.90 ✓ 76.90 Conf. - and of Conf. gift
 2.00.00 Conf. - Olympics
 640.00 ✓ Education: LB CS Workshop
 .37 ✓ Advertising
 \$509.44 ✓ 486.00 Wages
 7.63 ✓ Postage
 183 ✓ Conf. - Prog. Comm. Exp.
\$2,564.08 ✓ 183 Publication exp.
 \$ 2564.08

Total expenses \$2,564.08
Ending Balance in checking ~~\$24,134.16~~ \$25,306.59

C.D.—1428 (due 12-24-04) (182 days) ~~\$5,072.32~~ 5101.16
 C.D.—1429 (due 12-27-04) (8 mo.) ~~\$5,074.87~~ 5096.93
 C.D.—2036 (due 1-20-2005) (182 days) \$5,229.40
Total savings \$15,376.59
 15,427.49

TOTAL \$39,510.75
 40,734.08

30-Sep-04

**Monthly Report
(Amended)**

September 30, 2004

Beginning checking balance **\$14,376.70**

Membership		
Regular		\$1,540.00
Student		
Subscribing		\$105.00
Designations		\$245.00
Conference		
Member		\$6,225.00
Non-Member		\$440.00
Vendor		\$2,640.00
Entertainment		\$380.00
KAM Shirts		\$15.00
Misc.	Luncheon & Internet Access	\$80.00
Education		\$1,040.00
Advertising		\$780.00
Interest		\$3.97
Total receipts		\$13,493.97

Disbursements

Award		
Designation/Certification		
Education	R.Lisichenko & Postage	\$1,050.37
Quicken license		\$64.13
Conference	\$200 Gift & Supplies	\$277.73
Olympics		\$640.00
Web		
Printing/Postage		
Publication		\$0.83
Advertising		\$23.61
Membership		\$13.78
Administrative Assistant		
Wages		\$486.00
Mileage		
Postage		\$7.63
Supplies		
Total expenses		\$2,564.08

Ending Balance in checking **\$25,306.59**

C.D.---1428 Due 12-24-04 (182 days)	\$5,101.16
C.D.---1429 Due 12-27-04 (8 Mo.)	\$5,096.93
C.D.---2036 Due 1-20-05 (182 days)	\$5,229.40

Total savings **\$15,427.49**

TOTAL **\$40,734.08**

Monthly Report

October 31, 2004

Beginning total balance
 Beginning checking balance
 Beginning savings

~~\$24,134.16~~ 9 ~~\$39,510.75~~
 25,306.59
\$15,376.59

Membership dues/conf

~~\$2,981.00~~ ✓ 120.00 Design. Renewal
 ✓ 65.00 Education - GIS
 ✓ 1,000.00 " LBES
 ✓ 945.00 Conf. member
 ✓ 395.00 " vendor
 ✓ 5.40 ✓ 40.00 " - olympics
\$2,986.40 ✓ 50.00 Conf. - misc.
 ✓ 106.00 K&A shirt
 ✓ 360.00 Member dues
 2986.40

Interest
Total receipts

Disbursements

Award
 Designation/Certification
 Education
 Keynote speaker
 conf shirts -CAM
 Web

\$691.08
 \$750.00

Administrative Assistant, including postage

\$972.58 849.00 Wage S
 123.58 Mileage

Total expenses

\$2,413.66 ✓

Ending Balance in checking

\$24,706.90 25,879.33

C.D.--1428 (due 12-24-04) (182 days)
 C.D.--1429 (due 12-27-04) (8 mo.)
 C.D.--2036 (due 1-20-2005) (182 days)
Total savings

~~\$5,072.32~~ 5101.16
~~\$5,074.87~~ 5096.93
 \$5,229.40
~~\$15,376.59~~
 15,427.49

TOTAL

~~\$40,083.49~~
 41,306.82

~~31-Oct-04~~

**Monthly Report
(Amended)**

October 31, 2004

Beginning checking balance		\$25,306.59	
Membership			
Regular		\$360.00	
Student			
Subscribing			
Designations		\$20.00	
Conference			
Member		\$945.00	
Non-Member			
Vendor		\$395.00	
Entertainment		\$40.00	
KAM Shirts		\$106.00	
Misc.	Internet Access	\$50.00	
Education	LBCS & GIS	\$1,065.00	
Advertising			
Interest		\$5.40	
Total receipts		\$2,986.40	
Disbursements			
Award			
Designation/Certification			
Education			
Keynote speaker			
Conf shirts -CAM		\$691.08	
Web		\$750.00	
Administrative Assistant			
Wages		\$849.00	
Mileage		\$123.58	
Postage			
Supplies			
Total expenses		\$2,413.66	
Ending Balance in checking		\$25,879.33	
C.D.---1428 Due 12-24-04 (182 days)		\$5,101.16	
C.D.---1429 Due 12-27-04 (8 Mo.)		\$5,096.93	
C.D.---2036 Due 1-20-05 (182 days)		\$5,229.40	
Total savings		\$15,427.49	
TOTAL			\$41,306.82

**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."

Monthly Report

November 30, 2004

Beginning total balance		\$40,083.49
Beginning checking balance	\$24,706.90	\$25,879.33
Beginning savings	\$15,376.59	

Receipts

Membership dues/conf shirts	\$394.00	210.00 Conf. 144.00 Shirts 40.00 Dues
Interest	\$5.27 ✓	399.27
Total receipts	<u>\$399.27 ✓</u>	

Disbursements

Award plaques	
Designation/Certification	
Education	
refunds of conf. Fees	\$340.00 ✓
Holiday Inn Manhattan	\$10,888.27 ✓
Ribbons	\$83.62 ✓
Keynote Expenses	\$373.60 ✓
Web	
Advertisement	\$350.00 ✓
Past Presidents Plaques	\$272.13 ✓
Administrative Assistant, including postage	

Total expenses	<u>\$12,307.62 ✓</u>
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Ending Balance in checking	\$12,076.07	\$13,970.98
-----------------------------------	------------------------	-------------

C.D.—1428 (due 12-24-04) (182 days)	\$5,072.32	5101.16
C.D.—1429 (due 12-27-04) (8mo)	\$5,074.87	5096.93
C.D.—2036 (due 1-20-2005) (182 days)	\$5,229.40	

Total savings	\$15,376.59	15,427.49
----------------------	------------------------	-----------

TOTAL		\$27,452.66
		29,398.47

~~30-Nov-04~~

**Monthly Report
(Amended)**

November 30, 2004

Beginning checking balance **\$25,879.33**

Receipts

Membership	
Regular	\$40.00
Student	
Subscribing	
Designations	
Conference	
Member	\$210.00
Non-Member	
Vendor	
Entertainment	
KAM Shirts	\$144.00
Misc.	
Education	
Advertising	
Interest	\$5.27
Total receipts	\$399.27

Disbursements

Award plaques	
Designation/Certification	
Education	
refunds of conf. Fees	\$340.00
Holiday Inn Manhattan	\$10,888.27
Ribbons	\$83.62
Keynote Expenses	\$373.60
Web	
Advertisement	\$350.00
Past Presidents Plaques	\$272.13
Administrative Assistant	
Wages	
Mileage	
Postage	
Supplies	
Total expenses	\$12,307.62

Ending Balance in checking **\$13,970.98**

C.D.---1428 Due 12-24-04 (182 days)	\$5,101.16
C.D.---1429 Due 12-27-04 (8 Mo.)	\$5,096.93
C.D.---2036 Due 1-20-05 (182 days)	\$5,229.40

Total savings **\$15,427.49**

TOTAL

\$29,398.47

Monthly Report

December 31, 2004

Beginning total balance
 Beginning checking balance
 Beginning savings

~~\$12,076.07~~ ⁸ 13,970.98 ⁸ \$27,452.66
 \$15,376.59

Receipts

Interest
Total receipts

\$1,645.00 ✓ 85.00 Design. Renewal
 520.00 Conf.
 15.00 Olympics
 15.00 KAM shirt
 975.00 Dues - Member
 35.00 " Subse.
 \$3.26 ✓
\$1,648.26
 \$1,648.26

Disbursements

Award
 Designation/Certification
 Education
 Keynote speaker
 conf shirts -CAM
 Web
 Postage -- Member Packets
 Deposit Stamp
 Administrative Assistant, including postage

\$215.01 ✓
 \$7.40 ✓
 \$18.49 ✓
 \$516.85 ✓

Total expenses

\$757.75 ✓

Ending Balance in checking

~~\$12,966.58~~ 14,861.49

C.D.--1428 (due 4) (due 6/24/05) (182 days)
 C.D.--1429 (due 4) (due 8/27/05) (9 mo.)
 C.D.--2036 (due 1-20-2005) (182 days)

\$5,130.24 ✓
 \$5,141.08 ✓
 \$5,229.40 ✓

Total savings

\$15,500.72

TOTAL

~~\$28,467.30~~
 30,362.21

31-Dec-04

**Monthly Report
(Amended)**

December 31, 2004

Beginning checking balance **\$13,970.98**

Receipts

Membership	
Regular	\$975.00
Student	
Subscribing	\$35.00
Designations	\$85.00
Conference	
Member	\$520.00
Non-Member	
Vendor	
Entertainment	\$15.00
KAM Shirts	\$15.00
Misc.	
Education	
Advertising	
Interest	\$3.26
Total receipts	\$1,648.26

Disbursements

Award	
Designation/Certification	
Education	
Keynote speaker	
Conf shirts -CAM	\$215.01
Web	
Membership	
Postage	\$7.40
Deposit Stamp	\$18.49
Administrative Assistant	
Wages	\$513.00
Mileage	
Postage	\$3.85
Supplies	
Total expenses	\$757.75

Ending Balance in checking **\$14,861.49**

C.D.--1428 Due 6-24-05 (182 days)	\$5,130.24
C.D.--1429 Due 8-27-05 (8 Mo.)	\$5,141.08
C.D.--2036 Due 1-20-05 (182 days)	\$5,229.40

Total savings **\$15,500.72**

TOTAL

\$30,362.21

**Monthly Report
(Amended)**

December 31, 2004

Beginning checking balance **\$13,970.98**

Receipts

Membership	
Regular	\$975.00
Student	
Subscribing	\$35.00
Designations	\$85.00
Conference	
Member	\$520.00
Non-Member	
Vendor	
Entertainment	\$15.00
KAM Shirts	\$15.00
Misc.	
Education	
Advertising	
Interest	\$3.26
Total receipts	\$1,648.26

Disbursements

Award	
Designation/Certification	
Education	
Keynote speaker	
Conf shirts -CAM	\$215.01
Web	
Membership Postage	\$7.40
Deposit Stamp	\$18.49
Administrative Assistant	
Wages	\$513.00
Mileage	
Postage	\$3.85
Supplies	
Total expenses	\$757.75

Ending Balance in checking **\$14,861.49**

C.D.---1428 Due6-24-05 (182 days)	\$5,130.24
C.D.---1429 Due 8-27-05 (8 Mo.)	\$5,141.08
C.D.---2036 Due 1-20-05 (182 days)	\$5,229.40

Total savings **\$15,500.72**

TOTAL **\$30,362.21**

Monthly Report

December 31, 2004

Beginning total balance		\$27,452.26
Beginning checking balance	\$12,076.07	
Beginning savings	\$15,376.59	

Receipts

\$945.00 plus 230.00 per KAMadr

Interest

Cap Fed statement in January

Total receipts

Disbursements

Award

Designation/Certification

Education

Keynote speaker

conf shirts -CAM

Web

XXXXXXXXXX Darlene, this is the last

Administrative Assistant, including postage

Total expenses

\$0.00

Ending Balance in checking

C.D.---1428 (due 1)	\$5,130.24
C.D.---1429 (due 1)	\$5,141.08
C.D.---2036 (due 1-20-2005)	\$5,229.40

Total savings

\$15,500.72

TOTAL

31-Dec-04

**Kansas Association of Mappers
Executive Board Meeting
January 22, 2004
Ottawa, KS**

In attendance: Eileen Battles, Melissa Newton-Blume, Carol Kriebs, Darlene Lister, Kathleen Murphy, Barb Scott, Ivan Weichert. Absent: Amber Shultz, Don Cleveland.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report: Ivan presented the November 2003 Board Minutes. Darlene presented the Treasurer’s Report for November 2003 and December 2003. The November report listed an ending balance of \$12,777.17, with total cash on-hand as \$28,037.76. The CD is valued at \$15,260.59. The December report listed an ending balance of \$12,197.06, with total cash on-hand as \$27,512.05. The CD is valued at \$15,314.99.

Barb suggested the Board purchase KGISP ribbons for the 2004 Conference. MOTION: Darlene motioned, Melissa seconded: Motion Passed.

MOTION: Motion to accept both the November Minutes and the November and December Treasurer’s Report, motion seconded: Motion Passed.

II. Committee Reports

- A. Administration: Tresa is continuing doing an excellent job especially communicating with Ivan.
- B. Awards: Becky Bartley
- C. Certification: Susan Williams
- D. Education:
- E. History: Judy Palenske
- F. Legislative: Ivan Weichert
- G. Library: Becky Samuelson
- H. Membership: Steve Daw and Jeff Durand
- I. Nomination: Melissa Newton-Blume. Nothing to report at this time.
- J. Program: Judy Palenske. First meeting is scheduled for the end of January 2004.
- K. Publication/Newsletter: Don Cleveland. Lavinia Ford agreed to continue developing the newsletter.

III. Old Business:

- A. Training/Grant Requests:
 - a. KAM awarded 2 free MAGIC registrations at the 2003 Conference.
 - b. Judy Palenske has submitted grant requests to attend the MAGIC 2004 Conference. Neither have been approved. Additional applications for MAGIC are expected. As a reminder to the Board: Maximum grant money is for registration expenses and not hotel or travel. It was suggested not to spend the entire amount on MAGIC and to save some for KAM 2004. MOTION: Melissa motioned to approved Judy for the \$175 MAGIC registration fee, Barb seconded:

Motion Passed. ASSIGNMENT: Ivan to notify Judy via email and cc Kathleen so she can cut the check. Ivan will also assist in getting Judy registered.

B. Financial Software:

- a. Kathleen did not purchase Quicken, and instead suggested the financial reports should be created in Microsoft Access because the reports would be easily portable, ability to establish relationships, and there would be no purchase required. Ivan inquired further on the suggestion. ASSIGNMENT: Kathleen is to develop a database report for the March meeting.
- b. Kathleen asked the Board to investigate alternatives to investing in Certificates of Deposit, suggesting short-term bonds. Considerations include the balance at the end of the Conference, risk versus return, and penalties. Ivan suggested minimal investigation time. ASSIGNMENT: Kathleen is to bring suggestions to the March meeting.

C. Membership Directory:

- a. Ivan has sent a request to Duanette Baker since she has the digital copy. The copy will then be sent to Tresa to burn on to additional CDs. Barb inquired about including digital photos taken at the 2002 Conference.
- b. It was also suggested that this directory and pictures be included on the KAM website. Suggested formats for the directory include a browsable directory, and a searchable directory.

D. Library Status:

- a. Is the Library functioning? There are not many requests, but the Library (currently at DASC) hauls and stores all the books. Barb suggested looking at the cost of mailing books versus participation, the cost to return the book and whether it was insured or not when mailed. It was noted that many of the books are now out-of-date, but still contain relevant material. Ivan will continue weighing the future of the Library.

E. Website Updates:

- a. The Contract is due at the end of March 2004. It was noted that the ISP should be notified now to avoid being charged. ASSIGNMENT: Amber and Eileen are to migrate the KAM website over to DASC.
- b. Post-survey results will be posted on the site rather than the actual survey and also forwarded to the current Program Committee.
- c. Redesign ideas and format restrictions will be presented at next meeting.
- d. It was noted that the KGISP designation was not mentioned on the website.
- e. Judy P. is to send 2003 Conference photos to be posted.

IV. New Business:

A. MAGIC 2004 Sponsorship:

- a. KAM can be a platinum-level sponsor at the 2004 MAGIC Conference for \$500. MOTION: Darlene motioned to approved \$500 for MAGIC Platinum Sponsorship, Barb seconded: Motion Passed. Melissa, Carol and Ivan are to man the booth; other Board volunteers are needed.

- b. With the platinum sponsorship, 2 free registrations are included. The 1st registration will be for Melissa, and the second will be determined.

Next Meeting: March 11, 2004 – WaterOne in Lenexa. Kathleen will email Board with meeting place information.

Meeting was adjourned.

ADDENDUM: EMAIL VOTE, January 27, 2004

Ivan sent an email motioning approval from the Board for 2 MAGIC 2004 Symposium registration fees for Virginia Davis, and Linda Sibert.

Barb asked if applicants were up-to-date on their dues. Tresa verified that they all are.

Kathleen inquired to the qualifications and limitations for applications and asked how many the Board received already this year. Melissa pointed to the KAM website for qualification instructions and verified that these three have been the only applicants for the year.

All nine members voted yes. Motion passed.

**Kansas Association of Mappers
Executive Board Meeting
March 11, 2004
WaterONE - Lenexa, KS**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Darlene Lister, Kathleen Murphy, Barb Scott, Amber Shultz, Ivan Weichert. No members were absent.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report: Amber presented the January 2004 Board Minutes. Several changes were suggested. [Addendum: January 2004 minutes were revised and sent to the Board on 3/12/04.] MOTION: Darlene motioned to accept revised minutes, Carol seconded.

Kathleen presented the Treasurer’s Report for January 2004 and February 2004. The January report listed an ending balance of \$11,663.92, with total cash on-hand as \$27,010.95. The CDs are valued at \$15,347.03. The February report listed an ending balance of \$12,095.92, with total cash on-hand as \$27,442.95. The CDs are valued at \$15,347.03.

Amber noted that the beginning balance for January 2004 differed from the ending balance in December 2003. Beginning balance of January 2004 checking account is correct. Discussion occurred about whether or not interest on CDs should be accounted for before CDs matured, or during maturation. The Board concluded that interest should not be accounted for until the CD has matured. MOTION: Melissa motioned to accept financial reports, Don seconded.

II. Committee Reports

- A. Administration: Ivan is working on Tresa’s contract renewal.
- B. Awards: NA
- C. Certification: Susan Williams has had inquiries on the waiting period to retake designation exams and would like a decision from the Board on whether or not to dissolve the waiting periods. Melissa noted that IAAO does not have any waiting periods. Ivan asked why these were put into place. Barb suggested because tests were traditionally only given at the conference, hence waiting one year. MOTION: Don motioned dissolve waiting period for designation exams, Darlene seconded. Motion passed. Ivan will report back to Susan.
- D. Education: Melissa Newton-Blume is waiting for action after MAGIC in April 2004. Suggestions included IAAO classes, LBCS, Addressing, RDBMS, VB.
- E. History: NA
- F. Legislative:
 - a. Ivan Weichert went to County Government Day and discovered that there is a great need to educate about maintaining and creating addresses.
 - b. Ivan also noted that the Legislature has failed to address database data and new technologies in the Open Records legislation.

- G. Library: NA. The Board again discussed what the role of the Librarian is. Ivan will contact Becky Samuelson to see if she is interested in being Librarian.
- H. Membership: NA
- I. Nomination: NA
- J. Program: Judy Palenske sent the meeting report with Carol. Overall, the planning is going very well.
 - a. Don suggested Student Registration should be lowered to just the cost of food to attract more students.
 - b. Meals have been chosen.
 - c. Keynotes suggestions are Don Hagan, Curt Summer.
 - d. The theme will be State of the Mapping Industry
 - e. Session ideas include CAMA, legalities, homeland security, surveying, etc.
 - f. Program committee still does not have a budget. Rod and Ellen Odom need to send the 2003 Conference Report. It was suggested that Rod and/or Ellen attend the next Program committee meeting.
 - g. Barb will send vendor information to Carol.
- K. Publication/Newsletter: Don Cleveland: Newsletter is going well.

III. Old Business:

- A. Training/Grant Requests:
 - a. Discussion about raising the total amount of grants awarded from \$1000 to \$2000. MOTION: Carol motioned to increase the amount of grant money from \$1000 to \$2000, Darlene seconded. Motion passed.
- B. Financial Software:
 - a. Kathleen has permission to load Quicken on her office computer. This was part of the tie-up in wanting to migrate the financial reports to Access. ASSIGNMENT: Kathleen will purchase a copy of Quicken; Darlene will send her a backup file of the latest information.
 - b. ASSIGNMENT: Kathleen will investigate other options to CDs.
- C. Membership Directory:
 - a. Ivan received a digital copy of the directory in Microsoft Publisher and is currently working on translating the information. Once this is complete, he will write information to a CD and perhaps put it on the website.
- D. Website Updates:
 - a. The website has moved to DASC. The DASC staff is working on new redesign ideas.

IV. New Business:

- A. Administrative Assistant Contract:
 - a. Tresa's contract extends from January 1 to December 31 of each year. This year's contract renewal will remain the same. Ivan suggested compensation be given at \$17.25/hr, not to exceed \$7500 per year. MOTION: Don suggested to round to \$18/hr and to put all conference costs into the contract, Darlene seconded. Motion passed.
 - b. An amendment to the motion was raised by Ivan to make the raise effective March 1, 2004. Barb seconded. Motion passed.
 - c. MOTION: To accept first motion and second motion by Carol, Barb seconded. Motion passed

B. The bylaws need to be modified to include the KGISP designation. Susan Williams needs to submit a request before voting can occur.

Next Meeting: May 20, 2004 – FreeState Brewery in Lawrence. Amber will email Board with meeting place information.

Meeting was adjourned.

**Kansas Association of Mappers
Executive Board Meeting
May 20, 2004
Freestate Brewery - Lawrence, KS**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Darlene Lister, Kathleen Murphy, Amber Shultz, Ivan Weichert. Absent: Barb Scott.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report: Amber presented the March 2004 Board Minutes. Kathleen modified the minutes to read CD interest was to be added at maturity. [Addendum: March 2004 minutes were revised and sent to the Board on 5/24/04.] MOTION: Darlene moved to accept revised minutes, Eileen seconded.

Kathleen presented the Treasurer’s Report for March 2004 and April 2004. The March report listed an ending balance of \$12,220.80, with total cash on-hand as \$27,427.14. The CDs are valued at \$15,206.34. The April report listed an ending balance of \$12,623.42, with total cash on-hand as \$27,904.63. The CDs are valued at \$15,281.21.

Rod and Ellen Odom presented their final conference report. There was a \$2,500 loss on the conference. MOTION: Melissa moved to accept the financial reports, Darlene seconded.

II. Committee Reports

- A. Administration: NA
- B. Awards: NA
- C. Certification: An issue regarding requirements was raised about Fort Hays State University students signing up to take the KGISP designation test. Ivan discussed his concerns with Richard Lisichenko and he agreed. The KGISP committee will reevaluate requirements for experience and education.
- D. Education: Melissa gave background information for a new business motion. County Appraisers in Kansas and the Department of Revenue's Property Valuation Division will implement a new computer assisted mass appraisal (CAMA) and land information system environment for Kansas counties beginning next year. Land Use codes in the old system are part of an antiquated standard that was 'retired' by the International Association of Assessment Officers in 1999. After several years of study and development, the American Planning Association adopted new coding schemes that replace SLUCM66 and SIC codes as a standard across all of North America.

PVD/MAGIC/KAM will be sponsoring a workshop to aide in this migration. This workshop will be the initial and formative event for validating a process for deploying these new land use codes as a standard across Kansas. The workshop will be held July 22-23 in Topeka with an initial select group of participants. The idea is that these participants will then branch out to educate other county officials.

- E. History: NA
- F. Legislative: NA
- G. Library: NA
- H. Membership: NA

- I. Nomination: NA
- J. Program: Carol presented the preliminary schedule for the 19th Annual KAM Conference. The Board agreed that the Program Committee is making great progress and is looking forward to the conference.
- K. Publication/Newsletter: Don noted that the Newsletter is 30 days past due. There have been no article submissions. Ivan will ask Tresa if she will be the article gatherer. Ideas for articles included the conference, MAGIC, and MMA. Don agreed to create a timeline/framework for the newsletter.

III. Old Business:

- A. Financial Software: Kathleen has asked that Darlene assist her in getting Quicken up and running on her computer.
- B. Website Updates:
 - a. The KGISP designation has been added.

IV. New Business:

- A. 2004 Conference: Carol noted that the days of the conference are now Sunday through Wednesday due to a mistake by the hotel.
- B. The Education Committee has made a motion that KAM co-sponsor the LBCS workshop for \$1,500, along with MAGIC and PVD. MOTION: Melissa moved for KAM to sponsor the LBCS workshop for \$1,500, Carol seconded.
- C. The Data Access and Support Center (DASC) is launching its new initiative, the Kansas Geospatial Community Commons (KGCC). This website is an initiative of the Kansas GIS Policy Board in cooperation with the United States Geological Survey (USGS) - Kansas Mapping Partnership Office (MPO). The KGCC web site is hosted and maintained by DASC. KGCC is designed to be a place for state and local government, and the private sector to be the next generation of the State's clearinghouse, but with a new emphasis on cataloging data and services from all levels of government and the private sector.

DASC would like KAM to write a letter of support to endorse this initiative and encourage all Kansas GIS professionals to join and participate. MOTION: Amber moved the motion for support, Ivan seconded.

- D. Newsletter: Covered in committee reports. Don did note that there should be more positive administrative emails sent to the KAM membership.
- E. KAM Booth: Kathleen suggested that for future conferences, the KAM booth should have an organized schedule to ensure that the booth is manned at all times.

Next Meeting: July 15, 2004 – GE/MJ Harden in Kansas City, MO. Don will email Board with meeting place information.

Meeting was adjourned.

**Kansas Association of Mappers
Executive Board Meeting
July 15, 2004
GE/MJ Harden – Kansas City, MO**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Carol Kriebs, Ivan Weichert. Latvinia Ford from GE was also present. Absent: Darlene Lister, Kathleen Murphy, Amber Shultz.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report: The May 2004 minutes were presented. Minor edits were requested. [Addendum: May 2004 minutes were revised and sent to the Board on 8/17/04.] MOTION: Don moved to accept revised minutes, Barb seconded.

No financial reports were presented.

II. Committee Reports

- A. Administration: Tresa has placed ads and placed the KAM conference in the calendar of events in the Kansas Governor’s Journal, Kansas County Comments, the KCAA, and the APWA.

Don suggested sending conference notices via email to major municipalities and counties.

The Board also agreed that if a member has 2 designations, they must pay the fee twice. For example, if a member was both a PKM and a KGISP.

There is no new news on the membership directory. The Board suggested talking to the Membership Committee to migrate the directory to a CD or to HTML and to include previous Boards in the directory.

3 vendors had registered as of 7/15/04.

The Kansas Society of Land Surveyor’s Conference will be in Great Bend on 10/22/04. Ivan received the registration form.

- B. Awards: Becky Bartley has sent out information requesting nominations.
- C. Certification: NA
- D. Education: The PVD/MAGIC/KAM LBCS course will be held 7/22/04-7/23/04 in Topeka.
- E. History: NA
- F. Legislative: Ivan reported that there had been no negative legislation this year. There is coming approval E911 bill where there is pressure on communities to have good addresses. Also in committee is the Help America Vote Act where good addresses will be needed to “electronify” access to voting.
- G. Library: Becky Samuelson took possession of the library.
- H. Membership: NA
- I. Nomination: By the August meeting, the Board needs to make a decision whether they will run for office again. There were no additional nominations as of this

meeting. Melissa will send out an email requesting nominations. Suggestions should be sent directly to Melissa.

- J. Program: Committee is working on last minute speaker confirmations, collecting speaker biographies, and determining registration gifts. The Manhattan Chamber of Commerce is creating name tags (with appropriate designations and ribbons) and bags with notepads.
- K. Publication/Newsletter: Latvinia Ford has sent out the June newsletter. The next newsletter will be sent out in late August, just before the conference. The Board suggested surveying members about how they would like to receive the newsletter (email, PDF, HTML). Any articles for the August 2004 newsletter should be sent to Latvinia by 8/15/04.

III. Old Business:

- A. Credit Cards: Ivan contacted accessKansas about accepting credit cards for conference registration. They can provide this service. However, it probably will not be possible for this conference.
- B. Registration Online: DASC will create an OnLine Registration Form that attendees can fill out and send to Tresa. Payments should be accompanied by the confirmation number.
- C. Website Updates: Add all conference information to website.

IV. New Business:

- A. Melissa suggested a Past-President Committee be formed to give direction to the Board. Ivan would like this to happen for the 2004 conference, with ribbons and recognition at conference. The Board should also send special invitations to Past-Presidents to attend conference, and also include this in the August newsletter.

Next Meeting: August 19, 2004 – County Courthouse, 300 Walnut in Leavenworth

Meeting was adjourned.

**Kansas Association of Mappers
Executive Board Meeting
August 19, 2004
Leavenworth County**

In attendance: Eileen Battles, Melissa Newton-Blume, Don Cleveland, Darlene Lister, Kathleen Murphy, Barb Scott, Amber Shultz, Ivan Weichert. Absent: Carol Kriebs. Judy Palenske was also present.

President Ivan Weichert called the meeting to order.

I. Consent Agenda

Item 1 – Minutes & Treasurer’s Report:

The July 2004 minutes were presented.

Kathleen presented April, May, June, and July 2004 financial reports. Ending balances, including CDs and checking, were: April 2004 (\$27,904.63), May 2004 (\$27,725.17), June 2004 (\$31,591.80), and July 2004 (\$26,536.38).

- A. MOTION: Melissa moved to accept minutes and financial reports, Don seconded. Motion passed unanimously.

II. Committee Reports

- A. Administration: Ivan requested Tresa attend the entire 2004 conference. In the future, this will be a Program Committee decision. Judy will notify Tresa.
- B. Awards: Becky Bartley has received 1 nomination. Additional requests will be sent.
- C. Certification: Questions have arisen regarding members who have two designations. The Board decided that a member must pay the designation fee for each designation they maintain.
There will be a KGISP preparatory class the Sunday before the Conference.
The future Program Committee will need to look at cost reimbursement for future preparatory classes as well as gifts for designees.
- D. Education: The PVD/MAGIC/KAM LBCS held on 7/22/04-7/23/04 in Topeka went very well.
Dennis Albers, of Douglas county, is now a certified IAAO 600 instructor. The Education Committee will investigate having Dennis instruct for the 2005 Conference.
Melissa wishes to continue chairing this committee.
- E. History: Ivan inquired on descriptions for committees. Judy will locate and email to Tresa.
- F. Legislative: There were no new activities to report.
Ivan wishes to continue chairing this committee.
- G. Library: NA
- H. Membership: NA
- I. Nomination: Melissa reported several nominations.
- J. Program: Committee presented the Board with a preview of the program, agenda, food, and polos. There was discussion on the grand prizes for the Conference.

K. Publication/Newsletter: The newsletter will be published next week.

III. Old Business:

- A. Financial Software: Kathleen is working on integrating Quicken. Kathleen would like to set up a meeting with Darlene.
- B. Website Updates: Eileen has put conference materials online. The online registration form will be completed by next week.
- C. Directory Update: Tresa has database of members. Carol has a preliminary MS Publisher document that will be published to the web.

IV. New Business:

- B. Web Payment: accessKansas can give KAM ACH payment capabilities. There will be future discussions of credit card payments.
- C. Plaques: Melissa asked to have plaques made for all past-presidents. There will be a blurb in the newsletter about the Conference reception for all past-presidents. MOTION: Darlene moved to expend \$300 to make plaques for past presidents, Eileen seconded.
- D. Grant Application: Christian Cooley, of Wyandotte county, requested \$460 to attend the ASPRS conference. MOTION: Don moved to approve grant contingent upon investigation of member status, Barb seconded. Motion passed unanimously. Barb requested grant funding totals before the Conference. ADDENDUM: Ivan emailed the Board on 08/20/04 indicating that 3 grant requests have been previously approved in 2004, each for \$175 to cover registration costs for the 2004 MAGIC Symposium. That leaves \$1015 available for requests for the remainder of 2004. ADDENDUM: Christian retracted his request on 09/10/04 because he would be unable to attend ASPRS.
- E. Web Site Redesign: The Board requested that Amber, as a private contractor, submit a proposal to redesign the KAM website. ADDENDUM: Amber's proposal was sent to the Board for redesign. Costs include \$1,500 for 60 hours of work. MOTION: Ivan moved (via email) to approve the contract, Darlene seconded (via email). Motion passed unanimously with Amber abstaining.

Next Meeting: 5:30 September 26, 2004 – Conference Hotel

Meeting was adjourned.

**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."