

**Kansas Association of Mappers**

**Executive Board**

**E-MAIL**

**January 2, 2013**

Kristen Jordan sent an email to the Board with pricing suggestions for ads in the newsletter, in hopes of simplifying the entire process, keeping the prices competitive and generating support and sponsorship. Eileen moved to adopt the new 2013 advertising rates and structure outlined to take effect immediately. Kristen seconded. Motion passed by majority vote. Kristen is going to update the website and notify the publication committee.

**Kansas Association of Mappers**  
**Executive Board Meeting**  
**February 12, 2013 11:00 a.m.**  
**Emergency Management Office**  
**Salina, Kansas**

**1. Introduction and Opening Remarks**

President Lee Allen called the meeting to order

Attendance:    Lee Allen                      Gail Ogle  
                  Eileen Battles                Susan Schulte  
                  Amber Hancock                Becky Bartley  
                  Pam Cannon                      Kristen Jordan  
                  Bj Wooding

Also present: Melissa Crane, Judy Palenske and Drew Bean

KAM President Lee Allen welcomed everyone and thanked Gail for organizing the meeting. He continued saying Melissa Crane was in attendance to discuss education ideas.

**2. Approval of Minutes** – The Board reviewed the minutes. Kristen thanked Susan for the highlighting the items in the minutes that various Board members needed to do before the next meeting. Eileen made a motion to approve the minutes as presented. Bj seconded. Motion carried.

**3. Treasurer's Report** – Amber gave a year end summary of the account balances as best she could with information she had in her possession. She reported that she had downloaded QuickBooks and was trying to get all the account information imported. She also reported to the Board that the KAM logo expired in 2011 and that she will reapply. She also noted that she changed the registered agent and that had a fee of \$20.00. She also checked on the designation logos and they are good to the end of May of next year. Lee said the totals Amber reported matched really well with the totals on the website. He also noted that the site could also be used to track funds. Becky questioned doing double work. The Board continued the conversation about various pros and cons of paying for membership at the same time as conference and tracking finances.

**4. Past President's Comments** – Eileen said the Cowan Scholarship went out January 1<sup>st</sup>. She sent it that out via the g-mail account. She asked the Board to spread the word that we are taking applications thru April 15th. Eileen also said she cleaned up all the new membership items and gave that stuff to Bj.

**5. President Elect's Comments** – Gail said she receives emails from website and asked who has access to the email because she didn't want to duplicate what they were already receiving when she forwards email. Lee explained that she is responsible for monitoring the email and told the Board who has access to the email. Gail asked if she should organize email into folders and had

a few questions on specific types of emails. Lee explained how the cleanup could be done. Gail agreed to organize the email.

## **6. Director's Comments**

**Becky Bartley** – No Comment.

**Pam Cannon** – Pam asked Lee to explain the process when points are uploaded. Lee explained the process to the Board. Pam said her email blocks and she has concerns about not receiving points for members and the member thinking they have been uploaded. Lee will give Pam rights to login to see the reports on website. Pam said Susan Williams was going to send her the pins but she hasn't received them yet. She said there are a lot of people not turning in their points. Melissa Crane said, "Many of us just procrastinate". Bj and Becky both said they haven't uploaded their points yet either. Pam then expressed her concern saying that she doesn't want to tell people they don't have a designation anymore when she knows they have the points and just haven't reported them.

**Kristen Jordan** – No comment.

**Bj Wooding** – Bj reported that she had attended the Conference and Judy Palenske and Drew Bean helped her set up the booth. Bj told the Board the surveyors really liked the key chains and reported that she handed out all but 3 or 4 key chains. She continued saying that the cards we have for the booth still have Jamie's information on them and we need to probably get that changed.

## **7. Committee Reports**

**Awards – Lisa Olson**- No report

**Designations - Pam Cannon** – Pam said that the tests had been passed on to Bj for grading. She said Eileen had passed on the embosser and seals.

**Education – Melissa Crane:** Melissa Crane reported to the Board some details about a workshop she has been working on putting together but will make a detailed announcement at a later date. She said the IAAO – 601 might not happen again this year due to the lack of numbers. She said several of the Wichita people interested in taking it will be taking Basic Mapping this year. Lee suggested we try again. The Board discussed ideas and details for the possible classes where KAM could give back to members by assisting with fees for instructor and/or textbooks. Lee discussed a couple of educational ideas to give back to KAM members and discussed them with the Board. Lee added that after thoroughly looking them over he decided neither of the ideas he had would probably work. He continued saying maybe IAAO classes might be best and give a discount to members. Lee asked the Board for their ideas. Bj suggested possibly doing regional webinars.

**History - Judy Palenske:** No Report.

**Membership – Bj Wooding** – Bj asked about accessing new member information online. She told the Board she realized that membership committee is responsible for recruiting but wondered who is responsible for collecting money. Lee explained how money collection is handled. Lee told the Board he sent membership information data to

Bj for the location map. After some discussion, Kristen said she would use Google fusion to create the map. Bj asked the Board if they had any ideas for recruiting. The Board told Bj that what she did at the surveyors conference was putting KAM out there and recruiting.

**Nominations – Shonda Sauseda** – No report

**Legislation – Ed Crane:** Gail brought up SB54 and discussed what it was and changes made to it. Lee said GIS Policy Board wants to have qualifications for GIS personnel.

**Program – ???** - Lee spoke with Heidi Mosher and she is having difficulty getting final approval on being Program Chair. Lee said he has Micah Seybold and Nick Callahan on the Program Committee and Mike Kallas agreed to assist the committee with the vendor side again. Lee said he would give it a couple of weeks and if no decision was reached by Heidi's employer he would find or appoint a chair.

**Publication – Dan Rose Chair & David Lawrenz & Cara Mays (newsletter) & Kristen Jordan (social media)** – Kristen said they would be meeting next week. Lee reported that several vendors have already signed up to advertise on the website.

## 9. Old Business

- A. **Conference Survey Results** – Amber didn't have conference survey results with her. She will bring them for the next meeting.
- B. **Shirts for KAM Board** – Shirts, for the Board, were discussed again. Gail said she would check with her local vendor. Becky also informed the Board that Lansing Prison did shirts. The Board discussed the number of shirts needed. It was decided that one shirt for the first day would be all that was necessary. Gail, Amber and Becky were all asked to check on shirts.
- C. **KAM Booth Renovations** – Kristen discussed possible ideas for the Booth changes. Bj liked the 8 ft. banner stand. Lee liked the table cover. Bj described what the booth was like now and noted what others had at the convention she just attended. Eileen explained the booth setup they have for DASC now. Bj said there were determining factors that would need to be considered when choosing a new design. Lee noted that we would still have the old booth if we needed to continue using it because of these factors. The Board decided to think more on the design and discuss it at a later date.
- D. **KAM Membership and Conference fees** – The Board further discussed educational opportunities and ways which KAM can “give back” to its members. Eileen said she has been getting lots of calls for AutoCad. She said right now they refer people to Gail so they think it would be a good idea to have a class on this subject. Kristen suggested a KAM/PVD collaboration course on converting AutoCad to shapefile. The Board discussed issues with conversion to shapefile along with possibility of a seminar at conference or classes throughout the year. Melissa said Susan Williams does a really basic Reading Legal Deeds class. So, she suggested maybe classes to follow that one. Eileen suggested maybe putting PVD courses or mapping courses online. Other ideas and discussion followed. Lee suggested the AutoCad conversion to shapefile training would be a good place to start. Pam suggested a class for projection conversions. Lee explained that ESRI has a free course that address' those conversions. The Board decided getting together at the Oread to spend time on setting classes and curriculum and various program items. Eileen asked about

sending a survey out to members asking about courses they would be interested in. Gail said to include in the survey the type of software used. Melissa said she would email the list of classes and Eileen said she will put survey together. Lee said he would get in touch with Jamie to check prices for the retreat.

- E. INK update** – The Board heard an email update from Travis Rozean. He reported that “INK is currently in a state of ‘restructure’, if you will. The Chief Information Technology Officer has joined our meetings so that we can properly align our mission with the governor’s mission for technology in Kansas. We are also looking at going out for RFP (now public knowledge) for the State website. Between these two items, the board rarely has time to discuss other issues. The board chose to suspend grants until later this year until our realignment is better defined. This suspension was due in part to grumbling from reps and key folks working for the governor questioning the process. To show our cooperation, we suspended it until these folks could better understand our grant process. As part of the alignment, I think the board and the State are positioning GIS (in general for the State and Local Govs) nicely. GIS seems to be on the radar of many of the right people, but we did lose a major advocate when Burgess lost his re-election. Anyways, that is the latest news for INK. Let me know if you would like for me to join one of your KAM board meetings to discuss this further.” The Board noted that Travis had changed his email address.

## **8. New Business**

- A. SOP Updates** – Gail discussed with the Board various areas of the SOP she thought needed attention. First, she explained that she thought the “swag” should fall under the membership committee. Gail suggested making the making the membership committee responsible for the booth and to finding other hand out communication to recommend to the Board. Second, she feels the PO Box needs to remain in one location. Third, Gail said it is almost impossible for President Elect to get a location for the conference chosen in the first quarter of the year. She would like to move that to the second quarter. Gail also had questions about adding a “Board specific timeline” section on the website. Amber noticed that she, as Treasurer, would need to declare a skeleton budget to distribute to committees. Amber Hancock will look at the CD from Amber Reynolds to see what it is and Eileen will contact Amber Reynolds to check on software she purchased.
- B. Website updates** – Gail also said she had noticed several items on the website that needed changed such as memberships that were paid and not recognized. The Board discussed these items and Lee noted there needs to be a cleanup of the website. Lee will take care of paying for Wufoo and other accounts.
- C. Redesign of KAM homepage** – The Board then discussed Kristen’s redesign of the website homepage. Everyone liked the new design and a few suggestions were discussed. The entire Board thanked Kristen for the work on the homepage.

**10. Next Meeting** – Lee will work on Oread for April 11 – April 12. Eileen will reserve DASC in case we need a meeting room.

**11. Adjourn** – Becky moved to adjourn. Susan seconded. Motion carried.

**Kansas Association of Mappers**

**Executive Board**

**E-MAIL**

**February 28, 2013**

Lee sent an email to Board making them aware of CMP fees associated with retreat negotiating. Gail moved to “hire Custom Meeting Planners to organize a retreat for the Executive Board and/or committee members at the Oread, for a cost not to exceed \$475.00”. Kristen seconded. Motion carried.

**Kansas Association of Mappers**  
**Executive Board Meeting**  
**April 11, 2013 11:00 a.m.**  
**Oread**  
**Lawrence, Kansas**

**1. Introduction and Opening Remarks**

President-Elect Gail Ogle called the meeting to order due to President Lee Allen being delayed in traffic.

Attendance:    Lee Allen                      Gail Ogle  
                    Eileen Battles                      Susan Schulte  
                    Amber Hancock                      Becky Bartley  
                    Pam Cannon                      Kristen Jordan  
                    Bj Wooding

Also present: Ed Crane, Bryce Hirschman, Micah Seabolt, Cara Mays and Nick Callaghan.

When he arrived KAM President Lee Allen welcomed everyone and thanked Gail for starting the meeting. He continued thanking the Program Committee members and Ed Crane was in attendance to discuss education ideas.

**2. Approval of Minutes** – The Board reviewed the minutes. Bj noted that the conference she attended was the KSLs Conference and asked that it be noted. Becky made a motion to approve the minutes as corrected. Kristen seconded. Motion carried.

**3. Treasurer’s Report** – Amber gave a detailed Treasurers report including reports detailing Bank Reconciliation and Expenditures she shared with the Board. Bj made a motion to accept Treasurers report. Susan seconded. Motion carried.

**4. Past President’s Comments** – Eileen tabled her comments until we get to the John Cowan Scholarship.

**5. President Elect’s Comments** – Gail asked if anyone had issues with the SOP. She also mentioned that passwords need to be changed and discussion with Lee. It was decided that all passwords should change at once. After determining everything that has password and who needs access. Lee tabled this until a future date.

**6. Director’s Comments**

*Becky Bartley* – No Comment.

*Pam Cannon* – No Comment.

*Kristen Jordan* – No comment.

**Bj Wooding** – Bj said hers was all membership and comments on website.

## 7. Committee Reports

**Awards – Lisa Olson**- No report

**Designations - Pam Cannon** – Pam said that there were two that passed the KGISD. She brought the certificates for Lee to sign so she could get them their certificates and pins. She also told Kristen we need to update the website to reflect they had the designation. Pam also wondered if we could put a document on the site to download and fill out to upload to track points. She explained that she would like the stamped sheet and cover sheet. She noted that we have the book online but it still has CMP and says certification instead of designation. Pam offered to redo all of that and send Kristen the updates to put online. Pam also discussed the ribbons that used to be attached to nametags. She said the committee members that participated agreed they would just like to have the designations on the nametags and not use ribbons. Maybe just recognize them at Conference opening with roll call. Pam also showed the Board the designation gift she has this year. She explained how they may be handling gifts in the future. She explained that full amount of points had to be turned in by January 1, 2015, or they would lose their designation. Melissa Crane said maybe we may want to put something in the newsletter. Pam also said she has one that wants to take KM and she is in process of setting that up. Lee asked if Pam if she could contact the KM applicant to make sure that is the testing he wants to do. Lee thought according to his application he may want to take the KGISD instead. Pam concluded saying the deadline to apply to test at the Conference would be August 16, 2013.

**Education – Melissa Crane:** Melissa Crane said the main topic is the surveys but she wanted to note first that she is not getting points toward her RMA. One year the reason for this was there were no descriptions in the program. Her supervisor said she needs to have signature of moderator because the stamps could be purchased. The Board discussed various ways this could be handled. The group liked the idea of a sign in sheet for people to sign when entering a classroom. Then at end of session if attendees need points for KAM Designation or RMA go to back of room and get their paper stamped and initialed by moderator. It is a great way to keep attendance and keep track of designees keeping track of points. The group liked the idea of a sign in sheet for attendees and a KAM specific stamp. Melissa added that an amount of time for the session on the sheet would be a good thing also. Amber said she would look into getting stamps with KAM logo. Lee requested that Susan get all conference information the Board discusses to the Program Committee. Susan said she would send it to Nick. Lee continued saying it was awesome to see five people from the Program Committee at the Board meeting today. Melissa said she also wanted to mention that there are some standards on digital mapping that are almost finalized so if anyone wants to look at them they can go to the IAAO website. She added that mortgage underwriter companies are wanting parcels they loan money on to be under one parcel number. Various members of the Board discussed ways they handle these situations. After listening to the conversation a while, Gail suggested that Melissa, Amber and Bj were having a “great conversation” on cadastral mapping and maybe we should do this as a class. The Board discussed it and Lee questioned doing it as it was a PVD type class. Melissa agreed and added that PVD is having a Basic Mapping class in May but otherwise they aren’t teaching a lot of mapping

classes. Eileen asked if we should put that on the website. The Board agreed it would be a good idea to put PVD classes and other relevant links on the KAM website. Eileen suggested we give a room to Melissa and have her teach a class. Melissa told the Board of a possible job change that wouldn't allow her to do the training. She will find out in May.

Lee explained the reason we are having retreat at motel is to put together a class. He continued explaining his vision saying he would like to have a seminar series of at least two classes a year at minimal or no cost to KAM members. Members would only need to pay travel expenses. He explained that the Board is here to put together an AutoCAD Map class. Melissa noted that according to survey ESRI Desktop was the most popular request. Lee explained that KAM could help sponsor but the expense of the class is very expensive and class size is limited to 12 people.

Melissa then referred to the education survey and looked at the NG 9-1-1 class. She asked if there was anyone qualified to teach that class. Lee explained that someone ESRI certified would have to teach ESRI classes. Legal Descriptions should be left to PVD. Cartography could be taught by KAM, as well as, NG 9-1-1. He added we would just need to find the "resident expert". Jessica Frye with AOS was suggested as a possible instructor. Then Gail went on to explain to the group the regional NG9-1-1 meetings being held in the SW and the NW regions being hosted by GeoComm to provide NG9-1-1 information. Lee then asked if Gail believed that it would be wise to have a class on NG9-1-1 and GIS. Gail said, "yes" because our data is going to be key in the NG9-1-1 process. She added that after the meeting in the SW they determined that what should be done first is strategic planning. Lee suggested we try really hard to get a NG9-1-1 and GIS class planned with KAM sponsoring it.

The Projections/Coordinates course could definitely be done by KAM. Eileen suggested maybe Tom Shafer would teach this course or at least share his material. The Board discussed the possibilities and it was decided that this is a class that could come together really easily.

The Python class was then discussed. Kristen explained that with programming only so much can be done in a classroom setting. She added that they would probably have a much better experience using a programming book verses a classroom setting. Lee added that that would be a good news item for the KAM webpage. Lee said we will just scratch this class as an option.

Lee then moved on to LIDAR saying unless we are teaching specifically looking at in software it is hard to find experts. Kristen said that even using LIDAR at DASC and bringing into a map, checking elevations, how to convert into feet instead of meters, how to re-project it and put it into a mosaic dataset might be a good class. Eileen said we would probably need to be specific in what we want taught.

The Board then discussed Lisa Mendoza's Open Records Class and how it was received. The Board continued with discussion about open records and charging. Lee summarized

that he thinks this is a topic of high interest but finding a way to do a class when there are so many viewpoints that it may not be a good idea to have this class. Melissa said she thinks this would be a great topic for Conference but not for a class.

Eileen explained that Missouri has 7 or 9 regions and they go around and regionally host a workshop. They have asked KAM to be involved so, Eileen asked Amber Reynolds what exactly they are wanting. Amber said she thought they wanted people to do presentations. Melissa added that she thought they wanted KAM members to attend the class too. The Board discussed possible GIS representation in KAC & regional meetings. Then Eileen suggested maybe having regional trainings.

Lee then moved on to the AutoCAD map class. Gail had outline that she and Bj worked on. The Board discussed various areas of the outline and different ways data is handled between ArcMap and AutoCAD. Lee said they thought it would be easy to “hammer this class out” and it will be an awesome class.

The Board then discussed analyzing appraiser data. Lee thought it would be relatively easy to map out the fields and tables and show different analysis. The Board noted that Sherry Massey had done a class on this already and maybe she would want to do it again. Kristen explained that if she is unavailable maybe Sherry would share the material and someone else could present it.

Lee summarized that the two classes we want to get scheduled prior to Conference are AutoCAD Map & ArcGIS: Similarities, Differences & Conversion and Analyzing Appraisal Data with GIS. Lee told Melissa we would be getting the AutoCAD class completed tonight if she could find a location, possibly Salina, sometime in June. Gail, Bj and Kristen will team teach the class.

***History - Judy Palenske:*** No Report.

***Membership – Bj Wooding*** – Bj sent 10 membership packets and told the Board she will need paper. She told the Board she has 10 pins left and there is one member that hasn’t received a pin. She noted some of the information in the book, on the website, is out of date. Bj asked if she should wait until member’s money is received to send them a packet. Lee said, “With new members we should wait to send packets. We can activate them so they have access to website”. Pam said she would like to know if a designation test fee had been paid for an individual. Lee looked and he wasn’t a member. Pam will send email to explain being a KAM member is required to test.

***Nominations – Shonda Sauseda*** – No report

***Legislation – Ed Crane:*** Ed said Legislators adjourned with no budget. He said there is a good backing for Kansas One Map just doesn’t know about the funding but, added that there would be a tie in to help locals. Ed also told the Board he has been following the IAAO discussion on Standards. He explained what is going on and suggested KAM may

want to respond in the future. He added that this will not get resolved very soon and they will meet in Kansas City.

**Program – Nick Callaghan Chair**, Ed Crane, Bryce Hirschman, Micah Seabolt and Cara Mays all attended the meeting. Nick gave update to Board as to their progress on the Conference. He reported that there are eight people serving on the Program Committee this year. Eileen explained Jamie and CMP's duties for the Conference and what responsibilities we hold. Kristen told Nick that she was the person responsible for website and she will be putting Conference information up when they have anything ready. Nick said he had questions as to the deadlines. Gail told them the SOP has a calendar for the Program Committee that might be helpful. Board members added other information they thought might help. Eileen told the committee they could always come to Board meetings. Eileen also noted that there has been interest from Kansas City vendors because we are in Lawrence this year. Gail told the group that an email had been received in KAM account saying they would like to see a NG 911 like the one MAGIC held in St. Louis closer to home. She added that might be something to keep in mind too. Amber said she had tried to get MidWest AutoCad last year and they seemed interested so that might be an option. Eileen said ESRI always provides pre-conference seminar free so maybe MidWest AutoCad might also. Ed Crane noted that for the "Analyzing Appraisal Data" Jennifer Kuntz with ESRI taught an all day workshop and her classes are packed full. He continued saying he would send all of that information. Amber added that she would also send listing of people that have presented the last two years. Vendor pricing was then discussed. Eileen explained how it was done last year and issues that were had with complimentary registration and possible fixes. The KAM Conference facilities were then discussed and it was decided to take a tour of the motel with the Program Committee when staff became available. The Valet parking was discussed, as well as, busing in the event someone wouldn't stay at the Oread. Lee explained how things are typically handled at this motel, such as the registration desk, all food and vendors being upstairs while sessions and classes are downstairs. He continued saying we would need to make everyone aware of the parking and lodging details prior to the Conference. Eileen explained the terraces and the planned uses for them. She continued saying Tuesday is the workshop day, heavy session day is Thursday and Friday is the "wrap-up" day. Bj suggested having a session on the final day so people would be encouraged to stay until the end of the Conference. Eileen suggested a shuttle service would be needed if the planned social included another location. She also told the Program Committee that survey results indicated they wanted the Keynote Speaker to be Geography specific. The Board and Program Committee toured the entire facility. After the tour Lee said, "We hooked the program committee with an awesome hotel." Lee explained the fees for meeting space, hotel rooms and food. The Program Committee and Board also discussed locations for various conference events and where they would be held. Bj asked about projectors and other classroom needs being provided and their cost. Gail ask if Lee could email a summary of the information from Jamie and the motels to help her in choosing the next location. Lee confirmed he could email that to her.

**Publication – Dan Rose Chair & David Lawrenz & Cara Mays (newsletter) & Kristen Jordan (social media)** – Lee didn't receive anything from Dan. Kristen explained how

the newsletter is being handled by the committee. Eileen commented on the ad Cara did for KAM to put in MMA. She said she would like to see it in **our** newsletter too.

## **9. Old Business**

- A. Conference Survey Results** – The Board looked over the conference survey. Lee asked if Nick had a copy of the survey. Amber said she sent copy of survey and he also received presenters for the last two years also.
- B. ESRI Classes (Sponsor by money or place time etc)** – Eileen had only one thing to add to the previous discussion on the Education Survey results. **She told the Board that she looked up the fees for ESRI classes and the descriptions and noted that, according to the survey, the items the membership wants are covered by these courses. Therefore, she asked if KAM should sponsor either by money or location.** Amber suggested Chris Moreland, LTAP, a professor at KU, may be able to do a class for the Conference, on a day he isn't teaching. Pam has also taken a course from him and said he also knows AutoCAD map software. Gail agreed with Amber saying we should get the Program Committee to contact him and see if he would be able to do a session.
- C. Shirts for KAM Board** – Amber and Gail both brought in shirt ideas and both had the same shirt. Amber explained the costs and the Board agreed the shirts will be paid for by individuals. The shirts will be strong blue with the KAM in steel grey with the background in light stone. Amber will order the shirts.
- D. KAM Booth Renovations** – Lee asked if anyone had a chance to do anything with the booth renovations. Bj said she looked at a site and said we need to make some decisions concerning what the Board wants. Lee suggested we table this and keep it in the old minutes for next time. Lee asked Bj to have a couple of setups for the Board to look at next meeting. Bj agreed.

## **8. New Business**

- A. MAGIC Education/Training Money** – Eileen told the Board that MAGIC has grant funds for education available however the application process is a long one. She spoke with Amber Reynolds and the main criterion is creating a course that once put together can be shared with anyone else. They want to know if there is cost sharing and a report must be submitted quarterly. The grant is very detailed so maybe not do it this year but be aware of it and possibly look at it in a later date.
- B. 2014 KAM Conference** – Gail and the Board discussed all of the sites and dates she is looking at for 2014. Gail explained her choices and the Board gave Gail their opinions on her choices. Gail will continue her search and let the Board know her decision.
- C. John Cowan Scholarship** – The Board discussed the scholarships already received and noted that there might be more. Eileen will check for any other applicants and send them to the Board to make the final decision via email after deadline to apply.

**10. Next Meeting** – The Oread Lawrence, KS at 5:45 p.m. to work on the AutoCAD Map.

**11. Adjourn** – Gail moved to adjourn. Amber seconded. Motion carried.

# **Kansas Association of Mappers**

## **Executive Board**

### **AutoCAD Map & ArcGIS: Similarities, Differences and Conversion**

#### **Class Planning**

**Oread Lawerence KS**

**6:00pm April 12, 2013**

**And**

**8:00 am April 13, 2013**

Attendance: Lee Allen                      Gail Ogle  
                 Susan Schulte                 Amber Hancock  
                 Becky Bartley                   Pam Cannon  
                 Kristen Jordan                        Bj Wooding

Absent: Eileen Battles

Lee explained this process for putting his class presentations together. Gail began a demo on CAD to the Board. Gail had extra help from Bj, Kristen and Pam as they are familiar with AutoCAD Map. Various issues with software versions were also discussed. Board members discussed how basic the class needs to be, as well as, doing imports and exports with CAD. Gail's outline was followed and Bj took notes to adjust the outline to reflect goals the Board has for the class.

Discussion continued on April 13, 2013, and the board decided the class should be approximately 4 hours long, possibly 10:00 a.m. – 2 p.m. Also discussed was ways to present the class such as dueling monitors. Lee asked Gail about described text vs. annotation. Lee suggested that in the class we show hands on how to convert data instead of spending a lot of time on tools. Everyone agreed that defining terminology is very important. The group then went on to discuss similarities and differences in AutoCAD and ArcGIS. It was determined that we need to decide who the target audience is and proceed from there. Gail said analysis would be good for class also. The Board decided the time frame for the class should be in June/July but we need to find a site first.

Next Board Meeting: June 20, 2013, at Abilene. Eileen will check with Sherry to find a location.

**Kansas Association of Mappers**

**Executive Board**

**E-MAIL**

**April 24, 2013**

Eileen sent an email to Board with all John Cowan Scholarship applicants and information on next meeting location. The Board reviewed the scholarship applicants and gave feedback via email. By majority vote it was decided to give the 2013 Scholarship to Trey Stafford.

After some discussion and offers of locations for the next meeting it was decided to have it at Manhattan Four Points on Richardson Drive in Manhattan, Kansas.

**Kansas Association of Mappers**

**Executive Board**

**E-MAIL**

**April 25, 2013**

Amber sent an email to Board with shirt proofs for approval. The Board discussed the proof and agreed to remove the year. Amber will order shirts and let members know the costs.

**Kansas Association of Mappers**

**Executive Board**

**E-MAIL**

**May 14, 2013**

Eileen sent an email letting Board know that Missouri holds 1-2 workshops a year that move around the state based on their 7 planning regions. On July 29, 2013 the West Central Region will be hosting a workshop that will be focused on LiDAR topics. They have asked if any KAM members would be willing to present and have also asked KAM to help sponsor a break with a \$150.00 cap on our sponsor level. After discussion, Becky made a motion to help sponsor the West Central Regional Workshop by giving \$150.00. Gail seconded. By majority motion carried.

**Kansas Association of Mappers**

**Executive Board**

**E-MAIL**

**June 6, 2013**

**Eileen sent an e-mail to the Board concerning location, fees and dates for the SQL/using CRS data class. The Board discussed the options available via e-mail.**

**Kansas Association of Mappers**  
**Executive Board Meeting**  
**June 20, 2013 11:00 a.m.**  
**Manhattan Four Points**  
**Manhattan, Kansas**

**1. Introduction and Opening Remarks**

President-Elect Gail Ogle called the meeting to order due to President Lee Allen being delayed.

Attendance: Lee Allen                      Gail Ogle  
                  Eileen Battles                     Susan Schulte  
                  Amber Hancock                    Becky Bartley  
                  Pam Cannon                         Kristen Jordan  
                  Bj Wooding

Upon his arrival, KAM President Lee Allen explained the reason he was late to the Board.

**2. Approval of Minutes** – The Board reviewed the minutes and made necessary corrections. Pam moved to approve the minutes as corrected. Eileen seconded. Motion carried.

**3. Treasurer’s Report** – Amber gave Treasurers report including reports detailing Bank Reconciliation which she shared with the Board. She continued saying she did Annual Report filling with the State, the IRS 990N and the Trademark form has been mailed. Becky made a motion to accept Treasurers report. Bj seconded. Motion carried.

**4. Past President’s Comments** – Eileen told the Board that she had received the acceptance terms of agreement from Trey Stafford for the John Cowan Scholarship. She added that after Lee signs and dates the agreement Amber can send the check to Trey at the address on the agreement.

Eileen then discussed the Missouri Advance LiDar workshop at the MARC offices in Kansas City on July 29, 2013. She thanked the Board for email correspondence about co-sponsoring the workshop. Lee asked if we needed to send check and Eileen explained that they will buy what they need and send us an invoice not to exceed \$150.00. Eileen said that he told her “they never spend that much”. She told the Board various topics that will be presented. Becky asked Eileen to email the workshop information to the Board and Eileen agreed but wanted everyone to understand that it is only a draft. She added that this is a great way to get KAM name out there as it is Missouri Mappers as well as Missouri GIS Advisory Council.

**5. President Elect’s Comments** – No comment.

**6. Director’s Comments**

*Becky Bartley* – No Comment.

*Pam Cannon* – Pam just noted that the shirts look great.

**Kristen Jordan** – No comment.

**Bj Wooding** – Bj said all of her comments were under membership and Booth renovations.

## **7. Committee Reports**

**Awards – Lisa Olson-** Lee reported that Lisa had sent a short article to both Cara, for the newsletter, and Kristen, to be distributed to KAM members. Kristen confirmed that she had received and sent the article. Susan told the Board that Lisa also sent an email asking what budget was and where awards were purchased in the past. She also asked if Shonda was ever contacted to be on the committee because she could still be included. Lee suggested we get together with Shonda and put some awards and pricing together for the Board to review. Amber noted that there is a company called Vaudeville they have bought from in the past for their office. She said they have awards that actually look like a globe. Lee asked Amber to send their contact information to Susan. Eileen suggested that Shonda be contacted because she got them from a place in Lenexa last year so Eileen just picked them up.

**Designations - Pam Cannon** – Pam said that she has been getting the emails concerning designations and she has updated points for three members. She added that she put together a spreadsheet which shows who has enough points for gift at conference and who still needs points to keep their designation. She said there were 11 people that haven't turned in any points at all. She also noted, that while looking at the minutes, she was reminded of the changes she agreed to do to the documents on the website. She concluded saying she will try to make those changes.

**Education – Melissa Crane:** Becky reported that there were 24 people already registered for the CRS class. The Board then continued the discussion about class location at Crisis City.

**History - Judy Palenske:** No Report.

**Membership – Bj Wooding** – Bj reported that there have been a few new registrations online and she needs to send membership packets to them. She said she had got paper last week for the certificates. She just hadn't had time this week.

**Nominations – Shonda Sauseda** – Lee relayed information from Shonda stating she had put regulations for nominating in the newsletter and sent email to call for nominations for the Executive Board. Kristen said she had received an email from Lisa Olson to call for nominations for Awards. Bj reported that in the newsletter she was listed with Shonda as being on the nominations committee. So, she sent an email correcting that error. Kristen enabled the link for nominations on the website.

**Legislation – Ed Crane:** Lee had an email from Ed saying the 2013 Legislative action impacting mapping and GIS wasn't significant this session, but interest in GeoNotes and

understanding of KS One Map has “grown quietly in the background. NG911 & MAP21 along with “wider access to geographically referenced data on the web and thru smart phones will likely bring more pressure on government entities to deliver and certify information resources as ‘Authoritative Data’ when served up in a GIS context, referenced to an ‘Official Map’ pertinent to appropriate scale and content.” All of which brings about questions of “standards of acceptable practice, education and training for KAM to consider supporting”. He continued saying that Ivan Weichert “is well positioned to reflect on the levels of interest and advancement in these areas around the US”. Ivan said he would be willing to speak at conference and then defined the times he would be willing to speak.

***Program – Nick Callaghan Chair – Conference call at 2:00p.m.***

***Publication – Dan Rose Chair & David Lawrenz & Cara Mays (newsletter) & Kristen Jordan (social media)*** – Lee read the email he received from the Committee saying the release date for the Newsletter Publication is July 21st. Kristen discussed the vendor articles that were submitted and rejected due to being very vendor specific. She noted that one of them was redone and is now the lead article. The other was very vendor specific and therefore wasn’t published; however, if the article is reworked it and meets guidelines it could be published in a future newsletter. Eileen asked if we needed to fix any of our guidelines for articles. The Board discussed the guidelines and agreed they are fine and don’t need to be adjusted.

## **9. Old Business**

- A. Identify and Change all Passwords** – Gail again noted that all passwords need to be changed. Bj suggested that one month after Board and Committee changes the passwords and access get changed. Lee said the first thing we need to do is get a comprehensive list of everything that needs passwords changed. Eileen added that after a new Board comes in we need to identify who should have access. Bj said we need to have that list as well as a list of the passwords so they don’t get lost. Amber said she is the only one that has the Bank and IRS passwords. The Board discussed this and it was decided that the Treasurer is the only one that should have access and it should be passed on to next Treasurer. The Board then identified Facebook, Twitter, Woohoo, Amsterdam, Linked-in, g-mail and Google checkout as sites that need passwords updated along with the people that should have access. Gail said that no one is able to get into the Linked-in account due to not having password. She asked if we should get new account set up and move everyone over and “kill” the old site. Lee said he would change passwords. Gail said she would change the SOP to reflect that the incoming President is responsible for changing all the passwords and access lists.
- B. 2014 Conference Items** – Jenn Alley, representing Four Points, gave a tour of the hotel rooms, meeting venue and explained menu options. She also told the Board about a Conference website they have available. Christy Chase, representing Manhattan Convention and Visitors Bureau, told the Board they would supply

- Welcome packets and said they could do nametags with logo in plastic holders at no charge. She continued saying they have a group of volunteers, called the “Little Apple Core”, that can assist with registration or just be there to be greeters. She continued telling about all the options available including an official welcome from the Mayor or City Commissioner or Color Guard. She said she could also help brainstorm for entertainment options and gave examples such as Flint Hills Discovery Center. She finished by saying, “all of the services she was offering would be available if any hotel in Manhattan were to be chosen as the 2014 Conference site”.
- C. KAM Booth Renovations** – Bj said she brought a couple of items to look at to see what we want or don’t want. She said she likes a backdrop but would like to go to a lighter one. She pointed out the one she liked in the handouts and wondered if we could remove the carpet from our frame and find posters to hang in there. Of course, there is the option of buying a new frame. She also mentioned a monitor and Lee expressed his concerns about a monitor. Bj said that is all she has done because she wanted to see what the Board thought. Lee told Bj that he liked her idea of repurposing our frame. Discussion of options followed. Bj also mentioned purchasing a new table cover. She will continue to work on the renovations.
- D. AutoCad Map Class** – Gail had a printed Powerpoint and explained how the class is coming together. Gail asked how they were going to “team teach” the class and asked when we were going to have the class since June is no longer an option. Lee suggested that we talk to the Program Committee and ask if they would be interested in having this class as their third preconference class. Gail asked Pam and Bj if they had a laptop computer that could be used if she doesn’t have one to take to KAM. Pam said she had a computer that could be available. The Board decided that if this class goes over well and more people would like to attend then maybe we could offer it later in the year. Lee concluded saying he would contact the program committee to add it. In order to keep people in attendance on Friday, Kristen suggested moving KAM business meeting to Thursday night and having a banquet of hor d’oeuvres with drinks and Friday morning have a County Uses and Mobile Technology session.
- E. SQL/Using CRS data class update** – Eileen updated the board on class SQL/Using CRS data class. She said Sherry Massey will be teaching the class. Eileen has facility, catering and will get certificates. Eileen asked if anyone on the Board that was attending the class would mind picking up items for the class. The Board members attending agreed to get the items. Pam will be designation person and bring certificates with her. Amber will bring the KAM stamp and she volunteered to go buy the snacks and drinks needed for the class. Eileen said Salina Blue emailed asking if there was anything he could help Sherry with, after some discussion, Becky will call to see exactly what kind of help Salina Blue is willing to contribute. Eileen asked if anyone has a projector that they can take in case it is needed. Gail and Susan both confirmed that there is a projector available at Crisis City.

## **8. New Business**

**Conference call with Program Committee** -- The Board called the Program Committee, who was also meeting today, to discuss their progress. Ed Crane, Bryce Hirschman, Micah Seybolt, Cara Mays and Nick Callaghan all participated in the conference call with

the Board. They told the Board they were using the results from the survey they sent to members to determine presentations. They are working on Technical GIS presentation, Web Mapping Application & Development, Government: Zoning, Planning Emergency Response Applications and Hot Topics in GIS. The Hot Topics possibly being NG911, LiDar, NENA Standards which could be incorporated with NG911. Pre-Conference workshops being considered are Ken Wilkerson doing a class and Susan Williams doing the "Reading & Understanding Legal Descriptions". They told the Board they had 12 potential speakers from the survey and they are also going to reach out to the university. Lee asked if they discussed Keynote speakers yet. Nick told the Board they had a couple of speakers they are considering but hadn't heard back from them yet. Nick then explained that they are working on the theme of the conference being collaboration. He continued saying they are trying to get a preview of sessions and working on the schedule. They are hoping that when they leave there today they would like to have all the information for the vendors finalized to be sent out. Lee asked if there were more than one track and the Committee said there were actually three tracks. Nick told the Board that Cara was handling the menu. Cara told the Board she should have the menu finalized tomorrow. Entertainment was then discussed. Nick did say the OREAD's theater might be one option and Ed suggested maybe several will want to partake of the Thursday night shopping till 8:00 p.m. in downtown Lawrence. They are still working on entertainment. Eileen then made inquires as to the bus transportation and possible J-Bowl. Ed also suggested that Kirk Webb, a fellow GIS guy, has a band and might be available to perform. The finished saying they are still working on entertainment. Eileen confirmed that the lowest vendor price did include one registration. Lee ask if anyone had contacted the Lawrence Convention and Visitors Bureau to see if they have anything to offer for the Conference. They also said they would like to use monitors in room to showcase vendors. Lee suggested that maybe the higher vendor levels receive this service. Eileen added that it works best if we include everything under one price for each level. The Board thanked the Committee and ended the call.

Pam said she is very curious about the NG911 and the grants. Pam also asked who is responsible for determining the county boundaries in the Kansas One Map. The Board discussed this and decided it would be interesting to see how the boundaries are handled. Eileen noted that INK has gone through a lot of restructuring and Lee should contact Travis for an update. She concluded saying it would be interesting to see what is happening with INK. The Board discussed parking at the OREAD again. Gail suggested adding that into the OREAD fee. Lee will check with Jamie to see what we can do with the parking.

**10. Next Meeting** – Next meeting tentatively set for August 15, 2013, at the OREAD in Lawrence 11:00 a.m. Lee will check to make sure it's available and see if the Program Committee would also like to attend.

**11. Adjourn** – Amber moved to adjourn. Susan seconded. Motion carried.

## **Kansas Association of Mappers**

### **Executive Board Emails**

**July 15, 2013**

After receiving a request from the Program Committee Chair, Nick Callaghan, Lee sent email to Board to solicit discussion concerning pricing for vendors as presenters. The Board agreed with the Nick's request.

## **Kansas Association of Mappers**

### **Executive Board Emails**

**July 19, 2013**

Pam forwarded an email to the board after receiving it from registrants in the "Using CRS Data in GIS" class. It informed the Board that due to financial reasons, they might not be able to attend the class or the conference thus causing them to lose their current designations. After discussing several options, including the education grant, the Board learned everyone would be allowed to attend the class as planned.

## **Kansas Association of Mappers**

### **Executive Board Emails**

**July 26, 2013**

Amber Hancock, KAM Board Treasurer, sent email to Board informing them she would be leaving the Appraisers office and taking a job as Para at the High School. This is effective August 2, 2013. Board members congratulated her on her new job and wished her well. Susan volunteered herself, Becky and Pam to pick up necessary supplies for the CRS class in Amber's absence. Lee set out finding a subcommittee of 3 members in good standing to select a replacement to be brought to the Board. Lee appointed himself, Kristen Jordan and Eileen Battles as the subcommittee to find a Treasurer replacement to recommend to the Board. Then, since the remainder of the Board would be attending the "Using CRS Data in GIS", they would hold a brief meeting following class to decide on the panel's decision.

**Kansas Association of Mappers**

**Executive Board Emails**

**July 30, 2013**

Lee sent email to Board saying the sub-committee's recommendation for Treasurer is Lisa Olson from Seward County. He asked the Board to vote on her nomination after class and let him know the result.

**Kansas Association of Mappers**

**Executive Board Emails**

**July 30, 2013**

Nick Callaghan, Program Committee Chairman, contacted Lee to ask Board if they would be willing to increase the number of pre-conference workshops. This would cost \$500.00 more for the rooms to accommodate the two extra classes. Kristen made a motion to approve two more pre-conference classes at a total room cost of \$500.00 saying that "one of our goals this year has been to provide additional training opportunities for KAM members". Bj seconded the motion. She added, "as long as there is a cancelation policy if we do not have enough people register for a class". By majority motion passed.

**Kansas Association of Mappers**

**Executive Board Meeting**

**August 1, 2013 4:30 p.m.**

**Crisis City**

President-Elect Gail Ogle called the meeting to order standing in for President Lee Allen. Board members present were Gail Ogle, Susan Schulte, Becky Bartley, Pam Cannon and Bj Wooding.

Pam made a motion to terminate Amber Hancock as KAM Treasurer due to her accepting a new position and not being able to fulfill her duties as Treasurer. Becky seconded. Motion carried. The Board received from Lee, Eileen and Kristen the recommendation that Lisa Olson be appointed as KAM Board Treasurer. After the Board reviewed the recommendation, Bj moved to appointment Lisa Olson as KAM Board Treasurer. Pam seconded. Motion carried.

Board members discussed recent conversations with Nick Callaghan concerning the number of preconference classes and other options that might work as well or better. Becky moved to rescind the previous action to allow five preconference classes and reopen the topic at the next meeting. Susan seconded. Motion carried.

Gail then informed the Board that Cindy Magill and Debbie Bowman had brought the Treasurer's items from Amber and given them to her today. In reviewing the items, the Board noted that a few items were still missing: the credit card, QuickBooks software key or hardcopy, KAM Star Stamps or the information to order another KAM Board shirt for Lisa. The entire Board said these items need to be dealt with as soon as possible. Bj said she would deposit the \$80.00 cash and \$30.00 check into the KAM account. The Board then decided to call Lee to inform him of what needs to be completed before Lisa will be sworn in at the next meeting. After discussing everything with Lee, it was decided that he would meet Pam and in Topeka and get all the Treasurers items from her. He was also informed that the motion to have five preconference classes had been rescinded so other options could be reviewed. When asked about confirmation on the Oread being the next meeting place, Lee said he would verify and let everyone know tomorrow. He also said he would try to get all the other items from Amber. Gail also told Lee there was a tax return that needed to be filed by the 15<sup>th</sup>. The Board then ended the call with Lee.

Susan moved adjourn the meeting. Bj seconded. Motion carried.

**Kansas Association of Mappers**  
**Executive Board Emails**  
**August 2, 2013**

Lee sent a message to Lisa Olson offering her the Treasurer position on the KAM Board. Lisa accepted the position saying she “..would love to accept the position, thank you!”.

**Kansas Association of Mappers**  
**Executive Board Emails**  
**August 5, 2013**

Eileen sent email asking Board for all the CRS class expense totals. Susan Bj and Gail reported the amounts they had spent on refreshments and gift card for class instructor, Sherry Massey. Eileen then put together a budget on the class and sent it to Board prior to the next meeting.

Kansas Association of Mappers  
**Executive Board Meeting**  
**August 15, 2013 11:00 a.m.**  
**Oread**  
**Lawrence, Kansas**

**1. Introduction and Opening Remarks**

President Lee Allen swore in Lisa Olson as KAM Treasurer then called the meeting to order.

Attendance:   Lee Allen                      Gail Ogle  
                  Eileen Battles                Susan Schulte  
                  Lisa Olson                        Amber Hancock  
                  Pam Cannon                        Kristen Jordan  
                  Bj Wooding

Absent: Becky Bartley

Also present: Bryce Hirschman, Micah Seybold and Nick Callahan.

Lee gave Lisa all items he had in his possession from Amber Hancock, the previous Treasurer, and briefly explained Lisa's new duties. He told her he would explain the website and set her up at the end of today's meeting. Lee then welcomed everyone to the meeting and reminded the Board that this is the last meeting before the conference. Therefore, it will be pretty conference heavy in content.

**2. Approval of Minutes** – The Board reviewed the minutes. Bj made a motion to approve the minutes as presented. Gail seconded. Motion carried.

**3. Treasurer's Report** – Lee informed the Board there wasn't a Treasurers report and added that we'll let Lisa have a chance to get accustomed over the next couple of weeks.

**4. Past President's Comments** – No Comment.

**5. President Elect's Comments** – Gail told the Board she had made changes to the SOP and Kristen has put current SOP on website.

**6. Director's Comments**

*Becky Bartley* – Absent

*Pam Cannon* – Pam welcomed Lisa to the Board and thanked her for agreeing to be Treasurer. She also asked who makes changes to Kansas One Map boundaries. Kristen said DASC is looking at that. Bryce said they found out that the Census data is used quite a bit to determine boundaries. He added it "all sounds kind of messy" to him.

**Kristen Jordan** – Kristen welcomed Lisa. She continued saying that it has been nice to have the minutes and agendas emailed out prior to the meetings and wondered if that would be possible with the Treasurers report also. Lisa agreed to try to get reports out a couple of days prior to meetings. Kristen then explained how one county had switched an employee name on the website. Lee explained that this had not been done in the past, the membership follows the member. Lee said he would contact them to find out how to handle the money.

**Bj Wooding** – Bj welcomed Lisa. She added that she had attended the CRS class and heard nothing but good comments. She continued saying she heard the comment that “it (the CRS Class) was definitely worth KAM sponsoring it”.

## **7. Committee Reports**

**Awards – Lisa Olson-** Lisa reported that they had been looking at a couple of award types. She discussed deadlines with the Board. It was decided that September 6<sup>th</sup> would be the deadline.

**Designations - Pam Cannon** – Pam said two had applied to do KM designation and one applied to do PKM. She added that the KM’s will be done at Conference and the PKM will be done in Topeka by Susan Williams. Pam said she had given Kristen the changes she needed made on the website because she was unable to make them herself. She had questions concerning website functions. Pam said she also had a bill for gifts but she would turn it in later.

**Education – Melissa Crane:** Eileen reported on the CRS Class and gave the Board a copy of the survey & results.

**History - Judy Palenske:** No Report.

**Membership – Bj Wooding** – Bj sent 14 membership packets for a total of 24 since the last conference. She said she wondered about contacting the KU Professors to ask them if they would encourage students to attend the conference.

**Nominations – Shonda Sauseda** – The Board noted that six nominations had been received. They also noted that the ballots were done by Eileen because Shonda was unable to attend the Conference.

**Legislation – Ed Crane:** No Report.

**Program – Nick Callahan Chair,** Bryce Hirschman and Micah Seybold all attended the meeting to update the Board on 2013 Conference Program. The Program Committee discussed details about parking, vendors, venue and pre-conference sessions. Parking was discussed at length with Jamie with Custom Meeting Planners. Nick then confirmed that there were 8 vendors at this point but added that there were other possible vendors. The benefits of various vendor levels were also discussed. Jamie had noticed an error with Bronze level giving 2 complimentary registrations and that should only include one. Kristen said she would contact the vendor and make correction. Attention then turned to the actual program and venue when Kristen asked if we want to add a sheet to site to sign up for attending Thursday’s event. Nick suggested that could be handled at the registration desk. Jamie said we could assume on the first group and Kristen could put a sheet for the remainder. Ryan then reported that Convention and Visitors Bureau will provide bags and greeters to give information on Lawrence. Best times for the greeters was discussed and decided. The number of guest rooms was confirmed and Jamie told

the Board which rooms are included in the contract. The Program Committee asked questions about the rooms then explained their ideas for the locations of the General Session, Breaks, Vendors and Registration area. The Program Committee will get information to Jamie to negotiate the contract for Lee to sign. Lee said he will wait to sign until Jamie finishes negotiating with the Hotel concerning which rooms will actually be needed. Gail then turned attention to the 5 pre-conference classes. She explained what the Board had previously decided in a brief meeting after the CRS Class. The Board discussed at length the previous decision then Bj made a motion to proceed with the original idea of having five pre-conference classes. Susan seconded. Motion carried. The Board commended the Program Committee on the job they have done and gave them suggestions the social night and hospitality room. Lee asked Nick to try to put together a “known cost” report and send it to him. He added that we need to get information for food cost as soon as possible to view entire Conference budget. Eileen then asked about having lightening talks on state issues and how that might be handled. Nick explained why they thought about doing it differently, not describing it as a panel discussion. Kristen suggested “focus locations”. The group said they thought cards on tables to write questions and have someone else read them would be a good idea. Lee suggested having everyone bring business cards to share with each other. After briefly discussing the schedule ideas for Friday, the Program Committee left for a final tour of the Motel.

**Publication – Dan Rose Chair & David Lawrenz & Cara Mays (newsletter) & Kristen Jordan (social media) –** Kristen that the newsletter would be out mid-September.

## 9. Old Business

- A. **Identify and Change all passwords** - The Board decided that password would be changed when the next Board is seated, with the exception of the bank account.
- B. **KAM Booth Renovations** - Bj gave the Board examples and options for repurposing the old frame. She discussed the table displays and information she had received from Salina Blue on table runners. After the Board discussed the options, Gail moved to buy the 60” runner. Kristen seconded. Motion carried. Bj will design the runner with blue cover and white logo. Lee suggested using this on the frame also. Bj agreed to explore various ways to do the frame.

## 8. New Business

- A. **Parking at the Oread** - Lee said he hadn’t heard if parking would be included in the room fees. He said he needed to notify attendees of the \$5.00/day parking fee if not staying at Oread. Nick said he had visited with Jamie about the fee previously but, with so many questions from the Board, he called her on speaker phone. The Board asked several questions including whether the Oread would be able to include parking fee in room costs. Jamie said she would check and try to work out the details.
- B. **KAM Letterhead** - Lee said he will redo our KAM letterhead to match our cards. Bj said the ‘document of labels’ needs to be removed. Kristen will be sent the new file to replace the old one.

**10. Next Meeting** – The Oread Lawrence, KS at 6:00 p.m. on October 15, 2013.

**11. Adjourn** – Susan moved to adjourn. Kristen seconded. Motion carried.

**Kansas Association of Mappers**  
**EMAIL**  
**August 19, 2013**

The Board and Jamie Schieber with CMP discussed problems arising with parking fees. Jamie is working on fees appearing as a parking fee not valet parking. Lisa reported that she doesn't have a disc or key-code to download the QuickBooks software. After some discussion, Gail made a motion to purchase one seat of QuickBooks for Treasurer to manage the KAM account. Susan seconded. Motion carried.

**Kansas Association of Mappers**  
**EMAIL**  
**August 23, 2013**

Lee sent email about Google checkout a service that will cease to exist on November 20, 2013. He sent several options for the Board to review before the next meeting. He suggested that Blue Pay looks like the best option. Several members agreed with Lee. The Board also discussed fees for students and regular members.

**Kansas Association of Mappers**  
**EMAIL**  
**August 28-August 30, 2013**

Bj discussed details about KAM logo and costs to "clean it up" for the booth cover. Gail suggested maybe should get a clean logo and get the .eps file from Salina Mid Blue for future use. Bj sent examples of the table cover to the Board. The consensus of the Board was Blue with White lettering and logo. The Board told Bj to order the table cover and thanked her for her all the time and effort she put into revamping the Booth.

**Kansas Association of Mappers**  
**EMAIL**  
**September 6, 2013**

Pam sent a copy of invoice for designation gifts. Board agreed this invoice amount would be fine.

**Kansas Association of Mappers**  
**Executive Board Meeting**  
**Tuesday October 15, 2013**  
**Oread - Presidential Suite**  
**Lawrence, Kansas**

**1. Introduction and Opening Remarks**

President: Lee Allen called the meeting to order.

Attendance: Eileen Battles                      Lee Allen  
                  Gail Ogle                                Susan Schulte  
                  Lisa Olson                                    Becky Bartley  
                  Pam Cannon                                Kristen Jordan  
                  Bj Wooding

Also present: Nick Callaghan & Jamie Schieber

President Lee Allen welcomed everyone. He continued saying it has “been an awesome year” and he is looking forward to a good conference.

**2. Approval of Minutes** – Bj moved to approve the August 15, 2013 minutes as presented. Gail seconded. Motion carried. Kristen moved to approve the August 19, 2013 minutes as presented. Eileen seconded. Motion carried. Gail moved to approve the August 23, 2013 minutes as presented. Bj seconded. Motion carried. Kristen moved to approve the August 28, 2013 minutes as presented. Eileen seconded. Motion carried. Bj moved to approve the September 6, 2013 minutes as presented. Gail seconded. Motion carried. Eileen moved to approve the October 1, 2013 minutes as presented. Kristen seconded. Motion carried.

**3. Treasurer’s Report** – Lisa gave the treasurers report. Eileen moved to accept the Treasurers report. Bj seconded. Motion carried. Pam said that she had not received a reimbursement check for designee gifts. Lisa wrote check for Pam.

**4. Past President’s Comments** – Eileen thanked the Board and said, “it’s been a honor and pleasure to serve with everyone”.

**5. President Elect’s Comments** – Gail thanked Eileen for being Past President all year and informed Lee that he couldn’t disappear next year.

**6. Director’s Comments**

*Becky Bartley* – Becky said she can’t believe how fast the year has flown by and added that she hopes to be on the Board next year.

*Pam Cannon* – Pam said she thinks the table runner looks good and thanked Bj.

*Kristen Jordan* – Kristen said table runner looks great. She then added she would miss her “car pool buddy”. Everyone will miss Eileen.

**Bj Wooding** – Bj said she enjoyed being back on the Board. She said the table runner looks good and she hopes everyone likes it. She added that she has the entire booth here if the Board wants it set up.

## 7. Committee Reports

**Awards – Lisa Olson-** Lisa reported that there were nominations for all Awards except Most Prestigious Cartographer. Lisa asked if there would ever be a nomination for this award again. The Board agreed they may need to re-title that award to get a nomination again.

**Designations - Pam Cannon** – Pam said there were 4 designation exams given and not all were passed. She continued saying designee gifts would be given out to everyone that has their points. These people will be recognized at the Conference meeting. Lee suggested that new members and designees could be recognized by having their name on a slide. Lee added that Bj proctored the exam and he graded the first part and they will find someone at the Conference to finish it prior to Friday.

**Education – Melissa Crane:** The Board was informed that 29 people had attended the Pre-conference classes. Pam reported that there were a couple of issues with the rooms for designation testing.

**History - Judy Palenske:** No Report.

**Membership – Bj Wooding** – Bj reported that she sent out 35 new member packets this year. She said a couple of people registered as new members that weren't. She added that she has membership pins if they are needed and concluded saying she has 80 booklets along with KAM business cards she will put on the registration table to pick up. Eileen suggested, in the future, using plain paper and having information that can be printed by anyone and taken with the booth.

**Nominations – Shonda Sauseda:** No Report.

**Legislation – Ed Crane:** No Report.

**Program – Nick Callaghan, Chair**– Nick reported changes in the Conference program. Drew Bean and Judy Palenske will be presenting the Parcel Fabric class instead of Amber Reynolds. He told the Board the movies planned in the media room. Jamie explained the shuttle schedule and location of various activities and told the Board that some of the professors were sending students to view map gallery. The first time attendee reception location was changed to the Presidential suite. Other Conference activities and locations were also discussed as well as the absence of a MMA attendee. Jamie thanked Program Chair, Nick Callaghan, saying he was great working with him and the entire committee.

**Publication – Dan Rose Chair & David Lawrenz & Cara Mays (newsletter) & Kristen Jordan (social media)** – Kristen said the committee would appreciate a variety of articles for the next newsletter. Pam suggested blurb about getting designation points for writing articles.

## 8. Old Business -- NONE

## 9. New Business

- A. **Replacement of Google Checkout** - Lee explained Blue Pay as a replacement for Google checkout. The Board agreed to use Blue Pay so Lee and Kristen will get it set up.
- B. **KU GIS Day** - Kristen will be doing the DASC Booth and can trade off manning the KAM Booth. Both booths will then be kept at DASC.

C. **CMP on logos/trademark with state** – Susan received an email from Dan Rose concerning KAM's logos/trademarks with the State Of Kansas. He explained that they still have CMP's contact information. Susan will forward email to Lisa and she will change the contact information.

**10. Next Meeting** – The next meeting date for the Board is at KAM Business meeting at the Oread on October 16, 2013.

**11. Adjourn** – Susan made a motion to adjourn, seconded by Becky. Motion carried.

**Kansas Association of Mappers**  
**Opening General Session**  
**Wednesday October 16, 2013**  
**Oread**  
**Lawrence, Kansas**

President Lee Allen opened the 28<sup>th</sup> Annual KAM Conference. He introduced and thanked the Board members.

Lee announced Trey Stafford was the John Cowan Award Scholarship winner. Trey was introduced to the KAM body when he arrived a little later.

Lee then read the criteria for winning the awards and announced the winners.

First award was for Outstanding Mapping Project and that award was presented to Drew Bean for his mapping project involving firefighters needing grids for search and rescue. Drew created map books and large maps for each station, as well as, educating volunteer firefighters on search and rescue using his maps.

The Second award is for Prestigious Cartographer and there weren't any nominations for that award. Lee said the Board is looking at possibly changing the title to Most Prestigious Cartographer/GIS Professional.

The Third award was for Most Valuable Member and was presented to Susan Schulte.

The Final award for George Donatello Lifetime Achievement was awarded to a very deserving Bj Wooding.

Lee introduced and welcomed 37 new KAM members.

Lee then told the KAM members of the Board Nominations that had been received:

**For President Elect**-Pam Cannon

Lee called for nominations from the floor. Ed Crane moved nomination cease. Gail Ogle seconded. Motion carried.

**For Secretary**-----Susan Schulte

Lee called for nominations from the floor. Cris Bilby moved nomination cease. Bj Wooding seconded. Motion carried.

**For Treasurer** -----Lisa Olson

Lee called for nominations from the floor. Ed Crane moved nomination cease. Eileen Battles seconded. Motion carried.

**For Director** -----Nick Callaghan

Jesse Smith  
Cara Mays

Lee called for nominations from the floor. Carol Klopfenstein nominated Becky Bartley. Scott Tabb seconded. Nick Callaghan nominated Dane Bailey. Ed Crane seconded the nomination. Ivan Weichert moved the nominations cease and Nick Callaghan seconded. Motion carried.

Lee told the members voting would close at 4:00pm Thursday. He explained that there are only two director positions open.

Lee reported on the CRS class held at Crisis City and taught by Sherry Massey.

Pam Cannon reported on designations. She told attendees that there were 3 people that tested and passed between last conference and this one. Deb Smith and Clint Miller both passed their KGISD and Sharon Holt passed her KM. Pam then explained the point system and reporting. She then recognized everyone that had points already and presented them with gift. The number of designees that had their points at this time was KGISD – 3, PKM – 7, and KM – 13.

Lee explained that designation information is on the website (<http://www.kansasmappers.org>). Continuing, he told attendees that there is a page at back of Conference Program to get stamped for points. He added that Kristen Jordan handles the website and he encouraged everyone to sign up for social media.

He concluded by explaining class and event locations and the Map Gallery. He also informed everyone of the changes to the program and movies to be shown.

Eileen Battles moved to continue business meeting on Friday. Becky Bartley seconded. By majority motion carried.

**Kansas Association of Mappers**  
**Closing General Session**  
**Wednesday October 18, 2013**  
**Oread**  
**Lawrence, Kansas**

Lee opened meeting and thanked everyone for making the Conference a great success.

Lee then announced the Map Gallery Winners:

Peoples Choice:	Jared Trembaly, City of Manhattan Walkability Map of Manhattan
Best Digital Map:	Meagan Duever, K-State Libraries 7 Deadly Sins Map, Twitter Harvest
Best Poster Map:	Brad Schmidt, Douglas County Floodplain Structures Map
Best Overall:	Clint Miller, City Of Lawrence Waterline Condition Map of Lawrence, KS

He then announced the election winners.

President Elect.....	Pam Cannon
Secretary.....	Susan Schulte
Treasurer.....	Lisa Olson
Director.....	Nick Callaghan
Director .....	Cara Mays

He asked the Gail Ogle, Pres-President, Bj Wooding and Kristen Jordan, Directors to join the newly elected members and Lee swore in the new Board.

Lee then handed the gavel over to New President Gail Ogle.

Gail thanked Lee and the Program Committee for an awesome year and Conference.

She then moved on to the Grand Prize. Susan Schulte won the Grand Prize a Samsung Galaxy Tab 2 - 7.0.

Gail then announced the next KAM Conference would be held in Manhattan, Kansas at the Sheridan Manhattan on October 7 – 10, 2014.

Eileen Battles moved to close Business meeting. Lee Allen seconded. Motion carried.

**Kansas Association of Mappers**  
**Executive Board Meeting**  
**Wednesday October 18, 2013**  
**After Conference - Oread**  
**Lawrence, Kansas**

**1. Introduction and Opening Remarks**

President: Gail Ogle called the meeting to order.

Lee Allen	Pam Cannon
Susan Schulte	Lisa Olson
Nick Callaghan	Kristen Jordan
Cara Mays	Bj Wooding

Gail welcomed everyone to the Board.

**2. Past President's Comments** – No Comment.

**3. President Elect's Comments** – Pam welcomed new Board Members.

**4. Director's Comments**

*Nick Callaghan* – No Comment.

*Kristen Jordan* – Kristen welcomed the Board members.

*Cara Mays* – Cara said she was excited to serve on the Board.

*Bj Wooding* – Bj welcomed the new members and encouraged them to read the SOP.

Gail said she wanted meeting to be short due to travel.

Gail explained to the Board that a member wanting to sell shirts. The Board discussed this in detail and decided against it at this time.

Jamie will put together a 2014 CMP contract for the Board to review. The Board and Jamie discussed some of their issues and concerns. Kristen said she will be finishing her education and would like to find or develop a program application and Jamie agreed to help Kristen with this project.

Gail will work on password changes and Lee agreed to help. Gail also suggested another demo of the website at a future meeting.

Registration at MAGIC just opened and Booth price is (\$500.00 NFP). MAGIC will be held April 27 – May 1. The Board decided to table this until the December meeting.

Kristen asked if anyone wanted to help with GIS Day at KU. Pam said she is also doing a GIS day activity. Kristen encouraged anyone doing something for GIS Day to write an article for the newsletter.

Lee said we need to add Blue Pay update to the Old Business for the December meeting.

Susan moved to adjourn the meeting. Bj seconded. Motion carried.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**November 8-12, 2013**

Gail sent the Board copies of the proposed 2014 CMP contract and the current 2013 CMP contract for comparison. The Board exchanged several emails discussing the 2014 contract changes. Susan made a motion to approve the January – December 2014 CMP contract for professional meeting planning services as it was presented. Pam Seconded. By majority motion carried.

It was also decided to do December meeting items by email and have Board meeting in January.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**November 12-14, 2013**

The Board received an e-mail from Susan Leger concerning the number of years she was a member previously. The Board members assessed all of their resources and found information showing her membership began in 2000 but as of the spreadsheet date, 1-26-2012, she was not active. Pam will contact Judy Palenske to see if she has any information. Lee said that there aren't individual records of membership prior to 2011-2012. He added that when he applied for his GISP, he used his "membership certificate and other conference badges/programs for KAM". He concluded that "if she doesn't have those, unfortunately I'm not sure we can help her."

Gail sent an email for vendors at the KSLS (Surveyors Conference) January 9 - 11 and Kristen sent information on MAGIC booth tiers. Lisa also forwarded an email from Amber Reynolds concerning website registration renewal fees. She informed Lisa that she renewed them for 2 years for a total of \$111.90 because her name and credit card are on file. Gail then sent email saying that we originally agreed to use Blue Pay to replace Google Checkout, which is no longer available. She pointed out that there are \$40.00/month charges we weren't aware existed at that time and it would be more cost effective to use PayPal for only \$5.00/month. She entertained a motion to use PayPal instead of Blue Pay to process website payments.

In light of the previous information Kristen made a motion to use PayPal instead of Blue Pay as the online payment vendor for the KAM website. Nick seconded. Motion carried.

Kristen also made a motion to reimburse Amber Reynolds for \$111.90 for website domain expenses and keep the kansasmappers.com until the renewal is up, then drop it & just use the kansasmappers.org. Nick seconded. Motion carried.

Kristen made another motion to have a booth at MAGIC. She added that she would be glad to help to manning the booth, but will also be manning the DASC Booth. Nick seconded. Motion carried.

Kristen also encouraged conversation about manning the booth at KSLS (Surveyors Conference). After much chatter, Gail said she would contact Judy Palenske to see if she could man the booth at the conference. She later reported that neither Judy nor Drew will be available to man the booth. Lisa volunteered to man the booth for the conference.

Gail then requested the Board decide on the level of sponsorship for the MAGIC Conference. Lee made a motion to do the \$500.00 level. Kristen seconded. Motion carried.

Susan then made a motion to purchase a \$50.00 then amended it to \$100.00 a gift card to be given out at the KSLS Conference. Lisa seconded. By majority motion carried.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**November 19, 2013**

Kristen informed Board members that she had PayPal integrated with the website. After much chatter about various other options, their pros and cons and compatibility with website, the Board agreed that PayPal was the way to go.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**November 26, 2013**

Lisa informed the Board she had received some information from the “cleaners of Amber’s former county desk”. There was a Trademark application and check that was rejected by the State due to conflict with already registered Service Mark for KAM. Lisa added that she contacted the state to somewhat straighten out the issue; however, she questioned KAM needing both. She also noted that CMP address information is still on the application and asked the Boards opinion on whose address should be used as contact information. The Board members that did respond agreed that KAM address should be used not CMP address.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**December 3, 2013**

Nick forwarded an email sent by Dan Rose about his faulty USB drive he received at the KAM Conference. None of the Board members responding had any knowledge of others having issues with their drives. The Board is going to locate the extra drives and send another one to Dan.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**December 9, 2013**

Lisa sent email to Board asking about “swag” for the KAM Booth at Surveyors Conference in Salina. After some discussion Kristen offered to meet Lisa and give her KAM items being stored in basement at DASC.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**January 2, 2014**

Gail sent email confirming meeting location to Board and gave suggestions for lunch. After some discussion it was determined to either do Jimmie Johns or brown bag it.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**January 3, 2014**

Kristen sent email telling Board about Retirement Reception being planned for a previous KAM President and Director. She asked if Board would donate \$100.00 toward the reception. The Board members decided they would either pay \$100.00 out of KAM fund or personally donate for the reception. This will be discussed further at the Board meeting due to different opinions concerning the precedent this might set, as well as the way these situations have been dealt with in the past.