

**Kansas Association of Mappers**  
Executive Board Meeting Agenda  
Thursday, February 16, 2017 11:00 a.m.  
Kansas Water Office Conference Room  
Topeka, KS

**I. Introduction and Opening Remarks Cara Mays**

President Cara called the meeting to order at 11:04 am. She noted that QuickBooks is up and running and it looks good. She also indicated Kyle Nelson volunteered for the Membership Committee, but that the Publication Committee could use more members.

**Attendance:**

Cara Mays	Erika Stanley	Pam Cannon
Kristen Jordan-Koenig	Tara Lanzrath	
Pam Dunham	Amber Reynolds	
Bj Wooding	Jay Guarneri	
Lee Allen	Linda Sibert	

**II. Approval of December 1, 2016 Minutes Tara Lanzrath**

Bj motioned to approve the minutes, Kristen seconded.

**III. Treasurer's Report Pam Dunham**

Cara and Pam uploaded all backups and put everything in for 2015 and 2016. There is a \$44.95 difference she hasn't accounted for. The beginning balance is \$29,821. The PayPal transactions have been attached to the report. Everything has been transferred except what came in since January 1. It was noted to leave a balance in case there are pending transactions. The total balance is \$29,519.36. Motion to approve Treasurer's report was made by Jay, Amber seconded.

**IV. Past President's Comments Kristen Jordan-Koenig**

Kristen indicated the SSL certificate is set up and forwarded to Wild Apricot and she is waiting to hear back. Wild Apricot will send an extra invoice, but it takes care of technical details. Kristen saved all documents in the KAM document folder on the website for future reference. The John Cowan email scholarship was sent out as well.

**V. President Elect's Comments Amber Reynolds – None.**

**VI. Director's Comments**

- A. Lee Allen – None.**
- B. Bj Wooding – None.**
- C. Erika Stanley – None.**
- D. Jay Guarneri – None.**

**VII. Committee Reports –**

*Awards – Connie Lawrence, Chair:* No Report.

**Designations – Pam Cannon, Chair:** Pam indicated that the points are turned in and current on the website. She mentioned this year she will order 32 glass globes and that \$86.42 should account for all designees.

**Education – Jay Guarneri, Chair:** Jay is tracking down a location to hold his class in Manhattan. Cara and Lee are going to be hosting their class in the Shawnee County North Annex room in Topeka. Bj asked if any classes will be held further west. Linda asked about the content of the classes. Jay's class will be on rasters, Tara's class on QGIS, and Lee and Cara's on workflows, basic mapping, deeds and surveys. The classes will be advertised in the newsletter, through an email blast and registration will be through the website. We will keep the member vs. non-member rate.

**History – Amber Hancock, Chair:** No Report.

**Membership- Pam Dunham, Chair:** Membership packets are ready to be mailed. She has 11 from 2016 and 7 from after the conference in December. A question was asked on if Bj sent out packets. She indicated she sent them out as soon as they had paid. Pam has 15 ready to drop in the mail. She is 2 short. She asked how she should handle postage, and mentioned there was one receipt of \$24.65 to finish out 2017. The packets will be bought in packs of 10, and other than that there is just the postage cost. It was mentioned to just pay at the post office.

**Nominations – Gail Ogle, Chair:** No Report.

**Legislative – Lee Allen, Chair:** No Report.

**Program – Linda Sibert, Chair:** The 2017 conference theme will be *Mapping in a Changing World* and a logo is being developed.

**Pre-conference class ideas:**

- Sherry Massey Next Gen 911 (her registration is complimentary)
- Ken Wilkerson is tentatively scheduled to give a class on ArcGIS Pro.
- If anyone else wants to teach a class, we can add one more.
- Classes only available in the morning.

It is still being figured out on if laptops will be provided or if participants need to bring their own. Lee expressed a concern about bringing laptops. Linda said there was a class at Magic where it went fine to bring laptops. Lee has seen issues. Amber is looking at setting up cloud instances.

**Keynote-** contacted John from KGS and Amy Flint Hills Discovery. We are not sure if John Dunham is available. A Flint Hills Discovery Center Map was mentioned. Brian Obermeyer with the Nature Conservancy is on board if we want to go that route. A closing Keynote has not been found yet, but it was mentioned this will be a paid speaker.

**Vendor night –** There was talk about something fun and different such as having games. There was also talk of looking into a Casino night, but prices are a bit high, so we are looking into other options. Erika mentioned the Friends of the Kaw presentation and the Bowersock dam tour. A bus was mentioned for transportation. They usually charge \$40 in donation total. We will probably split into 3 groups, and it was recommend to give \$40 per group. This area is close to entertainment establishments.

Within the next newsletter there will be a call for papers, presentations, and vendor letters will go out next week. Attendee registrations will open by August 1. It was asked if presenters and keynote speakers that are only there for giving a talk if they have to pay. In the past there have been issues with speakers cancelling, because they didn't want to pay

money to give a talk. This issue needs to be set by the board. Lee made a distinction between a presenter and a keynote speaker.

**Conference Sessions** – There are 35 total session slots, with 3 sessions at the same time at 45 minutes each. A speaker is needed for Microsoft integration with ArcMap, and Linda indicated she could do this. Hanna with Saline County can do an active shooter scenario. Another topic is JavaScript development, but we need a speaker. Travis Rail can do a project management session on agile vs waterfall approach. One thought was to have a web map show off to showcase what has been accomplished through web maps. Other topics included a mock tornado drill, gathering data with a GPS, ArcPro, and Python. Tentatively verified is a session on drones. Lee indicated that Shawnee County may be getting some imagery and if approved he might be able to talk about that process. Judy Palenske is looking into Tornado response in Dickinson County presented by pictometry. Darci Paull can do a session on forestry. We still need speaker ArcGIS Online. An option for online web map development without ArcGIS Online is another option. Sherry can do the master address. Amber Hancock mentioned title research. Another topic could be non-ESRI based QGIS, CAD, etc. ArcMap tips Q and A. Eileen will likely want to do NG 911 sessions. A session on the new version of ORKA would be good. Bj could do census stuff coming out this fall. Pam Dunham mentioned Google Earth and kmz, kml files and exchanging information. Municipality could also be a topic with an email blast for membership. Utilities and city type stuff might be good. Pam asked why wait until August to open registration? As long as information is out there it should be okay. It was mentioned we need to have sessions out there sooner so that people can justify going, but sometimes there are schedule changes. We could just name topics initially. Linda will send Erika a list of stuff to update on the website. It was mentioned to get any vendor ideas to Linda.

**Publication –Kristen Jordan-Koenig, Chair:** Kristen is getting ready for the spring newsletter, so if there are any items, let Kristen know. Kristen no longer wants to do the newsletter after this next conference, and would like to pass it on to someone else.

## VIII. Old Business

### A. KAM Promotion Initiative –

Amber Hancock can't find anything in the old records, but the brochure is still a good idea. No response on the newsletter article asking for a design. This leaves it up to us to write the brochure. Pam will see what she can put together and Bj will see what she can find in her office. Pam will send something out before the next meeting.

## IX. New Business

### A. KAM Fees and Budget

Linda indicated the total budget is \$14,270. She noted it is one thousand higher, but it is a day longer. Linda added some mailing and advertising charges. She also added \$1,000 for a keynote speaker. We have to spend at least \$6,000 so Linda could drop it a little bit on food according to the contract. The budget shows \$1,500 for attendee giveaways. Jay agreed to do the Yapp-App that this year. Door prizes and Map Gallery \$300. \$125 misc – microphones, etc. No snack bags were noted for participants this year. This is a Board choice and can be added back in. We will have morning and afternoon breaks and snacks though. There is a concern that the attendee giveaway seems too high. There was a discussion on what items are used, and what not. One idea is to have a bowl at the registration table that has an assortment of snacks. It was commented that overall budget looks good. We still need to discuss registration fees. At least let them know what the fees

will be and get information out there. Breakfast buffet will be changed to continental for Thursday morning. The menu needs to have some kind of protein such as yogurt. The field trip to Bowersock seems like a good idea. Option to shuttle back or Uber. Jamie will look into transportation cost and casino night price.

Lee had a question on the program. Jamie charged a \$430 fee for the digital version. It was stated we need to be able to print, or have a few copies on hand. Will the fee cover art? Linda believes it covers creating whole content, but will clarify with Jamie. Amber said she doesn't think we need a design, and that we could even just print it in excel. Linda thinks it is a little pricey. We could do it in house even, and Linda could even volunteer to do it. We could cut \$600 right there with printing and design. Pam offered to print any large wall sized posters. Lee offered to help with design and printing. This would bring the budget down to \$13,670 (minus \$600 program fee). Quad-copter, nano copters were mentioned as a possible promo item. Could also use extra money for transportation. Possibly add in \$200 snack bags - \$13,870. It is important to have the Yapp-App current and up-to-date. There will be plenty of time for people to prepare presentations if get the word out sooner. We could also start doing speaker bios again, as well as giving the speakers a gift. There are still KAM folios as well that we could sell at the conference. Cara indicated she is thrilled with the budget. It was asked what we are getting in the way of comp rooms and a concern on wifi issues. There will be a presidential comp with 6 upgradable, and the hotel price of \$83. The hotel has not finalized the catering menu yet. As a Board, we have gone to taste test food. The next Board meeting in May meeting will be at hotel with a complimentary lunch, 6 months out from conference.

Kristen indicated that last year's conference fees should cover the conference and half of Jamie's charge. Cara said not to change the Sponsor levels. Amber suggested increasing the non-member cost so that it is cheaper to not be a member and that way there is an incentive to become a member. Non-member conference cost \$10 more. 2015 was cheaper because it was a shorter conference. Increasing the member cost some would help, as well as increasing the non-member fee. Membership fees are currently outlined in the by-laws. Kristen is looking into the procedure to change these. It was asked if before we vote, if we have to put it in the newsletter and give it 30 days? Discussion continues. It was noted to possibly add a note about saving money if becoming a member.

**Pre-Conference Class proposed increase:**

Member: \$40 which is up from \$30 last year  
Non-Member: \$80 which is up from \$70 last year

**Membership** to \$35 (this was \$30 last year)

**Conference:**

Member: \$160  
Non-Member: \$200

Speakers could be charged a one day fee, but they would get meals and everything. Erika asked how we would handle that. If they are non-member and only coming to speak, there should be no charge. However, if they come in and attend, then need to register. We need to provide that information to Jamie. Other discussion centered on student fees, designation fees, vendor fees and late fees but no changes were noted. The increase in membership fees would not be effective until 2018. It was decided to note the increase in membership fees in the newsletter and then vote on it at following board meeting after newsletter is out. There

was some discussion on having separate invoice some systems, and that the online fee is well worth it.

Budget- awards \$500 same as last year

Designations - \$86 and \$100 down from last year

Executive Board - \$9,288 Jamie contract. We can talk about ours, but Cara thinks that \$11,200 will be good.

History \$100 down from \$240

Legislative – none

Membership - \$85

Nominations – none

Program - \$14,000 budget

Publication – none

Education – Jay indicated a budget of \$600 should be more than we need. Gift cards for non-speakers, supplies, snacks, etc.

It was mentioned as long as the Cowan grant is reflected somewhere in the budget it should be okay.

The location of training classes was discussed. Pam could provide a room in El Dorado with 12 training laptops available. Bj would like to see a class in Western KS. It was mentioned the class in Crisis City was filled up with Kristen’s python class and that would be a popular topic. Other ideas for next year: Arcade scripting for labeling and symbology. Bj noted that census is running on QGIS, so it is good to be teaching a class on it. It was stated for all classes give a newsletter article. Jay and Tara are willing to go out west to teach a class. Tara volunteered to teach a class and will talk with Pam on the location.

It will be important to follow through and see what is actually spent. Pam thinks it should happen through QuickBooks. Each committee member needs to turn everything in to Pam for reimbursement purposes and tracking.

Board budget \$9,288, incidentals, Paypals, etc. \$11,200

Cara will type up proposed budget, and next meeting we will vote and approve.

- X. **SOP Calendar** – page 25 of the SOP. Budgets, spring newsletter were discussed. Kristen sent out the Cowan scholarship it out to everyone including college contacts, and it is on Google Drive in the scholarship folder. How to contact high schools, difficult to target because of timeline.

#### XI. **Action Items**

- A. SOP Review
- B. Committee Budget Approval
- C. Solidify and Promote April Class

We will approve budgets in April and have a conference call and we will also discuss the Cowan scholarship.

**XII. Next Meeting Date...**

Either May 16 or 18 to meet at the hotel. Cara will check with Jamie.

Motion to adjourn the meeting Jay, Kristen seconded. Ended 1:44 pm.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**March 22, 2017**

Cara emailed the KAM Board Members to indicate the meeting with the hotel will be on May 9, 2017 from 10 am to 3 pm. She indicated lunch will be provided and asked for any dietary restrictions.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**April 5, 2017**

Jay emailed Cara and Tara regarding the timing of his workshop. Since Cara and Lee's class will be in May, Jay will move his class to June, and Tara still plans on an August class. Cara also asked Tara to check the minutes on class prices, but no changes were noted to the standard classes, only pre-conference classes.

**Kansas Association of Mappers**

Executive Board Meeting  
Tuesday May 9, 2017 10:00 a.m.  
DoubleTree by Hilton  
Lawrence, KS

**I. Introduction and Opening Remarks Cara Mays**

President Cara called the meeting to order at 10:33 am after the hotel tour was provided. During the tour, KAM members viewed the hotel rooms, meeting rooms, and other accommodations. Lunch was provided by the hotel. Cara asked for any comments on the hotel. The general consensus is that it looks nice. One question remained about the breakfast. Linda indicated it may not be in the contract. Jamie was sent the preliminary budget last week. Linda indicated the budget might need to increase some, but this will be discussed more under the Program Committee report.

**Attendance:**

Cara Mays	Erika Stanley
Kristen Jordan-Koenig	Tara Lanzrath
Pam Dunham	Amber Reynolds
Bj Wooding	Jay Guarneri
Lee Allen	Linda Sibert

**II. Approval of February 16, 2017 Minutes Tara Lanzrath**

Lee had a few minor changes to the minutes that Tara agreed to correct. Bj motioned to approve the minutes, Pam seconded.

**III. Treasurer's Report Pam Dunham**

The beginning balance was \$29,028.01, with a total of \$26,174.06. Pam asked if we want to see what's coming in and out of QuickBooks. She mentioned the un-cleared \$160 is the Service Marks. The other is Jamie's that will be cleared in the week. As long as Jamie is okay with the payment schedule, all is good. Kristen asked Pam to get Erika digital versions of the Treasurer's Reports to get up on the website. We don't have any reports from 2016 and we might need to skip these all together. Jay moves to approve the report, Amber seconded.

**IV. Past President's Comments Kristen Jordan-Koenig – None.**

**V. President Elect's Comments Amber Reynolds**

Amber reported that MAGIC switched to Wild Apricot as well. The MAGIC 2018 Conference will be in Nebraska on April 22-26, 2018 at the Doubletree in hotel in Omaha.

She also mentioned some news that the Department of Interior has suspended all advisory committees. Some discussion followed, but the outcome is unknown at this time.

## VI. Director's Comments

- A. **Lee Allen**-Cara and Lee met on the course content for next week. There are sixteen enrolled in the class with two people indicating they cannot bring a laptop. They sent out a survey prior to class to get a better feel for the participants. The class will be mostly hands on learning. Lee will be getting donuts and coffee for the class, and KAM will reimburse. Lunch will be on their own. They will keep the sign in sheet to reconcile any non-payments.
- B. **Bj Wooding** – commented she is impressed with the conference hotel.
- C. **Erika Stanley** – None.
- D. **Jay Guarneri** – indicated the hotel looks good. He asked if we know how many rooms we have. It was indicated that information is saved within the Google documents. It was also discussed that site selection is in the custom meeting planner's contract.

## VII. Committee Reports –

### *Awards – Connie Lawrence, Chair:*

Erika and Connie will coordinate on opening the online nominations suggestion. Cara will call Susan and see where past awards were ordered from.

### *Designations – Pam Cannon, Chair:*

The gifts have arrived and reimbursement was made.

### *Education – Jay Guarneri, Chair:*

Jay indicated he is moving forward with the Manhattan location for the June class. Tara's QGIS class will be in August and she will work with Pam on the date and location. Lee mentioned it makes sense to print out the attendee list for classes and have people sign them when they come in. This will help with payment and proof of attendance.

### *History – Amber Hancock, Chair: No Report.*

### *Membership- Pam Dunham, Chair:*

We have two new KAM members. There were some membership lapses. If these individuals apply as new, Pam can merge with the previous membership. The only requirement for keeping the membership current is for designations. Lee put together a handout, but an official brochure has not been created yet. It might make sense to wait to send out the handout until August when college starts back up again. This could serve as an announcement of the upcoming KAM Conference.

### *Nominations – Gail Ogle, Chair: No Report.*

### *Legislative – Lee Allen, Chair:*

There is a GIS Policy Board Meeting this Friday. Erika indicated the data development budget is zero.

### *Program – Linda Sibert, Chair:*

Linda indicated the budget is not approved yet. There are thirty-two session spots with ten verbally confirmed. There have been two abstracts submitted. She is still looking for speakers. There is a "Submit Abstract" option and schedule on the KAM website, but we may need to send out a conference email to announce this. Bj suggested sending it all as a conference packet email. In the past, no one submitted nominations outside of the Board, so Kristen indicated we should think of nominations. Linda indicated the theme is Mapping in a Changing World. We talked about giving away mini-drones, but are not finding a reputable place within our budget. We may have to go with another route. It was thought perhaps the door prize could still be a drone. Another idea is to also talk to a drone vendor to see about any possible connections there. Kristen suggested that travel coffee mugs might be good. Lee wondered if we should give people a choice, but Linda doesn't think it would work as we would lose our price break benefit. The Lawrence Chamber of Commerce will be providing visitor bags and will help with providing school buses for the tour. The casino theme night

contract has been signed. The dam tour has been set up for \$150. One bus will pick up the first group, then come back and get second group. The bus will run back and forth periodically. The last bus will leave at 9 pm from downtown. There are other options in Lawrence such as Ubers if needed.

Linda will need to modify the food budget. The catering menu was obtained two weeks ago. The cheapest plated lunch is \$22, while the buffet is \$18 per person. She needs to bump the food budget up from \$8,500 to \$11,000. Linda asked if KAM will pay for everyone's breakfast. It was discussed that the breakfast buffet at the hotel is \$12.99 and that is a better price point. It might be easier to settle a bill later if a few need it. There is also the idea that when you register, you can purchase a breakfast ticket. Below is the tentatively proposed food schedule:

**Tuesday class** – none

**Wednesday** – Morning coffee, plated lunch, afternoon snack, and heavy hors d'oeuvres for dinner.

**Thursday** – See about hotel breakfast (or on your own), mid-morning break with exhibitors, lunch buffet, and afternoon break with exhibitors, dinner on your own.

**Friday**- breakfast and lunch, or a brunch. It was mentioned protein Friday morning would be good.

Linda mentioned that a closing keynote has not been found yet. She thinks an increase to the total budget by \$1,500 will be necessary. The new KGS director will start in the next few months and might be a good closing keynote. No one has been hired yet, but when someone is, Kristen can talk to him or her. Brownie Wilson could serve as a backup option. Linda indicated with the additions that the total budget is up to \$16,500.

**Publication –Kristen Jordan-Koenig, Chair:**

Kristen indicated she will need assistance with the summer newsletter since she will be out of the country. Erika and Cara will assist, and Tyler will as well. The newsletter is scheduled to go out June 22.

## **VIII. Old Business**

### **A. Approve KAM Budget –**

The approximate total KAM budget is \$31,000. There is a \$2,500 amendment to the budget. Kristen moves to approve, Bj seconded.

There was a motion to pause for lunch being provided by the hotel, which was approved.

### **B. KAM Fees –**

Discussion on KAM Fees resumed at 12:47 pm.

Conference fees were verified at \$160 for member and \$200 non-member. Erika will check what is indicated on the website. Everyone is okay with the increase in the pre-conference classes to \$40 for member and \$80 for non-member to help cover the facility at the hotel. Student rates will be kept the same. General membership will raise to \$35 in 2018. It was discussed possibly increasing the cost of the classes this year, but it was decided to keep this the same and raise the price next year. The commercial category for subscribing membership will be raised up to \$50, which is an increase of \$5. Since it is in the bylaws, there will need to be a vote on increasing the membership cost. Cara will announce the increased membership at the conference. The plan would be to increase it somewhere late in October, and give an official switch over date that we can announce with the new rate. Kristen moves to increase the 2018 regular membership to \$35 and \$50 for subscribing membership. Erika seconds. All are in favor. We can officially announce this at the next meeting and change it in the bylaws.

### **C. Review SOP -**

Discussion occurred on committee consolidation of the Nominations and Awards Committees. One concern was if two people are after the same award, would it skew the vote

for the award? It was mentioned that all the nominations are typically from the Board anyway. Lee mentioned we split these out in 2008, but it seems to make sense to have them together. Lee motions to combine the Nominations and Awards Committees. It was seconded, and all are in favor. Bj outlined some revisions to the SOP. Cara will make the changes in the SOP regarding the committee consolidation and incorporate the other revisions and send it out for review.

**D. Promotion Initiative**

Lee will work towards taking the one page flyer and making it into a trifold.

**IX. New Business**

**A. John Cowan Scholarship**

There have been zero applicants for the scholarship this year. Discussion occurred on advertising it through social media, or calling up Geography Departments. It was questioned if the amount of \$500 is too insignificant. Perhaps the time spent involved is too great for the amount. It was thought that \$1,000 might seem more attractive and we could reopen it in the fall. There was a concern that some are not seeing the benefit of KAM to GIS within departments, or that typically tuition is covered by student loans and the cost isn't worried about until later. Since a lot of students are on Twitter, this could be a good option. Bj moves to increase the John Cowan Scholarship to \$1,000 and decrease the general education to \$1,000. Kristen seconded.

**B. KAM Service Marks**

It was mentioned that three specimens are needed. The three listed were the website, booklet, and certificate. When you get your designation the symbol appears on the certificate. Lee can send in a copy of his. On the website if we added the logo to the left of the descriptions, it would help. Amber will send the PNGs to Erika to place on the website. Pam will use those as the sources. Proof of age and logos and how they are used should suffice. This task occurs once every 5 years, so once this is approved, we should be good for a while.

**X. Action Items**

**A. Open Nominations Online**

Erika will send out an email with a refresher every 6 weeks. It was mentioned that a communications plan would be nice to have. If we have stuff to send out, we should send it through Erika since part of the web admin duties are to send out emails.

**B. Promote Upcoming Classes**

Jay indicated that the class details will be placed on the website.

**XI. Next Meeting Date...**

The next board meeting will be a conference call at 9 am on July 21. Erika can send out the call information.

Amber motioned to adjourn the meeting, Kristen seconded.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**May 17, 2017**

Cara emailed out the changes to the SOP including the Nominations and Awards Committee consolidation into just the Nominations committee. Pam Dunham had some minor changes, but agreed to the changes with or without those modifications. All other members agreed.

**Kansas Association of Mappers**  
**Executive Board EMAIL**  
**June 29 17, 2017**

Jay sent an email to the Executive Board indicating his resignation as Director from the Board of Directors. He will be moving to Massachusetts in July and can no longer fulfill his duties. Since the Director position is only nominated every other year, this position would be vacant until the conference in 2018. It was therefore recommended to fill this position. Kristen indicated the procedure for replacement is to have the special nomination committee perform the selection. The other runners up were Jerred Schmidt and Linda Sibert. Cara will contact Gail and these names will be passed along to the committee for consideration. The goal would be to have someone selected for voting by the Executive Board in time for the next meeting on July 21.

# **Kansas Association of Mappers**

Executive Board Meeting Minutes

Friday July 21, 2017 9:00 a.m.

Conference Call

1-866-620-7326

Code: 8598036113

## **I. Introduction and Opening Remarks Cara Mays**

President Cara called the meeting to order at 9:05 am. There were no opening remarks.

### **Attendance:**

Cara Mays

Kristen Jordan-Koenig

Bj Wooding

Tara Lanzrath

Amber Reynolds

Lee Allen

Linda Sibert

## **II. Approval of May 9, 2017 Minutes Tara Lanzrath**

Bj motioned to approve the minutes, Amber seconded.

## **III. Treasurer's Report**

Pam Dunham was not able to attend.

## **IV. Past President's Comments Kristen Jordan-Koenig – None.**

## **V. President Elect's Comments Amber Reynolds**

Amber reported that we received 2018 site bids that she and Cara will review after the meeting today. She commented that there are 4 to look at in Lawrence, Manhattan, and Wichita.

### **I. Director's Comments**

**A.** Lee Allen – called in late, so he was skipped.

**B.** Bj Wooding – none.

**C.** Erika Stanley – not on the call.

**D.** Vacant

### **II. Committee Reports –**

*Awards – Connie Lawrence, Chair: No Report.*

*Designations – Pam Cannon, Chair: No Report.*

*Education - Vacant, Chair: No Report.*

*History – Amber Hancock, Chair: No Report.*

*Membership – Pam Dunham, Chair: No Report.*

*Nominations – Gail Ogle, Chair: No Report.*

*Legislative – Lee Allen, Chair: No Report.*

*Program – Linda Sibert, Chair:*

Linda indicated she is scheduling a meeting on Thursday of next week to discuss the program, release registrations and open registration. The goal to open registrations is August 1<sup>st</sup>. At this point, over half of the sessions are filled. If anyone has any ideas, get ahold of Linda. The main giveaway will be a drone. Each registrant bag will contain a travel mug. The idea of meal tickets was brought up again. It was mentioned that we can do this but the cost will not count towards the food cost since the restaurant is separate from the hotel. Linda can look at costs, and run the numbers, but this is still in debate. Linda asked the Boards' opinion on which way to go. It was asked if we can do a mix of serving the food and tickets. Linda indicated we are within \$500 of the required food cost. Some ideas were to add an extra meat, or add something else to vendor night. Linda had no other updates. Kristen asked for a list of who is signed up for sessions already, and Linda indicated she would send out a schedule. Linda left the call after her report.

*Publication- Kristen Jordan-Koenig, Chair: No Report.*

Cara is waiting on the conference schedule from Linda before she sends out the newsletter.

### **III. Old Business**

**A. KAM Service Marks Pam Dunham** – skipped for now.

**B. Final SOP Approval** –

There was a comment that it looks great. Amber made an official motion to approve the SOP update, Kristen seconds.

### **IV. New Business**

**A. Board Vacancy/Nomination** –

The nominations committee suggested that Linda Sibert be the fill in for Jay's position. There was an initial miscommunication on how long the appointment was for. Linda has accepted the nomination. The Board needs to vote on this. A motion was made to appoint Linda to fill the vacancy, Bj moves to appoint Linda as Director on the Executive Board, Amber seconds.

**B. GoDaddy changes** –

There were some changes that Erika was going to talk about. Kristen indicated that it sounds like Erika got everything switched over, so we should be good. Pam emailed Cara last night that we need to pay insurance and we need approval to write that check. The invoice was due June 15, and is around \$525. Kristen made a motion to approve insurance, Lee seconded.

### **V. Action Items**

**A. Promote Tara's Class** –

Tara is working with Pam on her QGIS class on August 8 in El Dorado, KS. Kristen suggested another email to promote the class.

**B. Open conference registration –**

Goal is to have this open by August 1.

**VI. Next Meeting Date...**

It was discussed to have another call in September to touch base. Cara will send out a date survey to get the next call scheduled. Kristen made a motion to adjourn, Amber seconded. Meeting adjourned at 9:24 am.

Lee commented to update our email list to include Linda. Tara will take over as Education Committee Chair until October since Jay has vacated. Cara will let Tara know what all she would need to do. We have had our three classes, so there probably isn't too much more.

**Kansas Association of Mappers**

**Executive Board EMAIL**

**August 2 – September 5, 2017**

The KAM Summer 2017 Newsletter went out announcing the Conference and brief schedule of events. Conference registration was also opened on this day.

Jamie Schieber emailed the Board regarding needing 5 laptops and 5 projectors for the upcoming conference in October. Volunteers to bring equipment included Amber and Lee. Jamie also sent an email offering to make reservations for Board members and asked for volunteers for the Registration Desk Wednesday morning from 8:00 am to 9:30 am. Bj, Erika and Amber responded that they can help with the registration desk.

**Kansas Association of Mappers**

**Executive Board EMAIL**

**October 6, 2017**

Tara emailed the Board to confirm the next Board Meeting time and location. It will be held at 6:00 pm on Tuesday, October 17 at the DoubleTree hotel in Lawrence, KS.

**Kansas Association of Mappers**  
Executive Board Meeting  
Tuesday October 17, 2017 6:00 p.m.  
DoubleTree by Hilton  
Lawrence, Kansas

**1. Introduction and Opening Remarks**

President: Cara Mays called the meeting to order in the South Board Room of the DoubleTree hotel.

Attendance:	Cara Mays	Pam Dunham
	Kristen Jordan-Koenig	Linda Sibert
	Tara Lanzrath	Lee Allen
	Amber Reynolds	Erika Stanley
	Bj Wooding	

Also present: Jamie Schieber, Pam Cannon

**2. Approval of Minutes** – Bj made a motion to approve the July 21, 2017 minutes pending a minor revision. Lee seconded. Motion carried.

**3. Treasurer’s Report** – Pam gave the Treasurers report saying that the beginning balance matches our ending balance from May 8 at \$43,202.03. She brought 10 copies, 5 included all of the documentation. She indicated we had a large number of conference registrations. She noted that they accepted our Trademarks and the checks finally came through. The un-cleared transactions are all for conferences. Lee asked if we had numbers on how much we made from the classes. Pam indicated she had a meeting with Lisa Olsson to figure it out. Kristen indicated there are options in website for different summaries. Erika asked how much we still owe for the conference. Linda indicated she can talk about this in the Program section but her estimate is that we were going to clear \$2,500 to \$3,000. Amber made a motion to approve the Treasurers report. Lee and Erika seconded. Motion carried.

**4. Past President’s Comments** – Kristen indicated this will be her last Board meeting, and that she hasn’t missed one in 5 years. She indicated it was a pleasure to serve on the Board and that she knows everyone will do a good job.

**5. President Elect’s Comments** – Amber: None.

**6. Director’s Comments**

*Lee Allen* – Indicated he is excited for the conference.

*Bj Wooding*– Indicated it is also her last Board meeting, and that she will miss everyone. Kristen offered to nominate her. She wishes everyone luck.

*Erika Stanley*–Erika mentioned that she thinks we need to recruit more people on the Program Committee and Linda agreed.

**Linda Sibert** –Linda asked if she should have been sworn into the Board. She also mentioned she is the only person that has served on the Board twice that wasn't voted in. Kristen indicated the official swear in documents are on the Google Drive or website, and Cara will get to it tonight.

## 7. Committee Reports

**Awards – Connie Lawrence, Chair:** She will present the awards with Cara.

**Designations – Pam Cannon, Chair:** Bj mentioned there are 2 designee exams today.

**Education – Tara Lanzrath, Chair: No Report.**

**History – Amber Hancock, Chair: No Report.**

**Membership – Pam Dunham, Chair:** We have 29 new members from November 1, 2016. Lee mentioned we should try to look at which new members will be at the conference so that we know when making announcements. It was also mentioned that sometimes it can look like there are new members when they are not. It was mentioned to keep the contact list under 500 to remove some from the list if there is no activity within 5 years.

**Nominations – Gail Ogle, Chair: No Report.**

**Legislative – Lee Allen, Chair:** Linda mentioned the GIS Policy Board had funding cut. It was mentioned that the NRCS got additional funds for LiDAR development.

**Program – Linda Sibert, Chair:** Linda mentioned the last 6 weeks have taken a lot of time to prepare for the conference. She reiterated making \$2,500 to \$3,000 on the conference. She sent out the conference schedule. There was one error in the year on the last page and it should read not 2017 not 2016. Linda mentioned she still needs to buy the items for the reception for tomorrow night. She will have a receipt for reimbursement. Her budget was \$300, but it will be less than that. Kristen asked if there is a conference app. Linda said yes, there was an email and it is on the website. Many indicated they don't recall receiving it. It will be announced at the conference tomorrow with the code needed to download the app. Linda indicated she will stay on the Program Committee but not as the Chair. It was reiterated that more people are needed on the Program Committee.

**Publication- Kristen Jordan-Koenig:** Kristen indicated that she just realized they did not complete a fall newsletter on September 22. It was indicated the need for others on this committee.

**8. New Business** –Cara went over the Conference itinerary. It was mentioned that we need to thank the vendors. The point sheet includes all of the vendor logos including a late registration. The grand prize for the conference is a drone and you must be present to win. Some further logistics were talked about on the Bowersock dam tour, and making sure you bring a jacket and arrive on time. During the Business Meeting the membership fee announcement will be given on the increased \$5 membership fees as of November 1 and this will be changed on the website. Other topics were discussed logistically for the conference such as awards, membership, and nominations. The 2018 Conference will be announced for downtown in Manhattan, KS. Cara encouraged a few more moderators to sign up, offered dinner to anyone wanting to stay, thanked everyone for serving on the Board and provided each member with a gift bag.

**9. Next Meeting** – The next meeting date for the Board is at the KAM Conference tomorrow.

**10. Adjourn** – Meeting was adjourned at 6:54 pm.

## **Kansas Association of Mappers**

Opening General Session  
Wednesday October 18, 2017  
DoubleTree by Hilton  
Lawrence, KS

President Cara Mays welcomed everyone to the 32nd Annual KAM Conference on behalf of herself, the Executive Board and the Program Committee. She extended a special thanks to Linda Sibert on the Program Committee as well as to Judy Palenske and Erika Stanley for all of their hard work in putting this conference together.

Cara introduced the members of the Executive Board and encouraged everyone to find them if they had questions. She thanked the Board Members for sticking with the Board this year. She said Jamie, at the registration desk, would also be able to answer questions.

Cara thanked the pre-conference workshop instructors and to all of the presenters at this conference. She also thanked all of the Committee Members, and extended a thank you for all of the KAM vendors this year.

She mentioned we have paper copies of the program available at the front desk and how to access the conference app. She mentioned the grand prize is a drone this year, and you have to be present to win for the drawing Friday morning. She mentioned the misprint on the education sheet that should say 2017, and gave the time to meet for the dam tour and the new member reception information. She thoroughly enjoyed being the KAM President this year and thanked everyone for this opportunity. She had a goal of 15 new members for the year, but we achieved 30 new members. Her second goal was to have at least 2 classes this year, but we were able to accomplish 3 classes, and accomplish this goal.

Cara then called the annual business meeting to order at 9:42 am.

She informed everyone that conferences fees will be raised \$10 and membership fees raised \$5 to \$35 and \$50 to be a subscribing member. She mentioned this will change November 1. Another change was to combine the awards and nomination committees. More information can be found on the KAM website. She also encouraged everyone to volunteer for a committee and find out more information online. She mentioned also losing the Board member Jay due to moving out of state, and in his place, the Nominations committee voted Linda Sibert to fill this and the Board voted to approve. She thanked Linda.

Next she moved into the Awards and called Amber Reynolds and Connie Lawrence forward.

The first award for Outstanding Mapping Project was presented to Jeremy Taylor for his work on starting from scratch to get the GIS going in his county.

The second award for Prestigious Cartographer/GIS Professional was presented to Cara Mays for her willingness to take on difficult projects and staying up to date on training and helping customers.

The third award for Most Valuable Member and was presented to Pam Dunham, for her duties on being KAM Treasurer this year and taking on the difficult task.

The Final award for Lifetime Achievement was awarded to Pam Cannon, who became a member in 1999. She served on the KAM Board for 6 years starting as Director and working her way to President.

Pam Dunham, Membership Committee Chair then announced the new members. She said there were 30 new members and 12 are registered and there at the Conference. The new members were called up and welcomed to KAM.

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

**For President Elect-----Nick Callahan**

Cara called for nominations from the floor for the Board position of President-Elect. None received. Gail Ogle moved nominations cease. Pam Dunham seconded. Motion carried.

**For Secretary----- Amy Roust**

Cara called for nominations from the floor for the Board position of Secretary. None received. Bj Wooding moved nominations cease. Ed Crane seconded. Amber Reynolds seconded. Motion carried.

**For Treasurer ----- Pam Dunham**

Kristen called for nominations from the floor for the Board position of Treasurer. None received. Pam Cannon moved nominations cease. Bj Wooding seconded. Motion carried

**For Director (2 year term)----- Drew Bean  
Lee Allen**

Cara called for nominations from the floor for the Board position of Director, 2-year term. Pam Cannon nominated Gail Ogle. It was moved for nominations to cease. Motion was seconded. Motion carried.

**For Director (1 year term)----- Linda Sibert**

With the vacancy, there is a 1-year term open. It was moved for nominations to cease, and seconded. Motion carried.

All ballots due by 3 pm Thursday afternoon.

Cara then introduced Pam Cannon to share what the designations are and the maintenance requirements. Pam then read the names of the KGISD, PKM and KM designees while Carol Klopfenstein passed out gifts to all of them. Pam then told everyone arrangements could be made to test for a designation any time during the year. The application to test can be found on the KAM website.

Cara asked for a motion to suspend the meeting to reconvene on Friday October 20, 2017. Motion received and seconded. Motion Carried

Cara then introduced Keynote Speakers Annie Wilson, Brian Obermeyer and John Dunham with the Flint Hills Map & Education Program. The Flint Hills Discovery Center is the sponsor of the program, and they described the work that went into their educational program. It is focused on the creation of a Flint Hills map and involvements with students within the Flint Hills. After the presentation, Cara provided the presenters with a gift of appreciation and thanked them.

**Kansas Association of Mappers**

Closing General Session  
Friday October 20, 2017  
DoubleTree by Hilton  
Lawrence, KS

Cara reconvened and called the meeting to order. She called Pam Cannon forward for a Designation Committee update. Pam hoped everyone has been enjoying the conference, and reminded everyone to turn in their maintenance points for the designations. She wanted to recognize their newest KGISD designee, Jason Randall.

Cara mentioned the conference survey was sent out by Jamie to our emails. She encouraged everyone to fill it out. She mentioned there are 47 disabled emails, and asked everyone to verify their information. NG911 goodie bags were distributed by Kristen to members who did not receive one.

Cara then mentioned that the John Cowan Memorial Scholarship did not have any applications. She mentioned the Executive Board voted to raise this award to \$1,000 in hopes to attract more Geography applications. She asked everyone to encourage those to our website to apply. She also mentioned they offer education grants with more details on the website.

Cara announced the newly elected Board members:

President Elect.....Nick Callahan  
Secretary.....Amy Roust  
Treasurer.....Pam Dunham  
Director.....Lee Allen  
Director.....Drew Bean  
Director (1 year)..... Linda Sibert

Then she asked following still serving members to join the new Board members to be sworn in:

President.....Amber Reynolds  
Director.....Erika Stanley

Cara then swore in the new Board. After the new Board was sworn in, Cara passed the gavel to Amber. She again thanked everyone for being allowed to serve as President. She then

introduced the new President. Amber Reynolds. Amber announced the winners of the Map Gallery. The winner of the paper map gallery was Tyler Fleming with the simulated tornado experience. The winner of the App is Sherry Taylor with Riley County.

Amber then drew for the winner of the grand prize of the drone. She then thanked the outgoing Board members, Kristen for her leadership, Tara for Secretary, and Bj. She also congratulated Jason Randall on his new designation, as well as thanking the new Board members. She also thanked the pre-conference workshop instructors again for their time invested. She also thanked the Program Committee (Linda, Erika, Judy) again for all of their hard work, and thanked the sponsors, ESRI, Surdex, and R&S Digital.

Amber encouraged all to find their passion with KAM and to make KAM what you can. She encouraged everyone to sign up for a committee.

She then announced the 2018 Conference location is October 15-18 at the Hilton Garden Inn in Manhattan, KS.

Amber entertained a motion to adjourn. Kristen so moved. Motion was seconded. Motion carried.

**Kansas Association of Mappers**

Executive Board Meeting  
Tuesday, November 21, 2017  
Kansas Water Office  
Topeka, Kansas

**1. Introduction and Opening Remarks**

President Amber Reynolds called the meeting to order at 12:25 pm.

Attendance:

- Amber Reynolds, President
- Nick Callahan, President-Elect
- Cara Mays, Past President
- Amy Roust, Secretary
- Pam Dunham, Treasurer
- Lee Allen (via phone), director
- Drew Bean, director
- Linda Sibert, director
- Erika Stanley, director

**2. Approval of Minutes.** Nick made a motion to approve the minutes with no revisions. Pam seconded. Motion carried.

**3. Treasurer's Report**

- Lee asked for information about the income from classes.
- Pam reviewed the report, saying that the numbers were estimates
- Jamie and Linda are working on a conference budget report. The board requested that Jamie's reimbursements be broken out in this report.
- Cara moved to accept the Treasurer's Report. Nick seconded. Motion carried.

**4. Past President's Comments**

- None.

**5. President Elect's Comments**

- None.

**6. Director's Comments**

- None.

**7. Committee Reports**

*Nominations and Awards (Gail Ogle, chair)*

- No report.

*Designations (Pam Cannon, chair)*

- The KAM website has been updated to reflect participants' points earned at the KAM conference in October.

*Education (Lee Allen, chair)*

- The committee plan to send out a survey to see what training is desired in the upcoming year.
- Nick suggested looking into coordinating/facilitating two ArcGIS Pro training sessions (one on the east and one on the west side of the state). Brief discussion acknowledged that Ken Wilkerson would be the best to lead the classes, but that KAM could not afford to pay for his services. Rather, it might be able to serve solely as a facilitator to collect names of interested people and find a suitable location.

*History (Amber Reynolds, chair)*

- No report.

*Membership (Pam Dunham, chair)*

- No report.

*Legislative (Amber Reynolds, chair)*

- The revised Geospatial Data Act of 2017 was introduced into the U.S. Senate on GIS Day (November 15, 2017). Discussion of KAM sending a letter of support is planned for later in this meeting.

*Publications (Tara Lanzrath, chair)*

- The call for articles for the winter newsletter went out via email today.

*Web (Erika Stanley, chair)*

- Erika and Jason met to get in sync on how to update website. No major changes are required right now.
- There have been complaints in the past about the delay in posting the treasurer's reports and meeting minutes; Erika reminded everyone that we need to make sure it gets out quickly.
- An issue with the WuFoo forms was fixed.

*Program Committee (Linda Sibert, chair)*

- Linda agreed to chair this committee again for 2018.
- The goal for this year is to have a plan of succession for the chair so that one person doesn't end up doing it multiple years in a row.
- The committee will meet before the end of the year.
- The board had a brief discussion of how much revenue comes from newsletter/website sponsors – there are only 2 right now. We may pursue sponsors more aggressively this year to help offset the cost of the conference.

*Sub-Report: Conference Debrief*

- About 100 people attended, which was a slight increase over last year.
- We had a net income of about \$7,000.
- 45 respondents to the conference survey. Overall, the feedback was very positive.
  - Linda will send out the link to the full results.

- Many said there was a good balance of presentation topics.
- ArcPro seems to be the hot topic.
- One complaint was that it was obvious that we were “cutting corners” by not offering a keg in the hospitality room and by not giving the speakers a gift.
- Linda noted that the speakers did receive a gift, but that the membership might not have known that since it wasn’t formally presented to them in front of the group.
- Only 23 people used web app; others said they would “never” use it. Specific complaints:
  - Scrolling through the whole agenda was frustrating after the first day.
  - 1 person missed having the ability to share pictures.
  - Linda recommending dropping the app entirely for next year because it is a lot of work for the comparative use it gets. People tend to prefer the paper; we can always post a PDF download to the website for people who want it digitally.

**8. Old Business**

*Reminder*

- KAM fees are going up as of November 1, 2018. Rate changes are as follows:
  - Commercial: raised from \$45 to \$50
  - Regular: raised from \$30 to \$35
  - Student: no change

**9. New Business**

*GDA Letter of Support*

- Amber briefly explained why many GIS/mapping organizations are writing letters of support for the legislation. She felt it appropriate that KAM join that initiative to express support at the local level.
- Lee asked that solicit feedback from the general membership prior to sending a letter of support. Amber agreed to send out an email.
- The board briefly discussed the controversy surrounding previous iterations of the bill.
- A vote on the letter was postponed until after the membership has a chance to comment.

*The board took a 10 minute recess at this point.*

*Custom Meeting Planners Contract Approval*

- Current deadline to approve the contract is Dec 31.
- Discussion: Do we want to hire CMP again or is it too expensive?

Pros	Cons
CMP does a fantastic job. The services provided are well worth the money.	It's not possible to line-item veto the contract to reduce the cost of CMP's services. The board approached Jamie about this a few years ago and she stated that it "doesn't work well that way."
CMP greatly reduces the workload on the Program Committee.	We will need to raise more money to continue to afford CMP's services.
Using the same vendor provides continuity from year to year, both for the vendors and for the planning committee.	Options for hiring a new planner are very limited; MAGIC put out an RFP and received no bids.

	The costs increase each year, but no additional benefits are added to the contract.
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- Alternatives
  - Make the conference a fully volunteer-run event again. (No administrative assistant.)
  - KSU, KU, and Wichita State all have conference organizing planners with students who can be hired by non-university organizations. If this is more affordable, this might be a good option.
  - Raise more money through sponsors and classes so that we can afford CMP.
  - Offer a joint conference with Kansas Appraisers or Kansas Association of Counties to cut costs and attract more Appraisers.
- Vote on the contract is tabled until the next meeting. Action items:
  - Lee and Erika will follow up with KSU planners.
  - Amber will talk with Jamie about cutting large sections from the CMP contract to save money.

#### *Goals for 2018*

- Amber wanted everyone to state their goals for the next year, but the discussion was tabled due to time constraints.
- Every board member should come to the next meeting with ideas.
- Amber's primary goal is to reenergize the membership and engage with them further.

#### *Social Media*

- Erika reminded everyone that we have Facebook, Twitter, and LinkedIn accounts, all of which have been inactive for some time. Amber offered to take over that role, and Pam will provide her with the appropriate login credentials.
- Amber also reminded everyone to check out the website's Executive Board section: board members may log in to see all documents, a board forum, and the board's Standard Operating Procedure (SOP).

**10. Next meeting.** December 14, 10 am in Manhattan.

**11. Adjourn.** Amy moved to adjourn. Linda seconded. Meeting adjourned at 2:30 pm.

**12. GDA Letter of Support.** After providing the membership with three business days to return comments to her, Amber emailed the board to indicate that three regular members of KAM had responded. All three were in favor of sending the letter. With the absence of any further comments, Amber called for a motion via email to submit the letter. Lee moved and Erika seconded that the letter of support be sent. Motion carried.

**Kansas Association of Mappers**  
Executive Board Meeting  
10:00 am, Thursday, December 14, 2017  
Kansas Department of Agriculture, 1320 Research Park Dr.  
Manhattan, Kansas

**1. Introduction and Opening Remarks**

President Amber Reynolds called the meeting to order at 10:15 am.

Attendance:

- Amber Reynolds, President
- Amy Roust, Secretary
- Lee Allen, director
- Drew Bean, director
- Linda Sibert, director

Excused Absences:

- Erika Stanley, director
- Pam Dunham, Treasurer
- Cara Mays, Past President
- Nick Callahan, President-Elect

**2. Approval of Minutes.** Linda made a motion to approve the minutes as revised via email. Lee seconded. Motion carried.

**3. Treasurer's Report.** Amy moved to accept the Treasurer's Report. Drew seconded. Motion carried.

**4. Past President's Comments.**

- None.

**5. President Elect's Comments.**

- None.

**6. Director's Comments**

- None.

**7. Committee Reports**

*Nominations and Awards (Gail Ogle, chair)*

- No report.

*Designations (Pam Cannon, chair)*

- No report.

*Education (Lee Allen, chair)*

- Met via email. List of 8-10 topics for courses developed; will be emailed out to membership to gauge interest. Survey will go out next week.

*History (Amber Reynolds, chair)*

- No report.

*Membership (Pam Dunham, chair)*

- No report.

*Legislative (Amber Hancock, chair)*

- No report.

*Publications (Tara Lanzrath, chair)*

- No report.

*Web (Erika Stanley, chair)*

- No report.

*Program Committee (Linda Sibert, chair)*

- Board reviewed final income/expense report for 2017 conference.
- Linda suggested increasing the 2018 fee for pre-conference workshops for non-members.
- Lee requested that we add back in the one-day registration option for 2018.
- Committee has met once to discuss the 2018 conference; next meeting will be in January.

## **8. Old Business**

*GDA Letter of Support*

- Board vote via email was approved. Letter will be sent next week.

*Custom Meeting Planners Contract Review*

- Lee requested a bid from Kansas State University's Conferences and Noncredit Programs department; it was significantly more expensive, even with removing much of what Conference Meeting Planners does for us.
- Lee also presented several future expense projections by adjusting different income and expense variables over a 10-year period.
- Based on Lee's various projections and the ensuing discussion, the board members present felt comfortable with recommending approval of the 2018 contract. Amber will request that Jamie send a final contract for board review and signatures.

## **9. New Business**

*Goals for 2018*

- Develop a financial plan.
- Host at least three educational courses in 2018.
- Increase advertising of services offered by KAM.

- Increase social media presence.
- Increase advertising of the Cowan Memorial Scholarship to high schools and colleges. Amy will run lead on this goal.
- Increase exhibitor participation.

*Set the Pricing Schedule for the 2018 KAM Course Offerings*

- Lee moved to set the pricing for 2018 classes at \$75 for members and \$125 for non-members. Amber seconded. Motion approved.

*Booth for MAGIC*

- The board decided to provide DASC with printed materials about the KAM conference and the Cowan scholarship instead of sponsoring a booth.
- Linda moved that we should purchase a sponsorship for MAGIC 2018. Drew seconded. Motion approved.

*Salina Surveyor Seminar Series Sponsorship Request*

- Amber received a request for KAM to sponsor a booth at this event. Amber will get more information and bring it back to the board's attention in a future meeting.

**10. Next meeting.** 10:00 am, Wednesday, January 17, 2018 at Public Works in Lawrence.

**11. Adjourn.** Amy moved to adjourn. Lee seconded. Meeting adjourned at 11:22 am.

**12. Door prize donation for Salina Seminar Series.** On the Executive Board online forum, Pam made a motion on January 5, 2018 to purchase and donate a \$100 Amazon.com gift card as a door prize for the Salina Seminar Series. Linda seconded. Motion carried.