



IMAGIN Inc.
2277 Science Parkway, 4A
Okemos, MI 48864
888-298-1002
866-298-2115
www.imagin.org

2012/2013 Board of Directors:

Scott Ambs: President (2013)	Charlie Bristol (2013)	Michael Muskovin (2014)
Bill Rowe: Vice President (2014)	Andrew Cain (2013)	Diane O'Connell (2014)
Aaron Boos: Treasurer (2014)	Chad Collins (2013)	Peter Schneider (2014)
Thomas Van Bruggen: Secretary (2013)	Trudy Galla (2014)	Lori Schultz (2013)
Andrew Brenner (2014)	Sarah Merz (2014)	Scott Swan (2014)

Minutes of the IMAGIN Inc. Board of Directors Meeting
Friday, September 28, 2012
Teleconference Meeting

1. Call to Order - Board Member Roll Call

1.1. President Scott Ambs called the meeting to order at 9:04 am

1.2. Roll Call

President Scott Ambs: Present
Vice President Bill Rowe: Present
Treasurer Aaron Boos: Present
Secretary Thomas Van Bruggen: Present
Andrew Brenner: Present
Charlie Bristol: Absent
Andrew Cain: Absent
Chad Collins: Present
Trudy Galla: Present
Sarah Merz: Present
Michael Muskovin: Absent
Diane O'Connell: Present
Peter Schneider: Present
Lori Schultz: Present
Scott Swan: Present

Quorum Present

1.3. Others In Attendance

Maryellen Jansen – Reihl Solutions
Sue Feenstra – Reihl Solutions

2. Approval of Agenda

Moved by Thomas Van Bruggen and supported by Sarah Merz to approve the agenda as presented

Motion Carried

3. Review and Approval of Minutes of the August 20, 2012 Board Meeting

Moved by Lori Schultz and supported by Andrew Brenner to approve the minutes of the August 20, 2012 Board Meeting

Motion Carried

4. Treasurers Report

Treasurer Aaron Boos presented the treasurers reports.

Moved by Thomas Van Bruggen and supported by Andrew Brenner to approve the treasurer's report as presented.

Motion Carried

*The Balance Sheet Report is attached to these minutes as Addendum 1: Balance Sheet
The Profit & Loss Report is attached to these minutes as Addendum 2: Profit & Loss*

5. Adopt 2012-2013 IMAGIN Budget

Scott Ambs introduced a preliminary discussion. Scott Ambs and Aaron Boos presented the proposed budget (2012-2013 Budget Draft V1.xlsx)

Discussion about how the Conference revenue generation will need to involve ALL board members to really market the conference.

Moved by Thomas Van Bruggen and supported by Trudy Galla to approve the 2012-2013 IMAGIN Budget as presented.

Motion Carried

The IMAGIN 2012-2013 Budget as adopted is attached to these minutes as Addendum 3: IMAGIN 2012-2013 Budget

6. Approve Management Contract with Riehl Solutions, Inc.

Maryellen Jansen reported that Riehl Solutions is proposing a one (1) year extension for management services for IMAGIN. All terms and conditions from previous contract are extending in the same format.

Moved by Trudy Gally and supported by Scott Swan to approve the Management Services Contract with Riehl Solutions, Inc. as presented and to authorize Scott Ambs to sign said contract.

Motion Carried

7. Old Business

7.1. Review & Approve New IMAGIN Logo

Moved by Thomas Van Bruggen and supported by Sarah Merz to adopt the proposed IMAGIN logo as designed by Aaron Boos with the changes discussed.

Motion Carried

The adopted logos as developed are attached to these minutes as Addendum 4: IMAGIN Logos

7.2. Review Open Action Items

AI-2012-07: Riehl Solutions to transmit a list of items regarding commitment to a board of directors.

UPDATE: All Board Members receive and propose changes to the document at the October Board Meeting.

Maryellen Jansen reported that the effort is to define what is expected of a board member. The form in its current form is a rough draft and over the next couple of months, the Board needs to refine and finalize the document. Items such as job descriptions and expectations of the positions are needed as well as a general time commitment.

AI-2012-11: Team Leads shall facilitate a team meeting and develop objectives to support the goals of IMAGIN utilizing the SMART goal development process. Each team shall collect a complete team contact list and supply the contacts to Thomas Van Bruggen.

Thomas Van Bruggen reported that several teams have communicated with him and that he will make contact with the teams to finalize this task.

AI-2012-12: All board members shall transmit three items they liked about the conference and one item they did not like about the conference to Andrew Brenner by July 31, 2012.

Completed.

8. NG911 – Technical Advisory Committee Report

Scott Ambs reported that the committee held its last teleconference yesterday, and the final meeting for the TAC will be in October. The sub-grant process was very successful and a large portion of Counties across the state was involved in the process. The process model was very successful and Scott Ambs feels that this committee model could be used very successfully in other projects.

9. Team Reports

9.1. Executive Team

Scott Ambs reported that the Exec team decided to remove the directors and officers insurance from the budget and decided not to renew the insurance.

The board commitment form is on Dropbox to review

Team Clarification:

Who is responsible for the awards that occur at the Conference.

Trudy to assist with Education team

Education Team to coordinate the awards

Need awardees finalized by beginning of March 2013 Board Meeting

Moved by Thomas Van Bruggen and supported by Scott Ambs to create a Professional Recognition Team.

Motion Carried

Volunteers for Team:

Trudy Galla

Chad Collins

Thomas Van Bruggen

Consolidation of GIS Organizations

Scott Ambs reported that he met with Andrew Hartwick, President of MiCAMP regarding consolidation of the organizations. There are reservations on both sides, but acknowledgement about needing a singular voice. Discussions are to continue between Scott and Andrew. There may be an opportunity of a joint meeting between the IMAGIN and MiCAMP boards.

Peter Schneider commented that the SPPC team did contact MiCAMP about promoting the SPPC with MiCAMP student attendees.

9.2. Conference Team

AI-2012-12: Conference Team to review the conference registration rates and develop proposed conference registration rates for review at the July 20, 2012 IMAGIN Board Meeting.

AI Status: Ongoing

Andrew Brenner reported that the team is in the planning stages with a good framework put together. Planning a geocaching event Sunday afternoon which replaces the golf outing. Keynote speakers are being contacted, including a potential speaker on ROI. Sessions and topics are being developed. Lunch on Monday will have the vendor roundtable and a GIS Jeopardy competition. Vendor reception change is being considered to bring people back for Monday evening for a more formal social gathering. Tuesday keynote, possible ESRI to discuss ESRI items upcoming. Awards lunch Tuesday followed by a series of technical workshops in the afternoon which will provide hands on training. Publicity planning is ongoing. The proposed theme for the conference is "Making The Connection."

9.3. Communication Team

Thomas Van Bruggen reported that the team has met, with most discussions centered around the website rebuild and a new database. Work is ongoing and anything that any team needs to have communicated should be forwarded to Thomas.

9.4. Education Team

Chad Collins reported that the team will be hosting a November 19th education workshop in conjunction with LR Kimball at Eastern Michigan University. Remote locations in Muskegon and Traverse City will simulcast the event.

Team has also collected a wide array of items to post as resources and education tools on the website.

Ideas for additional live workshops are coming.

9.5. Student Paper and Poster Competition Team

Peter Schneider reported has been meeting weekly to get items finalized. Publicity (flier) has been out for the first week of school, and contact list is over 60 members confirmed. Transmittals to contacts has gone out and responses are good. Judges are being selected. Publicity has been sent out via PDF flier, LinkedIn. Submittals due December 31, 2012. Physical competition will be held. Posters to be posted at the conference separate from the Map gallery, but there would be a people's choice certificate of recognition.

Open discussion

9.6. Statewide Imagery

Scott Ambs reported that the team has not met. The State of Michigan is going to be letting out an RFP for aerial photography. The State focus is to fill in areas that are still missing current photography. Details are TBD.

9.7. Nominating & Governance

Lori Schultz reported that Bill Rowe will send out reports next week. If anyone knows that there term is up and if they know if they will or will not be running again, please let them know.

While in the meeting, an email correspondence from Charlie Bristol announcing his resignation from the IMAGIN Board of Directors was received. Discussion followed.

Moved by Scott Ambs and supported by Lori Schultz to accept Charlie Bristol's resignation as presented.

Motion Carried.

Moved by Sarah Merz and supported by Scott Ambs to offer to and appoint Paul Riess to fill the open position on the board left by Charlie Bristol's resignation.

Motion Carried

10. URISA Memorandum

Andrew Brenner reported on a meeting he had with Greg Babinski from URISA and the resulting memo regarding a potential IMAGIN/URISA affiliation. There are costs and benefits as outlined in the memo.

Open discussion:

The IMAGIN / URISA Memorandum is attached to these minutes as Addendum 6: IMAGIN/URISA Memorandum

AI-2012-14 IMAGIN Board of Directors to review the memorandum presented by Andrew Brenner regarding a IMAGIN/URISA affiliation and be prepared to vote on if said affiliation should be pursued.

11. Closing Roundtable Discussion

The next IMAGIN Board of Directors Meeting will be held in Lansing at a TBD location on October 19, 2012.

12. Adjournment

Moved by Thomas Van Bruggen and supported by Andrew Brenner to adjourn the IMAGIN Board of Directors Meeting at 11:46 am.

Motion Carried

Minutes respectfully submitted by Thomas Van Bruggen, IMAGIN Secretary

Balance Sheet [Cash]**As of September 2012**

9/6/12
2:15:58 PM

Assets		
Imagin Savings S1	2,228.19	
Imagin Checking S4	8,057.52	
Total Assets	<u>10,285.71</u>	
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	9,256.23	
Current Earnings	(1,600.52)	
Total Equity	<u>10,285.71</u>	
Total Liability & Equity	<u>10,285.71</u>	

Profit & Loss Statement [Cash]**October 2011 through September 2012**

9/19/12

1:44:11 PM

Income	
Contributions Income	
Jim Living Scholarship Fund	500.00
Total Contributions Income	<u>500.00</u>
Convention Revenue	
Exhibit Booth Sales	7,950.00
Confernece Registrations	19,500.00
Non-Vendor Expo Sponsorships	1,300.00
Total Convention Revenue	<u>28,750.00</u>
Membership Dues	
Membership Dues	11,780.00
Total Membership Dues	<u>11,780.00</u>
Checking Interest	6.91
Dividend Income	2.10
Total Income	<u>41,039.01</u>
Expenses	
Credit Card Processing Fees	739.59
Board Meetings	
Board Meeting Food Costs	257.90
Total Board Meetings	<u>257.90</u>
Conference Expenses	
Conference Postage/Dist.	3.70
Member Recognition Expense	541.21
Annual Conference Costs	12,495.16
Total Conference Expenses	<u>13,040.07</u>
Postage & Delivery	
Postage	14.68
Total Postage & Delivery	<u>14.68</u>
Professional Fees	
Professional Fees	27,100.00
Total Professional Fees	<u>27,100.00</u>
Program Expense	
Jim Living Scholarship Award	500.00
SPPC	500.00
Total Program Expense	<u>1,000.00</u>
Office Expense	137.64
Other Expenses	20.00
Telephone	
Telephone - Land Line	116.41
Telephone - Conference Calls	145.00
Total Telephone	<u>261.41</u>
Web Hosting	155.88
Adjustment for Deferred Expenses	(87.64)
Total Expenses	<u>42,639.53</u>
Operating Profit	<u>(1,600.52)</u>
Other Expense	
Net Profit/(Loss)	<u><u>(1,600.52)</u></u>

Addendum 3: 2012-2013 IMAGIN Budget

NARRATIVES

IMAGIN Budget 2012 - 2013

Account	Budget Amount	Current Year Estimate	Description/Revenue
2012 - 2013			
Bank Service Charge	0		Conference Income 20,000
Credit Card Processing	200		Membership Renewals 17,710
Board Meetings	300		Jim Living Scholarship 500
D&O Insurance	0		Checking Account Interest 8
Postage	15		Other 0
Professional Fees	30,000		
Jim Living Scholarship	500		
SPPC Program	1,000		
Misc Office Expenses	0		
Telephone	0		
Conference Calling	145		
Web Hosting	155		
Web Site Development	0		
MAC Membership	200		
MAA Affiliate Membership	105		
Total	32,620		38,218

		Description/Narrative										
		Details										
Bank Service Charge	0	<p>Bank Service Charges Method of Calculation/Formula:</p> <table border="0"> <tr> <td>Lake Trust Bank</td> <td>0</td> </tr> <tr> <td>Withdraws</td> <td>0</td> </tr> <tr> <td>Deposits</td> <td>0</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> <tr> <td></td> <td><u>0</u></td> </tr> </table>	Lake Trust Bank	0	Withdraws	0	Deposits	0	Other	0		<u>0</u>
Lake Trust Bank	0											
Withdraws	0											
Deposits	0											
Other	0											
	<u>0</u>											
Credit Card Processing	200	<p>Conference accounts for cc processing fees Method of Calculation/Formula:</p> <table border="0"> <tr> <td>Card Porocessing fees</td> <td>200</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> <tr> <td></td> <td><u>200</u></td> </tr> </table>	Card Porocessing fees	200	Other	0		<u>200</u>				
Card Porocessing fees	200											
Other	0											
	<u>200</u>											
Board Meetings	300	<p>Boad Meetings Method of Calculation/Formula:</p> <table border="0"> <tr> <td>First Quarter Face to Face</td> <td>75</td> </tr> <tr> <td>Second Quarter Face to Face</td> <td>75</td> </tr> <tr> <td>Third Quarter Face to Face</td> <td>75</td> </tr> <tr> <td>Last Quarter Face to Face</td> <td>75</td> </tr> <tr> <td></td> <td><u>300</u></td> </tr> </table>	First Quarter Face to Face	75	Second Quarter Face to Face	75	Third Quarter Face to Face	75	Last Quarter Face to Face	75		<u>300</u>
First Quarter Face to Face	75											
Second Quarter Face to Face	75											
Third Quarter Face to Face	75											
Last Quarter Face to Face	75											
	<u>300</u>											
D & O Insurance	0	<p>D & O Insurance Method of Calculation/Formula:</p> <table border="0"> <tr> <td>Insurance fees for 2012 - 2013</td> <td>0</td> </tr> </table>	Insurance fees for 2012 - 2013	0								
Insurance fees for 2012 - 2013	0											

Addendum 3: 2012-2013 IMAGIN Budget

NARRATIVES

IMAGIN Budget 2012 - 2013

	Budget	Current Year		
			Other	0
				<hr/>
			Total	<u>0</u>
Postage	15		Postage	
			Method of Calculation/Formula:	
			General Mailings	7
			Conference Mailings	8
				<hr/>
			Total	<u>15</u>
Professional Fees	30,000		Professional Fees	
			Method of Calculation/Formula:	
			RIEHL Solutions Jan.	2,500
			RIEHL Solutions Feb.	2,500
			RIEHL Solutions March	2,500
			RIEHL Solutions April	2,500
			RIEHL Solutions May	2,500
			RIEHL Solutions June	2,500
			RIEHL Solutions July	2,500
			RIEHL Solutions August	2,500
			RIEHL Solutions Sept.	2,500
			RIEHL Solutions Oct.	2,500
			RIEHL Solutions Nov.	2,500
			RIEHL Solutions Dec.	2,500
				<hr/>
			Total	<u>30,000</u>
Jim Living Scholarship	500		Jim Living Scholarship	
			Method of Calculation/Formula:	
			IMAGIN Conference	500
			Other	0
				<hr/>
			Total	<u>500</u>
SPPC Program	1,000		SPPC Program	
			Method of Calculation/Formula:	
			Student Paper Competition Program	1,000
			Other	0
				<hr/>
			Total	<u>1,000</u>
Misc. Office Expenses	0		Misc. Office Expenses	

Addendum 3: 2012-2013 IMAGIN Budget

NARRATIVES

IMAGIN Budget 2012 - 2013

	Budget	Current Year		
			Method of Calculation/Formula:	
			Pens	0
			Paper	0
				<hr style="border-top: 3px double black;"/>
			Total	<u>0</u>
Telephone	0		Telephone Expenses	
			Method of Calculation/Formula:	
			Telephone Charges	0
				<hr style="border-top: 3px double black;"/>
			Total	<u>0</u>
Conference Calling	145		Conference Calling	
			Method of Calculation/Formula:	
			Quarterly Meeting call in participants	145
			Other	0
			Other	0
				<hr style="border-top: 3px double black;"/>
			Total	<u>145</u>
Web Hosting	155		Web Hosting	
			Method of Calculation/Formula:	
			Hosting fee	155
			Other	0
				<hr style="border-top: 3px double black;"/>
			Total	<u>155</u>
Web Site Development	0		Web Site Development	
			Method of Calculation/Formula:	
			ProBono	0
			Other	0
			Oher	0
				<hr style="border-top: 3px double black;"/>
			Total	<u>0</u>
MAC Membership	200		MACC Membership	
			Method of Calculation/Formula:	
			Membership fees	200
			Other	0
			Other	0
			Other	0
			Other	0

NARRATIVES

IMAGIN Budget 2012 - 2013

Addendum 3: 2012-2013 IMAGIN Budget

	Budget	Current Year		
			Total	<u>200</u>
MAA Affiliate Membership	105		MAA Affiliate Membership	
			Method of Calculation/Formula:	
			Membership Fees	105
			Other	0
			Other	0
			Other	0
			Other	0
			Other	0
				<u>105</u>
Total	32,620		Total	<u>105</u>

Addendum 4: IMAGIN Logos

Primary Logo:



Alternate Version 1:



Alternate Version 2:



Addendum 5: Commitment Form

IMAGIN Board of Directors Commitment Form SAMPLE

I, _____ (please print) agree to the following during my tenure on the IMAGIN Board of Directors:

Participation in board meetings

Attend and actively participate in all twelve (12) meetings, except in case of family or business emergency. Meetings shall consist of four (4) face-to-face and eight (8) teleconferences as determined by a schedule agreeable to the board established at the June Planning Session. By-laws call for meeting with Board President after missing three (3) consecutive board meetings. After three (3) non-consecutive board meetings missed you will be contacted by the governance committee.

Fundraising (Vendor Exposition)

Make personal contribution agreed upon at beginning of year. Participate in general campaign as outlined by development committee for each year. Make contact with at least 3 donor/corporate contacts.

Team participation

Attend and actively participate on at least one Team.

Planning Meeting

Attend annual Planning Meeting each June, except in case of family or business emergency.

Board Development

Nominate at least one viable Board Candidate or Team Member participant annually.

Notification and Response (on-going)

It is every board member's responsibility to stay in touch with the staff. If someone phones, faxes or emails you for information, it is your responsibility to respond in a timely and professional manner.

I enthusiastically agree to participate in all the above board activities.

Signed

date