



IMAGIN Inc.
2277 Science Parkway, 4A
Okemos, MI 48864
517-338-3035 x 709
866-298-2115
www.imagin.org

2012/2013 Board of Directors:

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

Minutes of the IMAGIN Inc. Board of Directors Meeting

Friday, November 16, 2012

Location: Central Michigan University, Bovee University Center, Mt. Pleasant, MI

1. Call to Order - Board Member Roll Call

1.1. President Scott Ambs called the meeting to order at 9:15 AM

1.2. Roll Call

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

Quorum Present

1.3. Others In Attendance

Sue Feenstra – Reihl Solutions

2. Approval of Agenda

Moved by Thomas Van Bruggen and supported by Lori Schultz to approve the agenda as corrected by removing the "Face-to-Face" portion of item 10, Next Meeting

Motion Carried

3. Review and Approval of Minutes of the October 26, 2012 Board Meeting

Moved by Bill Rowe and supported by Aaron Boos to approve the minutes of the October 26, 2012 Board Meeting

Motion Carried

4. Treasurers Report

Treasurer Aaron Boos presented the treasurers reports.

Checking account balance for November 16, 2012 is \$4,611; that is an increase of \$1,920 from the last revenue report in October. This increase in revenue is a direct result of renewed membership fees, which include a deposit of \$1,169 on November 6th. At the beginning of October the account balance was \$3,234. There have been no notable expenses since the last report in October. However, there was a notable deposit of \$510 by "VERACITY PAYMENT - MERCH DEP" on October 29th, 2012.

As more membership fees come in we should see a significant increase in revenue.

There have been no changes in the savings account since the last report in October of \$2,228

The combined total from checking and savings is: \$6,839

The Membership renewal goal for the this fiscal year's budget is \$17,710, with the combined total from checking and savings we are at 38.9% of projected revenue

Adding projected membership and scholarships income to conference revenue of \$20,000 for a projected budgeted total of \$38,218 we are at 18% of total projected revenue.

There was an interesting charge on the bank statement of \$25.00 (bank fee); I am guessing the dollar amount got below some determined minimum balance level.

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

Motion Carried

The 2012 – 2013 Budget is attached to these minutes as Addendum 1

The October 2012 Balance Sheet is attached to these minutes as Addendum 2

The October 2012 Profit & Loss Statement is attached to these minutes as Addendum 3

The October 2012 Savings Reconciliation Statement is attached to these minutes as Addendum 4

The October 2012 Checking Reconciliation Statement is attached to these minutes as Addendum 5

5. Old Business

5.1. Review Action Items

Scott Ambs reviewed the open action items:

All Team Leads need to complete the SMART Goals Process

All items to be covered in team business

6. Meeting Between IMAGIN, MiCamp and The Center for Shared Solutions

Scott Ambs reported that the group between Scott, Andrew Hartwick and CSSTP on Wednesday, November 14, 2012. The meeting was productive and is intended for the three entities to be working more together.

In January 2013 there will be a strategic planning meeting for the three groups. Attendees at the meeting were Scott Ambs, Andrew Hartwick, Jessica Moy, Everett Root, Chris Cantrell, Andrew Brenner and Laura Blastic.

Open Discussion:

How do we measure interest our membership has in different areas... What should the key focus areas be

Survey Monkey

If IMAGIN was to focus on one item for the next year, what would it be?

GIS Community in Michigan is behind the concept

At end of meeting if time permits, board will create list of potential areas where the groups can work together.

7. Team Reports

7.1. Executive Team

Scott Ambs reported that the team met on Wednesday and reviewed the agenda.

7.2. Conference Team

Andrew Brenner reported that the planning is underway. The program is being established and it is coming together well. There will be a larger focus on social activities, including more structured social interaction. A geocaching event and euchre tournament is planned.

Vendors: The team members are going to be contacting the vendors (list on dropbox under conference).

Andrew is working on a one page vendor benefit talking points sheet.

Abstracts: The abstract submittal site is up and running. We need to raise the number of abstracts. Deadline for abstracts will be extended. The conference needs to have board members look at tracts and have a group of speakers together for suggestions. We need to have consistent themes in the tract groups.

Suggestion that we encourage vendors that present also try to have the community being part of the presentation (add local participation, not just vendor presentation).

Both keynote speakers identified:

Greg Babinski on Monday from URISA on ROI.

ESRI: on vision – tentative – working with Sam Klimoski – Frank Baxter to approve etc.

7.3. Education Team

Chad Collins reported that a Monday, November 19, 2012 education workshop starts at 9:00 am. Mark Holmes putting on a topic of 911 and GIS. Good preregistration has occurred. Edwin Joseph at EMU is hosting GIS day on Monday and they are hoping for 50 students and faculty for the webinar.

Future topics are being brainstormed.

7.4. Student Paper and Poster Competition Team

Dianne O'Connell reported that the team has produced two "future members" from within.

The SPPC date and location are set for Schoolcraft College in January. The event will be a physical event this year but the team will be looking into a virtual contest for the future. Judges are being selected now and the master education list of contacts is being reviewed. Additionally, an award increase from \$500 to \$1000 has been set with \$600 going to the graduate paper winner and \$400 to the undergraduate poster winner.

7.5. Professional Recognition

Trudy Galla reported that the team members include herself, Paul Riess and Jim Bennett. Trudy has been reviewing the website for current and past categories.

Thomas Van Bruggen volunteered to also assist on the team.

Trudy reported that development of a nomination form and a Jim Living Scholarship application form would be created.

7.6. Communication Team

Thomas Van Bruggen reported that new site development is continuing.

Updates to existing site are continuing with a lot of changes for education, conference and general changes.

Postcards have been mailed out by Riehl Solutions and Thomas Van Bruggen will post the postcard to the GIS list serve for the conference.

7.7. Statewide Imagery

Scott Ambs reported that the team has met a couple of times over the last few weeks. The teams smart goals have been started. A letter of invitation to participants at state and federal level (MEDC, utilities) to be invited to a meeting in January will be sent out in December for a meeting in January. The meeting will be a

moderated discussion and the intent is to come out of the meeting having a specific list of goals, objectives, and a timeline from the meeting. Currently the plan is to have a plan in place to submit to the State that could be used in the FY2014 year.

7.8. Nominating & Governance

Lori Schultz reported that the reports are on dropbox. The team needs to know as soon as possible if existing members who have a term expiring are planning on running next year. Please let them know. Bill Rowe reviewed list of expiring members.

Discussion regarding not being able to contact Andrew Cain and Scott Ambs and Bill Rowe will be attempting to make contact with Andrew Cain.

The Nominating and Governance Report is attached to these minutes as Addendum 6

The Board of Directors Attendance Report is attached to these minutes as Addendum 7

8. K-12 GIS License Program Support

Scott Ambs reported that that Michael Dueweke was not able to attend.

Scott Ambs reviewed the email sent by Michael Dueweke about the GIS Mentor program.

Scott Ambs will invite Michael Dueweke to present at our December meeting.

9. Closing Roundtable Discussion

If IMAGIN, working with the State and MiCAMP could focus on three items, what would those three items be:

Lori Schultz:

- Single GIS Organization

Paul Riess:

- Statewide Imagery

- Statewide Landuse / Land Cover Datasets Updated

- Digital Elevation Model / LiDAR

Diane O'Connell:

- Outreach and communication with a variety of education groups

- Connections of GIS certificate / undergrad programs

- Connections to research being done at universities

Trudy Galla:

- Single GIS Organization

- What is lacking in the current GIS groups / conferences (what are we not addressing)

- Identification of major uses of GIS in the state (so we can address needs of all groups)

Chad Collins:

- Single GIS Organization

- Reduce redundant efforts (meetings, projects, etc.)

- Statewide Imagery program

- Collaboration with other states and uses of GIS elsewhere

Andrew Brenner:

- Statewide Imagery / LiDAR Program

- Land Use / Land Cover dataset updates

- Return of Investment: to be able to understand the value of our data to justify existence

- Data sharing with federal / local / state agencies seamlessly between all agencies

Thomas Van Bruggen

- Statewide Imagery / LiDAR Program

- Single GIS Organization

- Data sharing

- Return on Investment

Aaron Boos:

- Statewide knowledge base for GIS organizations

Statewide Imagery (including specs, buyups, planimetrics, etc)
Data sharing with a portal for use

Bill Rowe:

Cooperation between GIS groups / organizations
Establish more national models for Michigan (work with USGS and others)
Additional top down (Fed to State, State to Local) data creation and distribution

Scott Ambs:

Statewide Imagery Program with LiDAR
Return on Investment Study
Collaboration / one entity / one GIS voice in the state

10. Next Meeting Data

December 21, 2012
Teleconference 9:00 am

11. Adjournment

Moved by Andrew Brenner and supported by Thomas Van Bruggen to adjourn the November 16, 2012 IMAGIN Board of Directors Meeting at 11:40 am.

Motion Carried

Minutes respectfully submitted by Thomas Van Bruggen, IMAGIN Secretary

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		<u>38,218</u>
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		
			Description/Narrative
			Details
Bank Service Charge	0		Bank Service Charges
			Method of Calculation/Formula:
			Lake Trust Bank 0
			Withdraws 0
			Deposits 0
			Other 0
			<u>0</u>
Credit Card Processing	200		Conference accounts for cc processing fees
			Method of Calculation/Formula:

NARRATIVES

IMAGIN Budget 2012 - 2013

	Budget	Current Year		
			Card Porocessing fees	200
			Other	0
				<u>200</u>
Board Meetings	300		Boad Meetings	
			Method of Calculation/Formula:	
			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>
			Total	<u>300</u>
D & O Insurance	0		D & O Insurance	
			Method of Calculation/Formula:	
			Insurance fees for 2012 - 2013	0
			Other	0
				<u>0</u>
			Total	<u>0</u>
Postage	15		Postage	
			Method of Calculation/Formula:	
			General Mailings	7
			Conference Mailings	8
				<u>15</u>
			Total	<u>15</u>
Professional Fees	30,000		Professional Fees	

NARRATIVES

IMAGIN Budget 2012 - 2013

	Budget	Current Year		
			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.	<u>2,500</u>
			Total	<u><u>30,000</u></u>
Jim Living Scholarship	500		Jim Living Scholarship	
			Method of Calculation/Formula:	
			IMAGIN Conference	500
			Other	0
				<u>0</u>
			Total	<u><u>500</u></u>
SPPC Program	1,000		SPPC Program	
			Method of Calculation/Formula:	
			Student Paper Cometition Program	1,000
			Other	0
				<u>0</u>
			Total	<u><u>1,000</u></u>
Misc. Office Expenses	0		Misc. Office Expenses	
			Method of Calculation/Formula:	

NARRATIVES

IMAGIN Budget 2012 - 2013

	Budget	Current Year		
			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:	

NARRATIVES

IMAGIN Budget 2012 - 2013

	Budget	Current Year		
			ProBono	0
			Other	0
			Oher	0
				<hr/>
			Total	<u><u>0</u></u>
MAC Membership	200		MACC Membership	
			Method of Calculation/Formula:	
			Membership fees	200
			Other	0
			Other	0
			Other	0
			Other	0
				<hr/>
			Total	<u><u>200</u></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
				<hr/>
			Total	<u><u>105</u></u>
Total	32,620			

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

11/13/12
4:06:55 PM

Assets		
Imagin Savings S1	2,228.37	
Imagin Checking S4	3,252.14	
Total Assets	<u>5,480.51</u>	<u>5,480.51</u>
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	7,643.18	
Current Earnings	(4,792.67)	
Total Equity	<u>5,480.51</u>	<u>5,480.51</u>
Total Liability & Equity	<u>5,480.51</u>	<u>5,480.51</u>

Profit & Loss Statement [Cash]

October 2012

11/13/12
4:07:44 PM

Income		
Membership Dues		
Membership Dues	585.00	
Total Membership Dues		<u>585.00</u>
Checking Interest		0.19
Dividend Income		0.09
Total Income		<u>585.28</u>
Expenses		
Bank Service Charges		25.00
Credit Card Processing Fees		12.95
Postage & Delivery		
Postage	90.00	
Total Postage & Delivery		<u>90.00</u>
Professional Fees		
Professional Fees	5,000.00	
Total Professional Fees		<u>5,000.00</u>
Telephone		
Telephone - Conference Calls	50.00	
Total Telephone		<u>50.00</u>
Organizational Memberships		200.00
Total Expenses		<u>5,377.95</u>
Operating Profit		<u>(4,792.67)</u>
Other Expense		
Net Profit/(Loss)		<u><u>(4,792.67)</u></u>

Reconciliation Report

11/13/12
4:00:43 PM

Page 1

ID#	Date	Memo/Payee	Deposit	Withdrawal
Checking Account: 1-1000 Imagin Savings S1				
Date of Bank Statement: 10/31/12				
Last Reconciled: 9/30/12				
Last Reconciled Balance: 2,228.28				
 Cleared Deposits				
IE103112	10/31/12		0.09	
Total:			0.09	0.00

Reconciliation

AccountEdge Pro Balance on 10/31/12:	2,228.37
Add: Outstanding Checks:	0.00
Subtotal:	2,228.37
Deduct: Outstanding Deposits:	0.00
Expected Balance on Statement:	2,228.37

Reconciliation Report

11/13/12
 4:03:47 PM

Page 1

ID#	Date	Memo/Payee	Deposit	Withdrawal
Checking Account:		1-1500	Imagin Checking S4	
Date of Bank Statement:		10/31/12		
Last Reconciled:		9/30/12		
Last Reconciled Balance:		8,044.90		
Cleared Checks				
5133	10/1/12	Michigan Association of Co		200.00
eft	10/2/12	Authnet Gateway		2.95
eft	10/2/12	Authnet Gateway		10.00
online	10/12/12	Riehl Solutions, Inc.		2,500.00
cc	10/18/12	Conference Calls.com		50.00
cc	10/18/12	U.S.P.S		90.00
online	10/18/12	Riehl Solutions, Inc.		2,500.00
SC103112	10/31/12			25.00
Total:			0.00	5,377.95

Cleared Deposits

CR001122	10/29/12	Michelle Lazar	510.00	
CR001123	10/30/12	Membership Dues	75.00	
IE103112	10/31/12		0.19	
Total:			585.19	0.00

Reconciliation

AccountEdge Pro Balance on 10/31/12:	3,252.14
Add: Outstanding Checks:	0.00
Subtotal:	3,252.14
Deduct: Outstanding Deposits:	0.00
Expected Balance on Statement:	<u>3,252.14</u>

IMAGIN Committee Activity Report

Date of Report: 11-13-2012

COMMITTEE: Nominating and Governance

CHAIR: Bill Rowe

BOARD LIAISON:

Name(s) of IMAGIN Staff supporting:

Type of Report:

- Contains ACTION ITEMS**
- For Information Only**
- Budget attached (for new project proposals)**

Report:

1. Please see attached spreadsheet tracking Board attendance for 2011-2012 and for 2012-2013 beginning with the Annual Meeting in May.
2. Just something to think about. Current Board Members whose terms will expire in 2013 are:
 - Scott Ambs
 - Andy Cain
 - Chad Collins
 - Trudy Galla
 - Paul Riess
 - Lori Schultz
 - Tom VanBruggen

Addendum 7: Board of Directors Attendance Report

2012-2013 Board of Directors Meeting Attendance

Name	Term Expires	May-12/Ann.	Jun-12	Jul-12	Aug-12
Scott Ambs	2013	Present	Present	Present	Cancelled
Aaron Boos	2014	Absent - ex	Present	Present	Cancelled
Andrew Brenner	2014	Present	Present	Present	Cancelled
Andy Cain	2013	Absent - ex	Absent - ex	Absent - ex	Cancelled
Chad Collins	2013	Present	Present	Present	Cancelled
Trudy Galla	2013	Present	Absent - ex	Absent - ex	Cancelled
Sarah Merz	2014	Absent - ex	Present	Present	Cancelled
Michael Muskovin	2014	Present	Present	Absent - ex	Cancelled
Diane O'Connell	2014	Present	Absent - ex	Present	Cancelled
Paul Riess	2013	####	####	####	####
Bill Rowe	2014	Present	Absent - ex	Absent - ex	Cancelled
Pete Schneider	2014	Present	Present	Present	Cancelled
Lori Schultz	2013	Present	Present	Present	Cancelled
Scott Swan	2014	Present	Present	Present	Cancelled
Tom VanBruggen	2013	Present	Present	Present	Cancelled

Sep-12	Oct-12
Present	Present
Present	Present
Present	Absent - ex
Absent - ex	Absent - ex
Present	Present
Present	Absent - ex
Present	Absent - ex
Absent - ex	Absent - ex
Present	Present
####	Present
Present	Present
Present	Present
Present	Present
Present	Absent - ex
Present	Present