



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

2013/2014 Board of Directors:

Scott Ambs: President (2015)	Andrew Brenner (2014)	Shane Pavlak (2015)
Bill Rowe: Vice President (2014)	Chad Collins (2013)	Peter Schneider (2014)
Aaron Boos: Treasurer (2014)	Dharmesh Jain (2015)	Lori Schultz (2015)
Thomas Van Bruggen: Secretary (2015)	Sarah Merz (2014)	Scott Swan (2014)
Robbie Beller (2015)	Dianne O'Connell (2014)	Michael Woods (2015)

Minutes of the IMAGIN Inc. Board of Directors Meeting
Friday, November 8, 2013
Location: Teleconference

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: Teleconference
Vice President Bill Rowe: Teleconference
Treasurer Aaron Boos: Teleconference
Secretary Thomas Van Bruggen: Teleconference
Robbie Beller: Absent
Andrew Brenner: Teleconference
Chad Collins: Absent
Dharmesh Jain: Teleconference
Sarah Merz: Teleconference
Diane O'Connell: Teleconference
Shane Pavlak: Teleconference
Peter Schneider: Teleconference
Lori Schultz: Teleconference
Scott Swan: Teleconference
Michael Woods: Absent

Quorum Obtained

1.3. Others In Attendance

Traci Riehl – Riehl Solutions

2. Approval of Agenda

Moved by Thomas Van Bruggen and supported by Bill Rowe to approve the agenda as presented.

Motion Carried

3. Review and Approval of Board Meeting Minutes

Moved by Dharmesh Jain and supported by Aaron Boos to approve the minutes of the October 18, 2013 Board of Directors Meeting

Motion Carried

4. Treasurers Report

Aaron Boos presented the Treasurer Report as follows:

The checking account has a balance of \$4,654.00, which is a decrease of \$23.00 from October.
The savings account has a balance of \$2,224.00 which is the same as last month.
Total balances are \$6,878.00

The only significant upcoming withdrawal is for Riehl Solutions management fees.
Membership renewals are out so income should start soon.

Moved by Peter Schneider and supported by Shane Pavlak 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 Transactions report is attached to these minutes as Addendum 2: Transactions
The Profit & Loss report is attached to these minutes as Addendum 3: Profit & Loss Analysis

5. Old Business

Scott Ambs reviewed the Action Item List

6. 2013-2014 Riehl Solutions Management Services Contract

Scott Ambs reported that the Executive Team met yesterday to discuss the Management Contract. The Executive Team is recommending that the Board Approve a contract with Riehl Solutions as a Status Quo contract from our past year. Then at the annual planning session the IMAGIN Board will need to do a comprehensive review of the contract and how we can move forward.

Moved by Thomas Van Bruggen and supported by Sarah Merz to approve a contract with Riehl Solutions for Professional Management Services in an amount not to exceed \$30,000 for the 2013-2014 Fiscal Year.

Motion Carried.

7. Team Reports

7.1. Executive Team

Scott Ambs reported that the team met and discussed the management contract yesterday and started talking about timetables and the 2014 planning session.

7.2. Conference Team

Andrew Brenner reported that the team is moving ahead slowly. The announcement postcard is going to be mailed out next week. Leads for each track have been identified. Emails to track leads will go out soon and a call for presentations will be going out soon as well. Andrew Brenner is working on keynote speakers with five potential speakers. Contact to those speakers will occur in the next week or two. Vendor sponsorships will be starting soon as well. Targeted email communications to partners will be occurring soon as well.

7.3. Education Team

Scott Swan reported that the team met on Monday and is looking to put a webinar together on the SAW grant in the spring. The team is also discussing a panel discussion at the conference for education/students. The team is looking at assisting with finding workshop presenters for the conference. The team is also looking at starting to maintain the education section of the website.

7.4. Student Paper and Poster Competition Team

Pete Schneider reported that the team met yesterday and is making academic contacts. Good reception for the most part, especially from school that had not had participation in the past. The contacts they are making are also sharing new contacts, so the academic contact list is at about 130. Expansion beyond geography departments for contacts is occurring. E-blast will go out after Thanksgiving. The team is still working on the scoring rubrics. The event will be on Thursday, January 30, 2014. Two of the four judges are confirmed and they are looking for two additional judges.

7.5. Professional Recognition Team

Dianne O'Connell reported that the team met this past Monday and is working on content updates on the website along with previous winners. The team is working on the silent auction to define more clearly why we are having the auction. All of this will come together before January so that we can start promoting.

7.6. Communication Team

Sarah Merz reported that the team met on October 28th to get rolling on the first newsletter. The goal is to have the final draft by December 20th, printing between the holidays and then the mailing to be sent the first week of January. The Facebook and LinkedIn pages are up and running and we are working to get those more in use.

7.7. Collaboration Team

Dharmesh Jain reported that the team is making progress and are on task with timelines. The team has identified three organizations to work with. They are working with establishing contacts with the organizations. Michigan Association of Planning (MAP), Michigan Assessors Association (MAA), and Michigan Communities Association of Mapping Professionals (MiCAMP) are the three identified organizations. The team has established goals for why we are trying to collaborate.

7.8. Membership Team

Scott Ambs reported that the team has not met since the face to face meeting in October. Scott Ambs will be contacting Robbie Bellar to get the team moving.

8. Closing Roundtable

Andrew Brenner had a discussion with Andrew Hartwick from MiCAMP. An idea coming from that meeting would be that the two boards sit down and have a joint meeting between the boards to discuss how the two organizations can work together for the good of GIS in the state.

Scott Ambs stated that the Collaboration Team will work on this issue.

Peter Schneider commented that he urged the SPPC team to keep aware of the SPPC contacts and if they are IMAGIN members and if not, encouragement to join.

9. Next Meeting Date

December 13, 2013

9:00 AM

Teleconference

10. Adjournment

Moved by Thomas Van Bruggen and supported by Dharmesh Jain to adjourn the November 8, 2013 IMAGIN Board Meeting at 10:10 am.

Motion Carried

Minutes respectfully submitted by Thomas Van Bruggen, IMAGIN Secretary

IMAGIN, Inc.
~Internally Prepared Financials - For Discussion Purposes Only~
1217 Turner Street
Lansing, MI 48906

Balance Sheet

As of October 2013

Assets		
Imagin Savings S1	2,229.45	
Educational Scholarship Fund	677.10	
Imagin Checking S4	4,870.40	
Accounts Receivable	(3,900.00)	
Total Assets		<u><u>3,876.95</u></u>
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	1,053.50	
Current Earnings	193.45	
Total Equity		<u><u>3,876.95</u></u>
Total Liability & Equity		<u><u>3,876.95</u></u>

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Profit & Loss Statement

October 2013

Income		
Convention Revenue		
Conference Registrations	365.00	
Total Convention Revenue	<u>365.00</u>	
Dividend Income		0.09
Total Income		<u>365.09</u>
Expenses		
Credit Card Processing Fees		12.98
Board Meetings		
Non-Conference Facility Rental	70.00	
Total Board Meetings	<u>70.00</u>	
Committee Expenses		
Communications Team - Printing	48.66	
Total Committee Expenses	<u>48.66</u>	
Telephone		
Telephone - Conference Calls	40.00	
Total Telephone	<u>40.00</u>	
Total Expenses		<u>171.64</u>
Operating Profit		<u>193.45</u>
Other Expense		
Net Profit/(Loss)		<u><u>193.45</u></u>

Account Transactions

10/1/2013 To 10/31/2013

ID#	Src	Date	Memo/Payee	Debit	Credit
1-1000 Imagin Savings S1					
IE103113	CR	10/31/2013		0.09	
				0.09	0.00
<hr style="border-top: 1px dashed black;"/>					
1-1500 Imagin Checking S4					
debit	CD	10/2/2013	Authnet Gateway		10.00
debit	CD	10/2/2013	Veracity Payment		2.98
debit	CD	10/18/2013	CMU		70.00
debit	CD	10/21/2013	CallingCards-Conference		40.00
debit	CD	10/28/2013	Best Value Copy		48.66
CR001403	CR	10/30/2013	Conference registration	365.00	
				365.00	171.64
<hr style="border-top: 1px dashed black;"/>					
4-2500 Conference Registrations					
CR001403	CR	10/30/2013	Conference registration		365.00
				0.00	365.00
<hr style="border-top: 1px dashed black;"/>					
4-5000 Dividend Income					
IE103113	CR	10/31/2013			0.09
				0.00	0.09
<hr style="border-top: 1px dashed black;"/>					
6-0600 Credit Card Processing Fees					
debit	CD	10/2/2013	Authnet Gateway	10.00	
debit	CD	10/2/2013	Veracity Payment	2.98	
				12.98	0.00
<hr style="border-top: 1px dashed black;"/>					
6-1200 Non-Conference Facility Rental					
debit	CD	10/18/2013	CMU	70.00	
				70.00	0.00
<hr style="border-top: 1px dashed black;"/>					
6-1710 Communications Team - Printing					
debit	CD	10/28/2013	Best Value Copy	48.66	
				48.66	0.00
<hr style="border-top: 1px dashed black;"/>					
6-7730 Telephone - Conference Calls					
debit	CD	10/21/2013	CallingCards-Conference	40.00	
				40.00	0.00
<hr style="border-top: 1px dashed black;"/>					

Addendum 3: Profit & Loss Analysis

IMAGIN, Inc.1217 Turner Street
Lansing, MI 48906**Profit & Loss [Last Year Analysis - Cash]**

October 2012 through September 2013

	This Year	Last Year
Income		
Contributions Income		
Jim Living Scholarship Fund	\$500.00	\$500.00
Educational Scholarship	\$677.00	\$0.00
Total Contributions Income	\$1,177.00	\$500.00
Convention Revenue		
Exhibit Booth Sales	\$9,500.00	\$7,950.00
Conference Registrations	\$23,775.00	\$19,500.00
Non-Vendor Expo Sponsorships	\$1,050.00	\$1,300.00
Total Convention Revenue	\$34,325.00	\$28,750.00
Membership Dues		
Membership Dues	\$13,095.00	\$11,285.00
Total Membership Dues	\$13,095.00	\$11,285.00
Checking Interest	\$0.24	\$7.24
Dividend Income	\$1.06	\$2.19
Other Income	\$9.17	\$0.00
Adjustment for Deferred Income	\$0.00	\$495.00
Total Income	\$48,607.47	\$41,039.43
Expenses		
Bank Service Charges	\$50.00	\$0.00
Credit Card Processing Fees	\$1,156.95	\$752.54
Board Meetings		
Board Meeting Food Costs	\$215.48	\$230.54
Non-Conference Facility Rental	\$320.00	\$0.00
Total Board Meetings	\$535.48	\$230.54
Conference Expenses		
Conference Supplies Misc.	\$144.69	\$0.00
Member Recognition Expense	\$603.96	\$541.21
Annual Conference Costs	\$14,056.07	\$12,495.16
Total Conference Expenses	\$14,804.72	\$13,036.37
Postage & Delivery		
Postage	\$95.30	\$14.68
Total Postage & Delivery	\$95.30	\$14.68
Professional Fees		
Professional Fees	\$30,000.00	\$27,025.00
Total Professional Fees	\$30,000.00	\$27,025.00
Program Expense		
Jim Living Scholarship Award	\$500.00	\$500.00
SPPC	\$1,000.00	\$500.00
Total Program Expense	\$1,500.00	\$1,000.00
Office Expense	\$32.35	\$137.64
Other Expenses	\$132.06	\$20.00
Telephone		
Telephone - Land Line	\$0.00	\$103.77
Telephone - Conference Calls	\$110.00	\$145.00
Total Telephone	\$110.00	\$248.77
Web Hosting	\$155.88	\$155.88
Organizational Memberships	\$200.00	\$0.00
Adjustment for Deferred Expenses	\$0.00	\$31.06
Total Expenses	\$48,772.74	\$42,652.48
Operating Profit	(\$165.27)	(\$1,613.05)
Other Expense		
Net Profit/(Loss)	(\$165.27)	(\$1,613.05)