



IMAGIN Inc.
416 South Cedar St, Ste C
Lansing, MI 48912
517-338-3035 x 709
866-298-2115
www.imagin.org

2015/2016 Board of Directors:

Thomas Van Bruggen: President (2017)	Chad Collins (2017)	Bill Rowe (2016)
Sarah Merz: Vice President (2016)	Andrew Giguere (2016)	Lori Schultz (2017)
Scott Ambs: Treasurer (2017)	Brodey Hill (2016)	Kathleen Stack (2017)
Pete Schneider: Secretary (2016)	Janet Mocadoo (2017)	Scott Swan (2016)
Andrew Brenner (2016)	Diane O'Connell (2016)	Michael Woods (2017)

Minutes of the IMAGIN Inc. Board of Directors Meeting

Friday, August 14, 2015

Location: Teleconference

1. Call to Order - Board Member Roll Call

1.1. President Thomas Van Bruggen called the meeting to order at 9:03 am

1.2. Roll Call

President Thomas Van Bruggen: Present
Vice President Sarah Merz: Present
Treasurer Scott Ambs: Present
Secretary Peter Schneider: Present
Andrew Brenner: Present
Chad Collins: Present
Andrew Giguere: Present
Brodey Hill: Present
Janet Mocadoo: Present
Diane O'Connell: Present
Bill Rowe: Present
Lori Schultz: Present
Kathleen Stack: Present
Scott Swan: Absent
Michael Woods: Present

Others Present:
Maryellen Jansen – Riehl Solutions

Quorum Obtained

2. Approval of Agenda

Thomas Van Bruggen presented the meeting agenda

Moved by Sarah Merz and supported by Lori Schultz to approve the meeting agenda

Motion carried

3. Approval of Minutes from July 17, 2015 IMAGIN Board of Directors Planning Session

Thomas Van Bruggen noted errors in the meeting minutes for 7/17/2015 (General Planning Session) and in the meeting minutes for 6/26/2015. Van Bruggen stated that during roll call, absent Board members were inconsistently labeled as either *absent* or *absent, ex*. Van Bruggen noted a change in the Bylaws during the 6/9/2015 annual membership meeting formally removes excused absences. All absences should be called out as *absent*. Pete Schneider informed Van Bruggen and the Board that the changes had been made and new meeting minutes created for the affected dates.

A motion was heard by Scott Ambs and supported by Michael Woods to approve the minutes from the July 17, 2015 IMAGIN Board of Directors Planning Session.

Motion carried

4. Treasurers Report

Scott Ambs reported overall balance across all accounts for balance sheet of \$19,249.85. Ambs then reported on the Profit/Loss statement and Last Year Analysis document. Ambs noted an increase in conference registrations, educational scholarships, and overall expenses associated with the increase in conference attendance.

Ambs finished by stating that the credit card processing fees went up substantially and he and Maryellen Jansen are looking at different options to address those fees.

A comment was heard about the SPPC and expenditures going up. Pete Schneider clarified that additional expenses include a sponsorship from InfoGeographics, Inc which was awarded as part of the scholarship monies.

Andrew Brenner questioned Jansen if Quantum Spatial's sponsorship payment is included in final figures. Jansen informed him it was not as the report is as of July 31, 2015 and the payment was received after that date.

A motion to support was heard by Andrew Brenner. Chad Collins offered a second to approve the Treasurers Report.

Motion carried

5. Old Business – Review Action Items

Thomas Van Bruggen reviewed the open actions items that were cast during the July 17, 2015 IMAGIN Board of Directors Planning Session:

- AI-2016-01: The Membership Team shall review the membership restructure proposal and make a formal recommendation (if deemed) to the Board by September 11, 2015
- AI-2016-02: All teams must develop SMART Goals and team rosters by September 1, 2015
- AI-2016-03: All members need to get into Dropbox and clean up their folders
- AI-2016-04: The Executive Team must start addressing policy development procedures
- AI-2016-05: Team chairs and leads must begin adding non-board members to their teams
- AI-2016-06: Host a LiDAR workshop by October 2015

Van Bruggen indicated to the Board that all action items need to remain open as none are complete or have not reached their expirations.

6. Team Reports

6.1. Executive Team

Thomas Van Bruggen reported that the team met on Wednesday 8/12/2015 and spent most of its time reviewing and discussing the proposed budget that was drawn up by Scott Ambs and Maryellen Jansen.

Van Bruggen also noted that the Executive Team has set a date of 8/19/2015 to begin discussions about hosting a LiDAR workshop.

Van Bruggen concluded by stating that the team has held preliminary discussions on policy development.

6.2. Communications Team

Sarah Merz reported that the team met on 8/13/2015 to give a general update where everything was at. Merz informed the Board that the newsletter is likely to arrive next week. Merz continued by stating the team is developing its SMART Goals.

Merz finalized with news that social media is going well and website updates will be occurring

soon.

Thomas Van Bruggen reported that Riehl Solutions has provided the Executive Team with a database option which would allow a centralization of all databases. Van Bruggen informed the Board that Wild Apricot is being considered for this purpose.

6.3. Conference Team

Chad Collins reported that he is sending out feelers for openings for an initial Conference Team meeting. Collins also reported that he is looking to coordinate with Conference Team co-chair Brodey Hill and Scott Ambs and Maryellen Jansen to develop the conference budget.

6.4. Membership Team

Pete Schneider reported that the team has not met but he has begun initial data mining comparing conference registrations and memberships based on the current structure versus the proposed structure. Schneider concluded that he is looking to set up a meeting with the team in the near future.

Thomas Van Bruggen created an action item:

AI-2016-07 – All comments for current structure or new membership structure to send them to membership@imagin.org by end of next week.

6.5. Student Poster & Paper Competition

Andrew Giguere reported that he is finalizing plans for the teams' first meeting.

Pete Schneider suggested having a location, date, and other important items solidified before the team begins their September contact campaign.

6.6. Nominating & Governance

Bill Rowe asked all current board members with expiring eligibility to review their eligibility and consider informing the team of their future intentions for organizational leadership.

Board members with expiring eligibility in 2016 are:

Sarah Merz, Vice President
Pete Schneider, Secretary
Andrew Brenner
Andrew Giguere
Brodey Hill
Diane O'Connell
Bill Rowe
Scott Swan

7. 2016 Budget Proposal

Thomas Van Bruggen informed the Board that Brodey Hill, Chad Collins, Scott Ambs, and Maryellen Jansen are going to meet next week about fine tuning the proposed conference budget. Van Bruggen reminded the Board that the conference budget is separate from the general IMAGIN budget.

Scott Ambs noted that there are built-in increases for conference expenditures related to food and other costs that go along with an increase in attendance. Ambs stated that he raised the

income expectations.

Andrew Brenner asked a question about the Riehl Solutions contract and how it was displayed in the budget.

Brodey Hill asked if there will be a cost involved with the LiDAR Workshop that is not in the budget. Van Bruggen informed him that there likely will be some cost for refreshments or location reservations but he expects those costs to be minimal. Van Bruggen also stated it is likely that there will be a nominal cost for attendees to help offset any cost incurred by IMAGIN.

Van Bruggen created an action item:

AI-2016-08 – All board members and all teams, prior to Sept 14, to review all of budget proposal, if any changes are needed to provide those changes to Maryellen Jansen and Scott Ambs by the morning of September 11, 2015.

Diane O'Connell posed a question about where budget requests go for the Professional Recognition Committee. Van Bruggen said it falls under the conference budget.

Van Bruggen finished by asking Jansen to create a document on Dropbox that will allow all users to schedule the teleconference line to reduce confusion and overlap.

8. Dropbox File Storage & Cleanup

Thomas Van Bruggen informed the Board that he, Maryellen Jansen, and Pete Schneider preformed a partial cleanup process on Dropbox. Van Bruggen noted that we should have some room to continue to utilize the platform and reminded the Board of AI-2016-03.

9. IMAGIN Database

Thomas Van Bruggen gave a brief statement regarding the IMAGIN database status. Due to time constraints, Van Bruggen stated that most information was covered during the Communication Team update.

10. Closing Roundtable

Pete Schneider reminded all Board members that the conference is only nine months away and we should act with haste on some issues.

11. Upcoming Meetings

Friday, September 18, 2015 9:00 am to 10:30 am - Teleconference

Friday, October 16, 2015 9:30 am to 1:00 pm – Face to Face Meeting – Location TBD

12. Adjournment

A motion to adjourn the August 14, 2015 Board of Directors teleconference meeting was offered by Scott Ambs and supported by Bill Rowe. The meeting was adjourned at 9:56 am

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN

Profit & Loss [Last Year Analysis - Cash]

October 2014 through July 2015

8/12/15
9:49:50 AM

	This Year	Last Year	\$ Difference	Difference
Income				
Contributions Income				
Jim Living Scholarship Fund	0.00	500.00	-500.00	(100.0%)
Educational Scholarship	2,246.00	578.00	1,668.00	288.6%
SPPC Sponsor	250.00	0.00	250.00	NA
Total Contributions Income	<u>2,496.00</u>	<u>1,078.00</u>	<u>1,418.00</u>	<u>131.5%</u>
Convention Revenue				
Exhibit Booth Sales	10,399.98	9,300.00	1,099.98	11.8%
Conference Social Activities	780.00	0.00	780.00	NA
Conference Registrations	36,870.00	23,415.00	13,455.00	57.5%
Non-Vendor Expo Sponsorships	2,050.00	1,300.00	750.00	57.7%
Total Convention Revenue	<u>50,099.98</u>	<u>34,015.00</u>	<u>16,084.98</u>	<u>47.3%</u>
Membership Dues				
Membership Dues	13,590.00	12,320.00	1,270.00	10.3%
Total Membership Dues	<u>13,590.00</u>	<u>12,320.00</u>	<u>1,270.00</u>	<u>10.3%</u>
Dividend Income	1.56	1.25	0.31	24.8%
Newsletter Advertisements	0.00	200.00	-200.00	(100.0%)
Educational Class Registration	10,045.00	0.00	10,045.00	NA
Total Income	<u>76,232.54</u>	<u>47,614.25</u>	<u>28,618.29</u>	<u>60.1%</u>
Expenses				
Credit Card Processing Fees	1,922.50	1,037.67	884.83	85.3%
Board Meetings				
Board Meeting Food Costs	111.31	253.71	-142.40	(56.1%)
Board Meeting Lodging Expenses	78.54	117.72	-39.18	(33.3%)
Non-Conference Facility Rental	0.00	132.50	-132.50	(100.0%)
Total Board Meetings	<u>189.85</u>	<u>503.93</u>	<u>-314.08</u>	<u>(62.3%)</u>
Team Expenses				
Communications Team - Printing	875.95	976.57	-100.62	(10.3%)
Total Team Expenses	<u>875.95</u>	<u>976.57</u>	<u>-100.62</u>	<u>(10.3%)</u>
Conference Expenses				
Conference Printing/Production	392.84	0.00	392.84	NA
Conference Supplies Misc.	46.68	0.00	46.68	NA
Member Recognition Expense	294.90	745.64	-450.74	(60.5%)
Annual Conference Costs	23,241.48	13,817.42	9,424.06	68.2%
Total Conference Expenses	<u>23,975.90</u>	<u>14,563.06</u>	<u>9,412.84</u>	<u>64.6%</u>
Educational Class Expense	8,837.00	0.00	8,837.00	NA
Licensing	20.00	0.00	20.00	NA
Postage & Delivery				
Postage	516.95	373.25	143.70	38.5%
Total Postage & Delivery	<u>516.95</u>	<u>373.25</u>	<u>143.70</u>	<u>38.5%</u>
Professional Fees				
Professional Fees	25,000.00	25,000.00	0.00	0.0%
Total Professional Fees	<u>25,000.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>0.0%</u>
Program Expense				
Jim Living Scholarship Award	0.00	500.00	-500.00	(100.0%)
SPPC	1,310.00	1,000.00	310.00	31.0%
Total Program Expense	<u>1,310.00</u>	<u>1,500.00</u>	<u>-190.00</u>	<u>(12.7%)</u>
Office Expense	0.00	60.34	-60.34	(100.0%)
Telephone				
Telephone - Conference Calls	0.00	60.00	-60.00	(100.0%)
Total Telephone	<u>0.00</u>	<u>60.00</u>	<u>-60.00</u>	<u>(100.0%)</u>
Web Hosting	133.74	133.74	0.00	0.0%

IMAGIN, Inc.

Profit & Loss [Last Year Analysis - Cash]

October 2014 through July 2015

8/12/15

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	This Year	Last Year	\$ Difference	Difference
Total Expenses	<u>62,781.89</u>	<u>44,208.56</u>	<u>18,573.33</u>	<u>42.0%</u>
Operating Profit	<u>13,450.65</u>	<u>3,405.69</u>	<u>10,044.96</u>	<u>294.9%</u>
Other Expense				
Net Profit/(Loss)	<u><u>13,450.65</u></u>	<u><u>3,405.69</u></u>	<u><u>10,044.96</u></u>	<u><u>294.9%</u></u>

Profit & Loss [Budget Analysis - Cash]

October 2014 through September 2015

8/10/15
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	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Contributions Income				
Jim Living Scholarship Fund	0.00	500.00	-500.00	(100.0%)
Educational Scholarship	2,246.00	500.00	1,746.00	349.2%
SPPC Sponsor	250.00	0.00	250.00	NA
Total Contributions Income	<u>2,496.00</u>	<u>1,000.00</u>	<u>1,496.00</u>	<u>149.6%</u>
Convention Revenue				
Exhibit Booth Sales	10,399.98	6,750.00	3,649.98	54.1%
Conference Social Activities	780.00	0.00	780.00	NA
Conference Registrations	36,850.00	27,470.00	9,380.00	34.1%
Non-Vendor Expo Sponsorships	2,050.00	3,550.00	-1,500.00	(42.3%)
Total Convention Revenue	<u>50,079.98</u>	<u>37,770.00</u>	<u>12,309.98</u>	<u>32.6%</u>
Membership Dues				
Membership Dues	13,590.00	13,000.00	590.00	4.5%
Total Membership Dues	<u>13,590.00</u>	<u>13,000.00</u>	<u>590.00</u>	<u>4.5%</u>
Dividend Income	1.56	0.00	1.56	NA
Educational Class Registration	10,045.00	0.00	10,045.00	NA
Total Income	<u>76,212.54</u>	<u>51,770.00</u>	<u>24,442.54</u>	<u>47.2%</u>
Expenses				
Credit Card Processing Fees	1,922.50	750.00	1,172.50	156.3%
Board Meetings				
Board Meeting Food Costs	111.31	250.00	-138.69	(55.5%)
Board Meeting Lodging Expenses	78.54	0.00	78.54	NA
Non-Conference Facility Rental	0.00	150.00	-150.00	(100.0%)
Total Board Meetings	<u>189.85</u>	<u>400.00</u>	<u>-210.15</u>	<u>(52.5%)</u>
Team Expenses				
Communications Team - Printing	875.95	1,500.00	-624.05	(41.6%)
Total Team Expenses	<u>875.95</u>	<u>1,500.00</u>	<u>-624.05</u>	<u>(41.6%)</u>
Conference Expenses				
Conference Printing /Production	392.84	0.00	392.84	NA
Conference Supplies Misc.	46.68	0.00	46.68	NA
Member Recognition Expense	294.90	0.00	294.90	NA
Annual Conference Costs	23,241.48	20,189.92	3,051.56	15.1%
Total Conference Expenses	<u>23,975.90</u>	<u>20,189.92</u>	<u>3,785.98</u>	<u>18.8%</u>
Educational Class Expense	8,837.00	0.00	8,837.00	NA
Licensing	20.00	0.00	20.00	NA
Postage & Delivery				
Postage	516.95	175.00	341.95	195.4%
Total Postage & Delivery	<u>516.95</u>	<u>175.00</u>	<u>341.95</u>	<u>195.4%</u>
Professional Fees				
Professional Fees	25,000.00	30,000.00	-5,000.00	(16.7%)
Total Professional Fees	<u>25,000.00</u>	<u>30,000.00</u>	<u>-5,000.00</u>	<u>(16.7%)</u>
Program Expense				
Jim Living Scholarship Award	0.00	500.00	-500.00	(100.0%)
SPPC	1,310.00	1,000.00	310.00	31.0%
Total Program Expense	<u>1,310.00</u>	<u>1,500.00</u>	<u>-190.00</u>	<u>(12.7%)</u>
Office Expense	0.00	75.00	-75.00	(100.0%)
Other Expenses	84.67	0.00	84.67	NA
Telephone				
Telephone - Conference Calls	0.00	75.00	-75.00	(100.0%)
Total Telephone	<u>0.00</u>	<u>75.00</u>	<u>-75.00</u>	<u>(100.0%)</u>
Web Hosting	133.74	160.00	-26.26	(16.4%)

IMAGIN, Inc.

Profit & Loss [Budget Analysis - Cash]

October 2014 through September 2015

8/10/15
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	Selected Period	Budgeted	\$ Difference	% Difference
Total Expenses	<u>62,866.56</u>	<u>54,824.92</u>	<u>8,041.64</u>	<u>14.7%</u>
Operating Profit	<u>13,345.98</u>	<u>-3,054.92</u>	<u>16,400.90</u>	<u>536.9%</u>
Other Expense				
Net Profit/(Loss)	<u><u>13,345.98</u></u>	<u><u>-3,054.92</u></u>	<u><u>16,400.90</u></u>	<u><u>536.9%</u></u>

IMAGIN, Inc.
416 S Cedar St
Suite C
Lansing, MI 48912

Balance Sheet [Cash]

As of September 2015

8/10/15
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Assets		
Imagin Savings S1	2,231.34	
Educational Scholarship Fund	3,358.87	
Imagin Checking S4	13,659.64	
Total Assets	<u>19,249.85</u>	
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	3,273.87	
Current Earnings	13,345.98	
Total Equity	<u>19,249.85</u>	
Total Liability & Equity	<u>19,249.85</u>	