



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, September 18, 2015

Location: Teleconference

1. Call to Order - Board Member Roll Call

1.1. President Thomas Van Bruggen called the meeting to order at 9:02 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: Absent
Andrew Giguere: Present
Brodey Hill: Present
Janet Mocadoo: Present
Diane O'Connell: Present
Bill Rowe: Present
Lori Schultz: Present
Kathleen Stack: Present
Scott Swan: Present
Michael Woods: Absent

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 Andrew Brenner to approve the meeting agenda

Motion carried

3. Approval of Minutes from August 14, 2015 IMAGIN Board of Directors Teleconference Meeting

Thomas Van Bruggen asked the Board to review and submit any changes to the August 14, 2015 meeting minutes.

Brodey Hill motioned and was supported in the motion by Scott Ambs to approve the minutes of the August 14, 2015 IMAGIN Board of Directors teleconference meeting

Motion carried

4. Treasurers Report

Scott Ambs presented the Treasurers Report. Ambs reported that IMAGIN has \$20,387.81 across all accounts. Ambs continued by reviewing the profit/loss statement. Ambs noted that costs were up from the conference because of the increase in attendance at the conference. He continued by

stating the organizations net profit/loss is \$14,483.94. Ambs finished by stating that IMAGIN still will be billed outstanding management fees from Riehl Solutions in the amount of \$5,000.

Thomas Van Bruggen asked a question about a line in the Profit/Loss statement. Van Bruggen wanted clarification if line item "Educational Scholarship" includes silent auction income.

Scott Swan motioned to approve and Janet Moadlo supported the motion to approve the Treasurers Report.

Motion carried

5. Old Business – Review Action Items

Thomas Van Bruggen reviewed the open actions items:

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

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

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.

Van Bruggen suggested closing AI-2016-01, AI-2016-07, and AI-2016-08 based on statements that will be heard later in the meeting.

6. Team Reports

6.1. Executive Team

Thomas Van Bruggen reported that the Executive Team met on Thursday 9/17/2015 and discussed the meeting agenda, membership initiatives and the upcoming LiDAR workshop.

6.2. Conference Team

Brodey Hill reported that the Conference Team has 4-5 non-board members on the team. He stated that social event planning is starting. Right now the team is discussing establishing tracks and potentially extending track length.

Andrew Brenner reported that the team is considering keynotes and has several ideas. Board members were urged to inform the team of any ideas for keynotes.

Thomas Van Bruggen created action item **AI-2016-09 All Board members think about keynote options and email them to conference@imagin.org by October 2, 2015.**

Hill asked a question regarding obtaining assessing credit for the conference. Hill also asked if the Board had any suggestion regarding a surveying group inquiring about merging conferences.

6.3. Communications Team

Sarah Merz reported the team met on Wednesday 9/16/2015 and primarily discussed the fall newsletter. Merz continued by stating they have articles lined up but are expected to receive them today. She is looking to have the newsletter in the mail by mid-October. Merz finished by stating social media is going great and that database maintenance responsibility has been shifted to the Membership Team.

Thomas Van Bruggen reported that the SPPC videos are up on the YouTube channel and linked on the website.

Merz added that she needs upcoming events sent to her for the Upcoming Events section of the newsletter.

6.4. Membership Team

Pete Schneider reported that the team has been working diligently on assessing the proposed membership/conference registration proposal from the 2014 Membership Team. At this time, Schneider recommends tabling any proposal to merge the costs, citing more in-depth analysis needs to be performed. Schneider also informed the Board that Board members Schultz and Rowe expressed opinions about the proposal.

Schneider continued by stating that the team has reviewed the IMAGIN Membership Categories and would like propose a change in the Membership Categories:

Moved by Pete Schneider and supported by Scott Ambs to revise the IMAGIN Membership Categories to remove a late fee if an individual or an organization fails to pay by 12/31.

A roll call vote was heard pertaining to the motion by Schneider:

- President Thomas Van Bruggen: Yes
- Vice President Sarah Merz: Yes
- Treasurer Scott Ambs: Yes
- Secretary Peter Schneider: Yes
- Andrew Brenner: Yes
- Chad Collins: Abstain, absent
- Andrew Giguere: Yes
- Brodey Hill: Yes
- Janet Mocadlo: Yes
- Diane O'Connell: Yes
- Bill Rowe: Yes
- Lori Schultz: Yes
- Kathleen Stack: Yes
- Scott Swan: No
- Michael Woods: Abstain, absent

Motion carried

Below is a summary of the old membership categories and cost followed by the newly accepted categories and associated costs:

Old:	New:
Individual	Individual
\$75.00 (if paid before 12/31)	\$75.00
\$90.00 (if paid after 12/31)	Supporting Organization
Supporting Organization	\$175.00
\$175.00 (if paid before 12/31)	Supporting Organization Employee
\$190.00 (if paid after 12/31)	\$40.00
Supporting Organization Employee	Student
\$40.00	\$25.00
Student	
\$25.00	

6.5. Student Poster & Paper Competition

Andrew Giguere reported that the team met last week. He informed the Board of the team's intention to partner with the State of Michigan to host the SPPC as part of the April 7, 2016 GIS User Group meeting. The event will be held at Constitution Hall in Lansing.

Giguere continued by stating that the SPPC flyer has been updated to reflect current information. The team is prioritizing academic contacts based on contacts that have a history of attending or sending students to participate in the SPPC. Giguere also informed the Board that they are pushing professors to incorporate some sort of participation requirement into their curriculum.

Giguere concluded by asking Board members to email the team and non-Board candidates for the team and to consider judge candidates.

Brodey Hill asked Giguere for the SPPC flyer so the Communications Team can send it out via social media and their industry contacts

6.6. Nominating & Governance

Bill Rowe reported that the team hopes current Board members with expiring candidacies think about their re-election and inform the team of their potential intentions.

7. IMAGIN Database and Riehl Solutions Proposal for Contract Proposal Change

Thomas Van Bruggen reported that the Membership Team and Executive Team have been reviewing and testing Wild Apricot for a new database platform. Van Bruggen informed the Board that Riehl Solutions offered to give IMAGIN an account if we used less than 500 contacts. The Membership Team concluded that we have around 1400 contacts and wish to explore having a full account.

Van Bruggen continued by stating that the team met with a Wild Apricot representative and had several questions answered via teleconference.

Moved by Thomas Van Bruggen and supported by Pete Schneider to authorize the purchase of the Wild Apricot Database Software at a cost not to exceed \$1,560, payable on an annual basis.

A roll call vote was held:

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

Motion carried

In exchange for IMAGIN purchasing Wild Apricot, Riehl Solutions will amend their contract to reduce fees \$125.00/month to offset cost of new contract. In exchange, IMAGIN will fully maintain the contact database and will no longer rely on Riehl Solutions to maintain their contact database in Constant Contact.

8. IMAGIN Policies & Procedures

Thomas Van Bruggen informed the Board that the Executive Team is looking at building policies and procedures in response to the 2015 Bylaw update. Van Bruggen finished by stating that policy and procedure development will be tabled until the winter months as the Executive Team handles more pressing issues at this time. The policy and procedure development is in response to action item AI-2016-04.

9. LiDAR Workshop –November 4, 2015

Thomas Van Bruggen reported that the Executive team has scheduled a LiDAR workshop for November 4, 2015 at Lansing Community College. Van Bruggen mentioned a potential workshop time frame of 9:00 am – 3:30 pm with a morning educational session and an afternoon hands-on session.

Brodey Hill asked about Van Bruggen about advertising the workshop.

Van Bruggen finished by stating that if anything needs board approval, Van Bruggen may ask for a vote via email.

10. State of Michigan Photography and Data Exchange Initiative / Parcel Pilot Program

Thomas Van Bruggen informed the Board that he has been approached by the State of Michigan to provide a letter of support for a program that would exchange parcel data for State obtained aerial imagery.

A motion to approve was heard by Thomas Van Bruggen. Bill Rowe supported the motion to draft a letter of support.

Rowe commented that it is a good idea to try to exchange data for data.

Motion carried

11. 2016 Budget Presentation and Adoption

Scott Ambs presented the 2016 budget and moved to accept the 2016 budget. Janet Mocadlo supported the motion.

Motion carried

12. Closing Roundtable

Janet Mocadlo asked if a location had been set for the October face to face meeting. Thomas Van Bruggen informed the Board that the location is likely to be Mt. Pleasant City Hall in Mt. Pleasant, MI.

13. Upcoming Meetings

- October 16, 2015 9:30 am to 1:00 pm – FACE TO FACE (no teleconference) – Location TBD
- November 4, 2015 9:00 am to 3:30 pm – LiDAR Workshop – Lansing Community College
- November 13, 2015 9:00 am to 10:30 am–Teleconference
- December 11, 2015 9:00 am to 10:30 am – Teleconference

14. Adjournment

A motion to adjourn the September 18, 2015 IMAGIN Board of Directors teleconference meeting offered by Bill Rowe and supported by Pete Schneider. The meeting was adjourned at 10:35 AM.

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN

VanBruggen, Thomas

From: Root, Everett (DTMB) <RootE@michigan.gov>
Sent: Wednesday, September 16, 2015 10:55 AM
To: VanBruggen, Thomas; Chris Cantrell
Cc: Holmes, Mark (DTMB)
Subject: Imagery funding

Good morning Chris, Tom,

The recent discussion regarding the exchange of State imagery for local GIS data is already creating discussion within CSS.

The next fiscal year for which we can request funds is 2017. Requests for FY17 need to be submitted by 9/23/15, next Wednesday.

The goal of course is a 100% funded base imagery program.

This would allow the flow of local GIS data to the State in exchange for aerial photography acquired on a regular schedule.

We'd like to request from your organizations (IMAGIN and MICAMP), a letter from each of you supporting the effort and how it could benefit your constituents.

Letterhead would be great if you have it.

I'm starting a vacation on Thursday, 9/17 so please provide to Mark Holmes at holmesm3@michigan.gov by COB on Tuesday, 9/22.

This is the first step in a long process. There is of course no guarantee that our request will be granted for the amount requested, or any amount at all. However, we feel it's a worthy request and the timing is right as it coincides with the statewide parcel efforts.

Thank you for your support.

Please contact both Mark and I with any questions.

Everett Root, GISP
Office of Technology Partnerships
State of Michigan – DTMB
517-373-7910
roote@michigan.gov

Subscribe to the MI GIS ListServ

http://www.michigan.gov/cgi/0,4548,7-158-52927_53037_12761_15402---,00.html

Profit & Loss [Last Year Analysis - Cash]

October 2014 through August 2015

9/2/15
 10:43:26 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	11,399.98	9,300.00	2,099.98	22.6%
Conference Social Activities	780.00	0.00	780.00	NA
Conference Registrations	37,135.00	23,415.00	13,720.00	58.6%
Non-Vendor Expo Sponsorships	2,050.00	1,300.00	750.00	57.7%
Total Convention Revenue	<u>51,364.98</u>	<u>34,015.00</u>	<u>17,349.98</u>	<u>51.0%</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	1.79	1.40	0.39	27.9%
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>77,497.77</u>	<u>47,614.40</u>	<u>29,883.37</u>	<u>62.8%</u>
Expenses				
Credit Card Processing Fees	1,936.99	1,073.84	863.15	80.4%
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	605.15	373.25	231.90	62.1%
Total Postage & Delivery	<u>605.15</u>	<u>373.25</u>	<u>231.90</u>	<u>62.1%</u>
Professional Fees				
Professional Fees	25,000.00	27,500.00	-2,500.00	(9.1%)
Total Professional Fees	<u>25,000.00</u>	<u>27,500.00</u>	<u>-2,500.00</u>	<u>(9.1%)</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%)
Other Expenses	84.67	0.00	84.67	NA
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>

IMAGIN, Inc.

Profit & Loss [Last Year Analysis - Cash]

October 2014 through August 2015

9/2/15

10:43:26 AM

	This Year	Last Year	\$ Difference	Difference
Web Hosting	178.32	178.32	0.00	0.0%
Total Expenses	<u>63,013.83</u>	<u>46,789.31</u>	<u>16,224.52</u>	<u>34.7%</u>
Operating Profit	<u>14,483.94</u>	<u>825.09</u>	<u>13,658.85</u>	<u>1,655.4%</u>
Other Expense				
Net Profit/(Loss)	<u><u>14,483.94</u></u>	<u><u>825.09</u></u>	<u><u>13,658.85</u></u>	<u><u>1,655.4%</u></u>

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

Balance Sheet [Cash]

As of August 2015

9/2/15
10:39:02 AM

Assets		
Imagin Savings S1	2,231.43	
Educational Scholarship Fund	3,359.01	
Imagin Checking S4	14,797.37	
Total Assets	<u>20,387.81</u>	
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	3,273.87	
Current Earnings	14,483.94	
Total Equity	<u>20,387.81</u>	
Total Liability & Equity	<u>20,387.81</u>	