



**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, December 11, 2015** **Location: Teleconference**

#### **1. Call to Order - Board Member Roll Call**

##### **1.1. President Thomas Van Bruggen called the meeting to order at 9:04 am**

##### **1.2. Roll Call**

President Thomas Van Bruggen: Present  
Vice President Sarah Merz: Absent  
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: Absent  
Lori Schultz: Present  
Kathleen Stack: Absent  
Scott Swan: Absent  
Michael Woods: Absent

Others Present:  
Maryellen Jansen – Riehl Solutions

Quorum Obtained

#### **2. Approval of Agenda**

**Thomas Van Bruggen presented the agenda**

**Chad Collins motioned to approve the agenda. Support was given by Andrew Giguere.**

**Motion carried**

#### **3. Approval of Minutes from November 13, 2015 IMAGIN Board of Directors Meeting**

**Thomas Van Bruggen asked for approval of the minutes from the November 13, 2015 meeting.**

**A motion by Chad Collins was heard and the motion was seconded by Janet Mocadoo.**

**Motion carried**

#### **4. Treasurers Report**

**Scott Ambs reported that the taxes for fiscal year 2014 are complete and have been submitted.**

**Ambs continued by informing the Board that IMAGIN has \$12,455.66 across all accounts. Ambs also reviewed the Profit/Loss statement for November and the current budget analysis. Ambs noted that memberships are down but anticipates that number climbing when new monies are available after the**

beginning of the year.

The final numbers for the LiDAR Workshop are trickling in. IMAGIN had a net profit of \$835.61 and still has a \$90.00 outstanding payment to make. Ambs and Maryellen Jansen moved all profit money to savings.

Thomas Van Bruggen added that according to the database, IMAGIN has had 71 membership renewals for 2016.

Lori Schultz moved and Brodey Hill supported the approval of the Treasurers Report

Motion carried

## 5. Old Business – Review Action Items

Thomas Van Bruggen reviewed the open actions items:

AI-2016-04: The Executive Team must start addressing policy development procedures  
AI-2016-10: All Board members shall search for articles that can be used in future newsletters

Van Bruggen would like to keep both action items open.

Diane O'Connell asked a question about the proper way to submit new content to the Communications Team

## 6. Team Reports

### 6.1. Executive Team

Thomas Van Bruggen reported that the team met on Thursday 12/10 and discussed the meeting agenda, LiDAR Workshop financials and the pending release and cut over of the website.

### 6.2. Conference Team

Chad Collins reported that the Conference Team current has solidified the program topics. He informed the Board that a post card mailer will be distributed next week advertising the conference and opening up the call for abstracts.

Collins continued by reporting that the two keynote hopefuls for Tuesday have fallen through. Scott Ambs similarly reported that the Monday keynote hopeful will not accept the offer to speak, however they offered up another name that Ambs is trying to get in contact with.

Thomas Van Bruggen instructed Pete Schneider to re-open AI-2010-09 and amend the action item to remove the date.

**AI-2010-09 All Board members think about keynote options and email them to [conference@imagin.org](mailto:conference@imagin.org)**

Collins concluded by stating that the team is still in discussion with esri about their commitment level and the possibility of bringing back the Hands-On Learning Lab and/or a supplemental training class.

Brodey Hill reported that the social committee is wrapping things up and have a few more logistical items to take care of.

### 6.3. Communications Team

Thomas Van Bruggen reported that the winter issue of the newsletter is in preparation with an anticipated release in January. Currently the team has 2-3 articles in the queue for the newsletter.

Van Bruggen also reported that social media continues to go well and IMAGIN has a consistent presence on social media sites.

#### 6.4. Membership Team

Pete Schneider stated he had nothing new to report.

#### 6.5. Student Poster & Paper Competition

Andrew Giguere reported that the competition had to change its date as the facilities we're booked on Thursday April 7. To remain in conjunction with the State of Michigan GIS User Group meeting, the competition is now Tuesday April 5.

Giguere finished by stating that they have two judges confirmed, are looking for a third judge and an alternate judge.

Pete Schneider quizzed Giguere on the status of their contacts and the types of communication the team has been having with their contacts.

#### 6.6. Nominating & Governance

Lori Schultz reported that the team would like to know the intentions of Board members with expiring terms by early February.

The Board Members with expiring terms are:

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

#### 7. State of Michigan Parcel Pilot Program

Thomas Van Bruggen reported that the last meeting for the Parcel Pilot Program as cancelled and another meeting has been scheduled. Van Bruggen also reported that esri is working with BS&A Software on data formatting issues.

#### 8. IMAGIN Website and Email Update

Thomas Van Bruggen conveyed that the website cutover from our current domain provider to the Wild Apricot domain should happen this afternoon. Van Bruggen cautioned that the new website is not 100% fully operational and that he has focused his energy on the conference portion; deeming the conference portion most critical. Lower priority pages will be updated in due time.

Van Bruggen also reported that Wild Apricot does not include email domains. He is looking into a new email domain host.

#### 9. New Business

##### 9.1. U of M Dearborn Career Fair

Pete Schneider informed the Board that IMAGIN has been extended an invitation to attend a career fair at the University of Michigan – Dearborn on Thursday March 10. Organizers have offered IMAGIN at table and a panel spot in a panel discussion.

Thomas Van Bruggen asked the Board to consider attending the career fair.

#### **10. Closing Roundtable**

General discussion topics about potential trainings at the conference were heard by Brodey Hill, Thomas Van Bruggen, Janet Moadlo, and Scott Ambs.

#### **11. Upcoming Meetings**

- January 8, 2016 9:00 am to 10:30 am Teleconference
- February 12, 2016 9:00 am to 10:30 am Teleconference
- March 11, 2016 9:30 am to 1:00 pm – Face-to-face Board Meeting – Location TBD
- April 5, 2016 – ALL DAY – State GIS Users Group/SPPC Event – Lansing, MI
- May 6, 2016 9:00 am to 10:30 am – TENTATIVE BOARD MEETING Teleconference
  - If needed for Conference planning items
- May 15-17 IMAGIN Conference

#### **12. Adjournment**

Scott Ambs motioned and Janet Moadlo supported a motion to adjourn the December 11, 2015 IMAGIN Board of Directors teleconference meeting at 10:06 am.

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN

<b>LIDAR Workshop</b>			
<b>4-Nov-15</b>			
<b>Financial Report</b>			
<b>Income</b>	<b>Qty</b>	<b>Cost</b>	<b>Extended</b>
IMAGIN Members	34	\$20.00	\$680.00
Non- Members	36	\$30.00	\$1,080.00
Students	19	\$0.00	\$0.00
Speakers	4	\$0.00	\$0.00
	93		\$1,760.00
Outstanding			\$90.00
<b>Net Income</b>			\$1,670.00
<b>Expenses</b>	<b>Qty</b>	<b>Cost</b>	<b>Extended</b>
Facility (AV and Food)	1	\$781.20	\$781.20
Speaker Thank you	1	\$35.92	\$35.92
Copies	1	\$9.54	\$9.54
Supplies	1	\$7.73	\$7.73
			\$834.39
<b>Profit</b>			\$835.61
updated 12/10/15			

**Profit & Loss Statement [Cash]**

**October 2015 through November 2015**

12/7/15  
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Income		
Membership Dues		
Membership Dues	3,615.00	
Total Membership Dues	<u>3,615.00</u>	
Dividend Income		0.76
Educational Class Registration		1,705.00
Total Income		<u>5,320.76</u>
Expenses		
Bank Service Charges		1.00
Credit Card Processing Fees		141.55
Board Meetings		
Board Meeting Lodging Expenses	235.44	
Mileage	86.02	
Total Board Meetings	<u>321.46</u>	
Team Expenses		
Communications Team - Printing	261.32	
Total Team Expenses	<u>261.32</u>	
Conference Expenses		
Annual Conference Costs	200.00	
Total Conference Expenses	<u>200.00</u>	
Educational Class Expense		834.39
Postage & Delivery		
Postage	85.55	
Total Postage & Delivery	<u>85.55</u>	
Professional Fees		
Professional Fees	4,750.00	
Total Professional Fees	<u>4,750.00</u>	
Web Hosting		44.58
Total Expenses		<u>6,639.85</u>
Operating Profit		<u>-1,319.09</u>
Other Expense		
Net Profit/(Loss)		<u><u>-1,319.09</u></u>

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**Profit & Loss [Budget Analysis - Cash]**

**October 2015 through September 2016**

12/7/15  
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	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
Contributions Income				
Educational Scholarship	0.00	750.00	-750.00	(100.0%)
SPPC Sponsor	0.00	250.00	-250.00	(100.0%)
Total Contributions Income	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>(100.0%)</u>
Convention Revenue				
Exhibit Booth Sales	0.00	10,400.00	-10,400.00	(100.0%)
Conference Registrations	0.00	39,075.00	-39,075.00	(100.0%)
Non-Vendor Expo Sponsorships	0.00	2,800.00	-2,800.00	(100.0%)
Total Convention Revenue	<u>0.00</u>	<u>52,275.00</u>	<u>-52,275.00</u>	<u>(100.0%)</u>
Membership Dues				
Membership Dues	4,895.00	13,000.00	-8,105.00	(62.3%)
Total Membership Dues	<u>4,895.00</u>	<u>13,000.00</u>	<u>-8,105.00</u>	<u>(62.3%)</u>
Dividend Income	0.76	0.00	0.76	NA
Educational Class Registration	1,705.00	0.00	1,705.00	NA
Total Income	<u>6,600.76</u>	<u>66,275.00</u>	<u>-59,674.24</u>	<u>(90.0%)</u>
<b>Expenses</b>				
Bank Service Charges	1.00	0.00	1.00	NA
Credit Card Processing Fees	141.55	1,500.00	-1,358.45	(90.6%)
Board Meetings				
Board Meeting Food Costs	0.00	190.00	-190.00	(100.0%)
Board Meeting Lodging Expenses	235.44	0.00	235.44	NA
Non-Conference Facility Rental	0.00	150.00	-150.00	(100.0%)
Mileage	86.02	150.00	-63.98	(42.7%)
Total Board Meetings	<u>321.46</u>	<u>490.00</u>	<u>-168.54</u>	<u>(34.4%)</u>
Team Expenses				
Communications Team - Printing	261.32	1,200.00	-938.68	(78.2%)
Total Team Expenses	<u>261.32</u>	<u>1,200.00</u>	<u>-938.68</u>	<u>(78.2%)</u>
Conference Expenses				
Conference Postage/Dist.	0.00	300.00	-300.00	(100.0%)
Conference Printing/Production	0.00	300.00	-300.00	(100.0%)
Member Recognition Expense	0.00	350.00	-350.00	(100.0%)
Annual Conference Costs	200.00	27,482.00	-27,282.00	(99.3%)
Total Conference Expenses	<u>200.00</u>	<u>28,432.00</u>	<u>-28,232.00</u>	<u>(99.3%)</u>
Educational Class Expense	834.39	0.00	834.39	NA
Licensing	0.00	20.00	-20.00	(100.0%)
Postage & Delivery				
Postage	85.55	525.00	-439.45	(83.7%)
Total Postage & Delivery	<u>85.55</u>	<u>525.00</u>	<u>-439.45</u>	<u>(83.7%)</u>
Professional Fees				
Professional Fees	4,750.00	28,500.00	-23,750.00	(83.3%)
Total Professional Fees	<u>4,750.00</u>	<u>28,500.00</u>	<u>-23,750.00</u>	<u>(83.3%)</u>
Program Expense				
Student Paper Comp Award	0.00	1,250.00	-1,250.00	(100.0%)
Total Program Expense	<u>0.00</u>	<u>1,250.00</u>	<u>-1,250.00</u>	<u>(100.0%)</u>
Office Expense	0.00	75.00	-75.00	(100.0%)
Telephone				
Telephone - Conference Calls	0.00	50.00	-50.00	(100.0%)
Total Telephone	<u>0.00</u>	<u>50.00</u>	<u>-50.00</u>	<u>(100.0%)</u>
Web Hosting	44.58	1,404.00	-1,359.42	(96.8%)
Total Expenses	<u>6,639.85</u>	<u>63,446.00</u>	<u>-56,806.15</u>	<u>(89.5%)</u>

# IMAGIN, Inc.

## Profit & Loss [Budget Analysis - Cash]

October 2015 through September 2016

12/7/15

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	<u>Selected Period</u>	<u>Budgeted</u>	<u>\$ Difference</u>	<u>% Difference</u>
Operating Profit	<u>-39.09</u>	<u>2,829.00</u>	<u>-2,868.09</u>	<u>(101.4%)</u>
Other Expense				
Net Profit/(Loss)	<u><u>-39.09</u></u>	<u><u>2,829.00</u></u>	<u><u>-2,868.09</u></u>	<u><u>(101.4%)</u></u>



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**Balance Sheet [Cash]**

**As of November 2015**

12/7/15  
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Assets		
Imagin Savings S1	6,230.98	
Educational Scholarship Fund	3,602.46	
Imagin Checking S4	1,012.22	
Undeposited Funds	1,610.00	
Total Assets	<u>12,455.66</u>	
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	11,144.75	
Current Earnings	-1,319.09	
Total Equity	<u>12,455.66</u>	
Total Liability & Equity	<u>12,455.66</u>	