



**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, March 15, 2013**

**Location: Teleconference**

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

**1.1. President Scott Ambs called the meeting to order at 9:07 AM**

**1.2. Roll Call**

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

**Motion Carried**

**3. Review and Approval of Minutes of the February 15, 2013 Board Meeting**

**Moved by Sara Merz and supported by Lori Schultz to approve the minutes of the February 15, 2013 Board Meeting**

**Motion Carried**

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

Aaron Boos reported that there has been an influx of revenue during February and March resulting from membership dues being paid.

Checking account balance is \$7,968.00, an increase of \$4,020 from last month

Savings account balance is \$2,228.00

Total accounts balance is \$10,196.00

The following reports are attached to these minutes

Addendum 1: Balance Sheet

Addendum 2: Profit Loss Statement

**Moved by Andrew Brenner and supported by Thomas Van Bruggen to approve the treasurer's report as presented.**

**Motion Carried**

#### **5. Old Business**

##### **5.1. Review Action Items**

Scott Ambs reported that he still needs to write a letter of support on the ESRI K-12 Program.

#### **6. Team Reports**

##### **6.1. Executive Team**

Scott Ambs reported that the team met Wednesday and reviewed the meeting agenda and discussed the conference.

##### **6.2. Conference Team**

Andrew Brenner reported that conference has a full agenda and vendors are beginning to sign up. Currently four (4) or five (5) are registered with 10 vendors committed. The pressure now is to get attendees. We have good presenters, keynotes and workshops. As of this meeting, there are 16 attendees registered, with one (1) student and one (1) one-day registration. The team is working on the social events registrations, and we all need to rally attendees. One adjustment needing to be made is that the USGS has cancelled its presentation and attendance due to budget constraints.

***AI-2013-01: All Board Members to recruit at least five (5) conference attendees each.***

***AI-2013.02: Thomas Van Bruggen to send out Conference News Blasts to State of Michigan GIS Listserv***

##### **6.3. Education Team**

Chad Collins reported there is nothing new to report. The team is trying to get a conference call together with potential team members to start discussing a fall education seminar.

##### **6.4. Student Paper and Poster Competition Team**

Peter Schneider reported that the team is wrapping up a few items following the competition. One area still being worked out is the budget for the SPPC presenters attending the IMAGIN Conference. The price for meals is still being worked out.

The team needs a "Peoples Choice" certificate for the SPPC posters on display at the conference. The team is also going to send a survey for reviews of how the competition was run this year.

The team is also building a "lessons learned" document for how the completion was run so that in future years we can build upon what we have learned.

### 6.5. Professional Recognition

Trudy Galla reported that the team met two (2) weeks ago and is working on many aspects of the awards for the conference. The team is also planning on recognizing long-supporting vendors of more than 10 and 15 years of IMAGIN.

The team is also going to host a silent auction at the conference. So far four (4) or five (5) items have been secured.

The map gallery is going to be reviewed as well.

### AI-2013-03: Thomas Van Bruggen to develop a silent auction item donation form and receipt.

### 6.6. Communication Team

Thomas Van Bruggen reported that major progress has been made on the website which is live. Forms and registrations are all in place and constant updates are being made as conference information

Thomas Van Bruggen also presented the concept of a vinyl banner(s). Two samples were shown.

Moved by Scott Ambs and supported by Andrew Brenner to authorize the communications team to design and purchase one (1) banner for the IMAGIN Conference at the cost of approximately \$50.00.

### AI-2013-04: Communications team to work with Conference Team to design and produce a vinyl banner and have in place by the Annual Conference.

### 6.7. Statewide Imagery

Scott Ambs reported the team has not met and is waiting until after the spring 2013 State flight to reorganize and evaluate how to proceed.

### 6.8. Nominating & Governance

Bill Rowe reported that ballot develop is in the works.

There are still two (2) open positions without a potential candidate, but several names are being considered.

Open discussion about representation from MSU RS&GIS, the State, Southeast Michigan and other areas was heard.

| Name             | Term | May 12 | Jun 12 | Jul 12 | Aug 12 | Sep 12 | Oct 12 | Nov 12 | Dec 12 | Jan 13 | Feb 13 |
|------------------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Scott Ambs       | 2013 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |
| Aaron Boos       | 2014 | Abs    | Pres.  | Pres.  | Canc.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |
| Andrew Brenner   | 2014 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Abs    | Pres.  | Pres.  | Pres.  | Pres.  |
| Andy Cain        | 2013 | Abs    | Abs    | Abs    | Canc.  | Abs    | Abs    | Abs    | Abs    | Abs    | Abs    |
| Chad Collins     | 2013 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |
| Trudy Galla      | 2013 | Pres.  | Abs    | Abs    | Canc.  | Pres.  | Abs    | Pres.  | Abs    | Pres.  | Pres.  |
| Sarah Merz       | 2014 | Abs    | Pres.  | Pres.  | Canc.  | Pres.  | Abs    | Abs    | Pres.  | Pres.  | Pres.  |
| Michael Muskovin | 2014 | Pres.  | Pres.  | Abs    | Canc.  | Abs    | Abs    | Pres.  | Abs    | Abs    | Abs    |
| Diane O'Connell  | 2014 | Pres.  | Abs    | Pres.  | Canc.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |
| Paul Riess       | 2013 | ####   | ####   | ####   | Canc.  | ####   | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |
| Bill Rowe        | 2014 | Pres.  | Abs    | Abs    | Canc.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |
| Pete Schneider   | 2014 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Pres.  | Abs    | Pres.  | Pres.  | Pres.  |
| Lori Schultz     | 2013 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Pres.  | Pres.  | Abs    | Abs    | Pres.  |
| Scott Swan       | 2014 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Abs    | Abs    | Pres.  | Pres.  | Abs    |
| Tom VanBruggen   | 2013 | Pres.  | Pres.  | Pres.  | Canc.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  | Pres.  |

**7. IMAGIN volunteer of the Year**

A nomination of Michael Henderson from InfoGeographics was made by Scott Ambs because of Michael's work in redesigning the IMAGIN website and database.

**Moved by Scott Ambs and supported by Andrew Brenner to award Michael Henderson the 2013 IMAGIN Volunteer of the Year award.**

**Motion Carried**

**8. Closing Roundtable Discussion**

Face to face meeting attendance issues

Meetings are scheduled in advance and attendance needs to occur.

Planning session to be held in June

Board members need to commit to recruit both vendors and attendees.

**9. Next Meeting Date**

Friday April 19, 2013 at 9:00 AM

Teleconference

**10. Adjournment**

**Moved by Thomas Van Bruggen and supported by Pete Schneider to adjourn the IMAGIN Board of Directors Meeting at 10:47 am.**

**Motion Carried**

Minutes respectfully submitted by Thomas Van Bruggen, IMAGIN Secretary

**Balance Sheet [Cash]**

**As of February 2013**

3/9/13  
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|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| Assets                   |                 |                 |
| Imagin Savings S1        | 2,228.73        |                 |
| Imagin Checking S4       | 1,466.85        |                 |
| Total Assets             | <u>3,695.58</u> | <u>3,695.58</u> |
| <br>                     |                 |                 |
| Liabilities              |                 |                 |
| <br>                     |                 |                 |
| Equity                   |                 |                 |
| Temporary Unrestricted   | 2,630.00        |                 |
| Retained Earnings        | 7,643.18        |                 |
| Current Earnings         | (6,577.60)      |                 |
| Total Equity             | <u>3,695.58</u> | <u>3,695.58</u> |
| <br>                     |                 |                 |
| Total Liability & Equity | <u>3,695.58</u> | <u>3,695.58</u> |

**Profit & Loss Statement [Cash]**

**October 2012 through February 2013**

3/9/13  
12:39:34 PM

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|                                |           |                          |
|--------------------------------|-----------|--------------------------|
| Income                         |           |                          |
| Convention Revenue             |           |                          |
| Confernece Registrations       | 275.00    |                          |
| Total Convention Revenue       |           | <u>275.00</u>            |
| Membership Dues                |           |                          |
| Membership Dues                | 9,895.00  |                          |
| Total Membership Dues          |           | <u>9,895.00</u>          |
| Checking Interest              |           | 0.24                     |
| Dividend Income                |           | 0.45                     |
| Other Income                   |           | 9.17                     |
| Total Income                   |           | <u>10,179.86</u>         |
| Expenses                       |           |                          |
| Bank Service Charges           |           | 50.00                    |
| Credit Card Processing Fees    |           | 137.76                   |
| Board Meetings                 |           |                          |
| Non-Conference Facility Rental | 70.00     |                          |
| Total Board Meetings           |           | <u>70.00</u>             |
| Postage & Delivery             |           |                          |
| Postage                        | 95.30     |                          |
| Total Postage & Delivery       |           | <u>95.30</u>             |
| Professional Fees              |           |                          |
| Professional Fees              | 15,000.00 |                          |
| Total Professional Fees        |           | <u>15,000.00</u>         |
| Program Expense                |           |                          |
| SPPC                           | 1,000.00  |                          |
| Total Program Expense          |           | <u>1,000.00</u>          |
| Office Expense                 |           | 18.63                    |
| Other Expenses                 |           | 57.83                    |
| Telephone                      |           |                          |
| Telephone - Conference Calls   | 50.00     |                          |
| Total Telephone                |           | <u>50.00</u>             |
| Web Hosting                    |           | 77.94                    |
| Organizational Memberships     |           | 200.00                   |
| Total Expenses                 |           | <u>16,757.46</u>         |
| Operating Profit               |           | <u>(6,577.60)</u>        |
| Other Expense                  |           |                          |
| Net Profit/(Loss)              |           | <u><u>(6,577.60)</u></u> |