



IMAGIN Inc.
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2017/2018 Board of Directors:

Thomas Van Bruggen: President (2019)	Chad Collins (2019)	Jon Merrick (2018)
Sarah Merz: Vice President (2018)	Andrew Giguere (2018)	Jason Moore (2019)
Pete Schneider: Treasurer (2018)	Brodey Hill (2018)	Diane O'Connell (2018)
Janet Mocadlo: Secretary (2019)	April Kibby (2019)	Bill Rowe (2018)
Keri Blough (2019)	Karl Linderoth (2019)	Scott Swan (2018)

Minutes of the IMAGIN Inc. Board of Directors Meeting

Friday, October 13, 2017

Teleconference

1. Call to Order - Board Member Roll Call
 - 1.1. President Thomas Van Bruggen called the meeting to order at 9:32 a.m.
 - 1.2. Roll Call
 - President Thomas Van Bruggen: Present
 - Vice President Sarah Merz: Present
 - Treasurer Peter Schneider: Present
 - Secretary Janet Mocadlo: Present
 - Keri Blough: Present
 - Chad Collins: Present
 - Andrew Giguere: Present
 - Brodey Hill: Present
 - April Kibby: Present
 - Karl Linderoth: Present
 - Jon Merrick: Present
 - Jason Moore: Present
 - Diane O'Connell: Present
 - Bill Rowe: Present
 - Scott Swan: Present

Quorum Obtained

Others present:
Maryellen Jansen (Riehl Solutions)

2. Approval of Agenda
 - Van Bruggen noted the agenda had changed slightly from copy emailed to board members.
 - Sarah Merz motioned to approve the agenda. Keri Blough supported.

Motion Carried

3. Approval of Minutes from September 8, 2017 IMAGIN Board of Directors Business Meeting
 - Pete Schneider noted an error in minutes as posted.

On page 2, Item 4 reads Brody Hill supported the motion. It should read Brodey Hill supported the motion. This has been changed in the minutes.

Schneider motioned and Jon Merrick supported to approve the minutes of the September 8, 2017 meeting with changes noted.

4. Approval of Minutes / Notes from September 8, 2017 IMAGIN Planning Session

Van Bruggen asked members to review the minutes from the planning session. Changes can be made if necessary. He noted that the minute takers were meant to fully participate in the planning session, so minutes may not be as complete as standard board meeting minutes.

Janet Mocadlo asked members to review the goals and objectives set for fiscal year 2018 to make sure all were in agreement with changes made.

Van Bruggen noted that his next goal stemming from the planning session is to get job descriptions crafted and board members/IMAGIN members assigned to all positions in the organizational charts.

Jason Moore motioned to approve the minutes of the September 8, 2017 Planning Session. Motion seconded by Schneider.

Motion carried.

5. Old Business – Review Action Items

Van Bruggen reviewed the open action items.

5.1. AI-2017-01: All Board members shall search for articles that can be used in future newsletters

5.2. AI-2017-14: All team chairs need to clean up unnecessary files from Dropbox

Van Bruggen closed AI-2017-14.

Mocadlo will close AI-2017-01 and reopen as AI-2018-01.

6. Treasurer's Report

Schneider reported that IMAGIN has \$32,111.35 across all accounts. This is a loss of \$3,756.07 compared to the balance sheet as of August 2017. IMAGIN has \$14,111.14 in the savings and \$13,601.98 in the checking. Pending the approval of the Fiscal Year 2018 budget, Maryellen Jansen and Schneider will review the accounts and make a recommendation to the Board to transfer funds from checking to savings.

Jansen also noted membership renewals went out recently.

A motion to approve the Treasurer's Report as presented was heard from Moore. Bill Rowe supported.

Motion carried.

7. FY2018 Budget Review and Adoption

Schneider presented the fiscal year 2018 proposed budget which was developed by Schneider & Jansen. Major budget items revolved around the addition of the conference app, keynote speakers, and professional development costs. Significant discussion was held amongst the Board members regarding the inclusion of those line items. Jansen and Schneider reminded the Board that budgeted revenue was very conservative, while budgeted expenses were meant to "cover all of their bases".

Mocadlo motioned to approve the FY2018 budget as presented. Scott Swan supported the motion.

Motion carried.

8. Team Reports

8.1. Executive Team

Van Bruggen stated the team has been discussing the budget and reviewing the planning session notes and org charts. Nominating and Governance has been moved under the Executive Team as an ad hoc team for now.

8.1.1. Nominating and Governance

Rowe reminded the board which members are up for reelection. Board attendance spreadsheet has been updated and is on Dropbox.

8.2. Communications Team

Merz reported that the future of the newsletter was discussed at planning session and a few options were presented. Communications will send out survey to membership asking whether they value it. Merz noted the summer edition just came out so the next newsletter will be February. Van Bruggen mentioned that Wild Apricot database and website work continues.

8.3. Conference Team

8.3.1. 2018 Conference Update

Schneider reported the team had preliminary discussions on the conference budget, the need to start looking for keynotes now, and that conference planning work will begin shortly.

8.3.2. 2019 Conference Site Selection

Van Bruggen conveyed that a site visit was made to Grand Rapids to tour hotels and conference space for the 2019 conference. The group met with the Grand Rapids Visitor's Bureau and toured 2 hotels and the GVSU Everhart Center. Discussion was held on pros/cons of each location and hosting the conference in Grand Rapids versus Traverse City.

Van Bruggen put forth a motion to: **Host the 2019 conference in Grand Rapids, utilizing the Holiday Inn in combination with Everhart Center.**

Motion seconded by Merz. Voting as follows:

President Thomas Van Bruggen: Yes

Vice President Sarah Merz: Yes

Treasurer Peter Schneider: Yes

Secretary Janet Mocadlo: Yes

Keri Blough: Yes

Chad Collins: Yes

Andrew Giguere: Yes

Brodey Hill: Yes

April Kibby: Yes

Karl Linderth: Yes

Jon Merrick: Yes

Jason Moore: Yes

Diane O'Connell: Yes

Bill Rowe: Yes

Scott Swan: No

Motion carried.

8.4. Professional Development Team

8.4.1. Fall ArcGIS Online / Story Map Workshop Update

Merrick stated the September meetups went well, and next round will be in January. The workshop has 20 people registered currently. Merrick and Blough are working on content.

Van Bruggen noted he will reach out to GRACE to volunteer our organization's assistance in whatever capacity they may need.

8.5. Recognition Team

Diane O'Connell reported that some restructuring will be done with the team which will be discussed at a future date. She will need to recruit members to help fill in any gaps in the organizational chart created at the planning session.

On that note, Van Bruggen encouraged all board members to look at org charts and assign yourself to a team within the next few weeks. He also stated that email groups will need to be set up for any new teams or adjust existing for new team members.

Van Bruggen created AI-2018-02 and AI-2018-03.

AI-2018-02 All board members must assign themselves to team for the upcoming year
AI-2018-03 Team Leads must provide to Communications a list of members for team email distribution groups

9. Volunteer Engagement and Recruitment

Van Bruggen discussed the volunteer list from the 2017 conference survey. He created AI-2018-04.

AI-2018-04 Each team should review the volunteer list from the 2017 conference and engage those volunteers for the upcoming year

10. GIS Day Events

10.1. U of M Dearborn GIS Day - Request for IMAGIN participation

Van Bruggen informed the board that IMAGIN has been asked to participate in GIS Day for 2017. He asked if any board members can be in attendance to represent IMAGIN, please communicate with the Executive Team and other board members to coordinate efforts.

11. Upcoming Meetings

November 3, 2017 - 9:30 AM to 1:00 PM - FACE TO FACE MEETING – Mt. Pleasant City Hall, Mt. Pleasant, MI

December 8, 2017 – 9:30 AM to 11:00 AM – Teleconference Meeting

January 12, 2018 – 9:30 AM to 11:00 AM – Teleconference Meeting

February, 9, 2018 – 9:30 AM to 11:00 AM – Teleconference Meeting

12. Closing Roundtable

No items were presented for discussion.

13. Adjournment

Schneider motioned with support by Rowe to adjourn the meeting at 11:02 a.m.