



**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 Moadlo: 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, April 13, 2018**

#### **Location: Teleconference**

1. Call to Order - Board Member Roll Call
  - 1.1. President Thomas Van Bruggen called the meeting to order at 9:33 a.m.
  - 1.2. Roll Call
    - President Thomas Van Bruggen: Present
    - Vice President Sarah Merz: Present
    - Treasurer Peter Schneider: Present
    - Secretary Janet Moadlo: Present
    - Keri Blough: Absent
    - 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: Absent
    - Scott Swan: Present

#### **Quorum obtained**

Others present:  
Maryellen Jansen (Riehl Solutions)

2. Approval of Agenda
  - Thomas Van Bruggen presented the agenda.
  - Pete Schneider motioned to approve the agenda. Supported by Jon Merrick.
3. Approval of Minutes from March 9, 2018 IMAGIN Board of Directors Meeting
  - Van Bruggen asked for approval of the minutes from the March 9, 2018 board meeting.

Motion to approve the minutes brought forth by Schneider with support from Brodey Hill.

**Motion carried.**

#### 4. Treasurer's Report

Schneider reported the balance sheet shows \$47,351.47. We have \$19,938.30 in the checking account and \$4,059.17 of undeposited funds. This is an increase of \$13,228.28 since February. Part of this increase is a prepaid expense of \$4,840 for the 2019 conference in Grand Rapids. Maryellen switched how she is accounting for the facility rental at the Eberhard Center. It was showing as a negative, when it actually belonged in prepaid expenses. Subtracting the rental deposit puts us at \$42,511.47, an increase of \$8,388.28. In the past month we have seen two gold level booth sales, three silver level booth sales, and two conference sponsorships come in. We have seen payments of 17 member full conference registrations, one non-member full conference registration, one student registration, and twelve membership renewals. The past month saw a payment of \$50.00 to the State of Michigan for the qualified charity registration, and the Riehl Solutions retainer fee.

Janet Moadlo motioned to approve the Treasurer's Report. Hill supported.

#### **Motion carried.**

#### 5. Old business – Review Action Items

##### **5.1. 2018-06 All Board Members shall actively search for and engage potential board members for 2018-2020.**

This action item will remain open.

#### 6. Team Reports

##### 6.1. Executive Team

Van Bruggen reported the executive team reviewed the board meeting agenda, discussed conference planning items, and floorplan layout of Park Place Conference Center. Maryellen Jansen mentioned the final paperwork was approved for our status as a charity. All set to do the raffles at the conference.

- 6.1.1.1. Nominating and Governance – Van Bruggen noted nominating and governance will need updated bios and headshots from the four board members re-running for election. We only have two candidates for the four open spots, please reach out to people you think might be interested. The slate should be finalized by the May meeting.

##### 6.2. Communications Team

Sarah Merz stated the team needs all finalized articles for the next newsletter by Friday, April 20<sup>th</sup>. A feature article is still needed. Can try to stretch out conference content if necessary. An AAG conference summary was mentioned as a possible article. The professional development team will provide a small article on the meetups. Social Media and website updates content all going well.

##### 6.3. Conference Team

Chad Collins reviewed conference planning items:

- ESRI has submitted three abstracts, still unsure if HOLL will be available.
- Keynotes are set, adding John Ellingson from NGS as guest speaker for Monday lunch. He will discuss the State Plane Coordinate System of 2022 and will also have a track presentation.
- Starting earlier than usual on Monday to accommodate Tim Cusack's schedule. Will also release early which will help with the social events scheduling.
- Social marketing going well and program content coming together
- 25 abstracts have been submitted as of today, there is room for at least 32. More are needed, please reach out to anyone that might be on the fence about submitting.

- April Kibby reported the bingo cards and schedule are finalized for the Monday social event. She will send to Van Bruggen to post on the website.
- Merz announced the swag give-away will be a messenger bag plus a keychain bottle opener, both with the IMAGIN logo. Buttons are still being ordered as well. It's possible the team may be \$25 or so over budget. She will come back to the board with a budget amendment request if necessary before ordering the items.
- Moadlo stated the silent auction team has 11 donations so far. She will visit some places in Traverse City after the May board meeting to ask for donations.
- Van Bruggen mentioned a map gallery e-blast will go out next week with the details of the competition. People's choice will be voted on through the conference app.
- App development is coming along, a demonstration will be provided soon. Expense for the app will come out of next month's budget.
- Van Bruggen reviewed conference registration and room reservations numbers, and conference sponsorships.
- We still need more conference sponsors. Van Bruggen asked for volunteers to reach out to vendors. Schneider reviewed past vendor list and a few board members signed up to connect with them. Pete will send emails to those that volunteered. Thank you.
- Van Bruggen created **AI 2018-07 – All board members shall reach out to known vendors to ask for conference sponsorships.**

#### 6.4. Professional Development Team

Merrick reported the meetups are on Tuesday April 17<sup>th</sup>. He noted registration is a bit light. The next meetup will be September 27, 2018. The meetup buttons will be available to hand out then.

The team has decided a spring workshop is not feasible this year. A spring roundtable was proposed for next year instead. More to come at the annual board planning session. They will concentrate on the fall workshop for now. The team would like to keep it at Lansing Community College.

#### 6.5. Recognition Team/Awards

Diane O'Connell would like board members to encourage people to apply for awards, we have a GeoForm for this now. She also noted the board should make a decision on the Volunteer of the Year award. Board members nominated Brett Heist for his involvement in the social team and Keith Rikli for his help on the Map Gallery team and creating the Geoforms.

Van Bruggen asked for a board roll call vote for Volunteer of the Year. A winner has been selected and will be announced at the conference.

#### 7. State of Michigan Update

Nothing to report.

#### 8. New Business

Schneider mentioned that IMAGIN will possibly have a role in the 2022 State Plane Coordinate System update. More to come.

## 9. 2018 IMAGIN Meeting Calendar

May 11, 2018 – 9:30 AM to 1:00 PM – Face to Face Meeting (Traverse City)

June 8, 2018 – 9:30 AM to 11:00 AM – Teleconference Meeting

June 17 to 19, 2018 – IMAGIN Conference

July 20, 2018 – 9:30 AM to 11:00 AM – Teleconference Meeting

August 10, 2018 – 9:30 AM to 11:00 AM – Teleconference Meeting

September 14, 2018 – 9:30 AM to 3:00 PM – Planning Session – Face to Face – Location TBD

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

November 9, 2018 – 9:30 AM to 1:00 PM – Face to Face Meeting – Location TBD

December 7, 2018 – 9:30 AM to 11:00 AM – Teleconference Meeting

## 10. Closing Roundtable

Note that Swan, Schneider, O'Connell and Blough will not be at the May meeting. A reminder to take agendas, post cards, etc. to the meetups to promote the conference. The board will do another beer/wine basket for the silent auction. When talking to potential sponsors, we do have a vendor packet to send them. Vendors can also check our website or call Maryellen directly. Hill will write a short paragraph on how he approaches potential vendors and email to the rest of the board for their reference.

## 11. Adjournment

Van Bruggen asked for a motion to adjourn the meeting. Schneider so motioned with support from Swan.

**Meeting adjourned at 11:02 a.m.**

Minutes respectfully submitted by Janet Moadlo, IMAGIN Secretary