



IMAGIN Inc.
416 South Cedar St, Ste C
Lansing, MI 48912
517-338-3035 x 709
866-298-2115
www.imagin.org

2018/2019 Board of Directors:

Thomas Van Bruggen: President (2019)	Chad Collins (2019)	Jon Merrick (2020)
Sarah Merz: Vice President (2020)	Ken Kaiser (2020)	Jason Moore (2019)
Pete Schneider: Treasurer (2020)	Eric Kerney (2020)	Keith Rikli (2020)
Janet Moadlo: Secretary (2019)	April Kibby (2019)	Scott Swan (2020)
Keri Blough (2019)	Karl Linderoth (2019)	Ariana Toth (2020)

Minutes of the IMAGIN Inc. Board of Directors Planning Session

Friday September 14, 2018

Location: Teleconference

1. Call to Order - Board Member Roll Call

President Thomas Van Bruggen called the meeting to order at 9:33 a.m.

Roll Call

President Thomas Van Bruggen: Present
Vice President Sarah Merz: Absent
Treasurer Peter Schneider: Present
Secretary Janet Moadlo: Present
Keri Blough: Present
Chad Collins: Present
Ken Kaiser: Present
Eric Kerney: Present
April Kibby: Present
Karl Linderoth: Present
Jon Merrick: Present
Jason Moore: Present
Keith Rikli: Present
Scott Swan: Present
Ariana Toth: Present

Quorum obtained

Others present:

Maryellen Jansen (Riehl Solutions)

2. Approval of Agenda

President Thomas Van Bruggen presented the agenda and asked for a motion to approve.

Jon Merrick motioned to approve the agenda, support by Janet Moadlo.

Motion carried.

3. Approval of Minutes from August 27, 2018 IMAGIN Board of Directors Business Meeting

Van Bruggen asked members to review the minutes from the August 27, 2018 Board of Directors business meeting in Lansing and for a motion to approve. So motioned by Pete Schneider. Seconded by Jason Moore.

Motion carried.

4. Approval of Minutes/Notes from August 27, 2018 Planning Session

Van Bruggen requested board to review minutes of the August 27, 2018 Planning Session (afternoon session). Motion to approve made by Schneider. Support by Ken Kaiser.

Motion carried

5. Treasurer's Report

The August balance sheet (as of 8/31/2018) shows \$45,114.79 across all accounts. In comparison, the July budget sheet showed \$52,262.51 across all accounts. This is a difference of -\$7,147.72. The major expenditures for the month of August were the Riehl Solutions retainer, 2021 conference at Mission Point deposit, and planning session food and lodging expenses. Schneider finished by stating that in the balance sheet, the Prepaid Expenses will show change as we will have paid two future conference deposits. The 2020 Eberhard Center deposit will fall off Prepaid Expenses in the next fiscal year and will only reflect the 2021 deposit.

Keith Rikli motioned to approve Treasurer's report as presented. Chad Collins on support.

Motion carried

6. Old Business

Van Bruggen reviewed open action items AI-2018-08 and AI-2018-10.

AI-2018-08 - All Board members need to provide a headshot photograph for display on the organization website and associated material

AI-2018-10 - Budget requests from team leads for the 2019 fiscal year are due to the treasurer by September 12, 2018.

Both action items closed by Van Bruggen.

7. Team Reports

7.1. Executive Team

Van Bruggen reported the team discussed today's agenda the proposed budget and other operational items. He thanked board members for starting on the next fiscal year work already.

7.2. Awards Team

Rikli stated the team turned their budget request in, will schedule a team meeting soon, and the map gallery will have mostly the same setup for the 2019 conference. Volunteers will be needed for Awards team and others.9/14/2001

Van Bruggen created **AI-2018-11 - Each team shall review the volunteer list from the 2018 conference and engage those volunteers for the upcoming year.**

7.3. Communications Team

Van Bruggen briefed the board on the following:

- Brodey Hill will still do social media posts but could use some assistance.
- Website is up to date.
- Significant amount of database cleanup work to be done, database sub-team will discuss soon.
- IMAGIN ArcGIS Online: Working on updating geo-forms for next year, and investigating costs and/or additional entitlements for our account.
- Newsletter – Ariana Toth mentioned talking to membership at future meetups for article ideas and topics. Thinking about creating an easy fillable template for member spotlight articles, and a structured guideline document to help people understand what is involved and needed for newsletter articles.

7.4. Conference Team

Schneider and Moore have been working to nail down the Sunday night dinner location and bus transportation for the Sunday night social event. April Kibby reported the downtown bingo event will be back as well. It was noted Grand Rapids is more costly than Traverse City for these types of events and logistics may require us to do things differently. The team is getting a good jump on the planning. Moore mentioned Grand Rapids Whitewater is confirmed as a keynote for the conference.

7.5. Professional Development Team

Keri Blough conveyed the team met on September 12th and detailed meeting notes are available on Dropbox. Highlights from team meeting include:

- Next round of meetups are September 27, 2018 and dates for the next two are Wednesday, January 23, 2019 and Tuesday, April 23, 2019.
- Karl Linderoth attending a higher-education roundtable discussion at Central Michigan University, Friday Sept 21, 2018
- Topics for next workshop discussed.
- Team talked about hosting roundtable discussions in winter/spring.
- Possibly create/host user groups for software such as CityWorks as a way for IMAGIN to gain members.
- GRACE project no longer has funding, could be a good opportunity for IMAGIN to step up and get more involved.

8. IMAGIN Management Services Contract Approval

Van Bruggen recapped that the contract with Riehl Solutions has been on one-year extensions, this contract is for two years. From a functional perspective, there are no changes. Riehl Solutions will continue to provide quality support to IMAGIN. Contract price increase from \$28,000 to \$30,000 per year. The Executive Team recommends the board approve the new contract.

Roll call vote to approve a two-year contract with Riehl Solutions in the amount of \$30,000 per year.

President Thomas Van Bruggen: Yes

Vice President Sarah Merz: Absent

Treasurer Peter Schneider: Yes

Secretary Janet Moadlo: Yes

Keri Blough: Yes

Chad Collins: Yes

Ken Kaiser: Yes

Eric Kerney: Yes

April Kibby: Yes

Karl Linderoth: Yes

Jon Merrick: Yes

Jason Moore: Yes

Keith Rikli: Yes

Scott Swan: Yes

Ariana Toth: Yes

Vote passed and contract approved by IMAGIN board.

9. FY21019 IMAGIN Budget Review and Discussion

Schneider provided a detailed review of the proposed budget. Van Bruggen reminded members the proposed budget is conservative on revenue and liberal on expenditures. Members will be provided a one week review period. There will be an email roll call vote to approve budget.

Van Bruggen created **AI-2018-12 – All board members shall review proposed budget and prepare for a roll call vote by September 25, 2018.**

10. Upcoming Meetings

October 12, 2018, 9:30 AM – Teleconference

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

December 7, 2018, 9:30 AM – Teleconference

11. Closing Roundtable

More discussion held on ESRI, the IMAGIN ArcGIS Online account, and trying to leverage more support and product on behalf of IMAGIN membership as a whole.

12. Adjournment

Van Bruggen asked for a motion to adjourn the meeting. Schneider so motioned, support by Rikli.

Meeting adjourned at 11:02 a.m.