

# Minutes for MGUG Board Meeting February 2022

## AGENDA

**When:** Wednesday, Feb 09, 2022 @ 5:00-7:00 pm

**Where:** Web meeting via Zoom

**Who:** Keith Hartley, Paige Kowal, Chris Hay, Steven Hills, Matt Sebesteny, Geoff Gunn, Allison Davies, Sania Rahman, Afjal (Robin) Hossain, Michaelin Lower

1	<b>Review of Previous Meeting's Minutes</b>	<b>Secretary</b>
2	<b>Board Updates</b> <ul style="list-style-type: none"> <li>• Secretary (Chris)</li> <li>• Treasurer (Paige)</li> <li>• Sponsorship and Advertising (Matt &amp; Jim)</li> <li>• Social Media and Marketing (Geoff, Matt, Chris, Sania)</li> <li>• Jobs and Content (Keith, Sania)</li> <li>• Website Maintenance (Matt &amp; Keith)</li> <li>• Education (Steven)</li> <li>• Events and Conference (Allison &amp; Sania)</li> <li>• Other (Afjal/Robin; Michaelin Lower)</li> <li>• Membership/Vice President (Matt)</li> <li>• President (Keith)</li> </ul>	<b>Directors</b>
3	<b>Annual General Meeting – Planning</b>	<b>Board</b>
4	<b>Next Meeting – Feb 17 (AGM) / Mar 9 (Board Mtg)</b>	<b>Secretary</b>

# MINUTES

Meeting began at 5:00 PM, February 09, 2022

All attendees connected remotely via Zoom

## Attendance:

- Present: ✓
  - Keith Hartley ✓
  - Matt Sebesteny ✓
  - Paige Kowal ✓
  - Chris Hay ✓
  - Steven Hills ✓
  - Allison Davies ✓
  - Sania Rahman ✓
  - Michaelin Lower ✓
- Absent: ✗
  - Robin Hossain ✓ 15 min late (getting home from work)
  - Jim Rodger ✗
  - Geoff Gunn ✗

## 1. Review of Meeting Minutes

- January 2022 Board Meeting Minutes
  - Changes (if any) – a few were made (amended minutes were distributed a week prior to this meeting)
  - Review of minutes
  - Vote and formal acceptance of minutes:
    - Keith moved, Allison seconded – Minutes Accepted

## 2. Board Updates

### Secretary (Chris)

- Updates:
  - Secretary files cleanup somewhat
- Things still need to do:
  - Help with AGM

### Treasurer (Paige)

- Updates:
  - Current balance is: \$15,181.29
  - MB Eco Network – arranging to renew membership with them... may need to send physical cheque
- Todo:
  - Paige will review how it works with the bank with the executive turnover after the AGM
  - Ongoing: Get MGUG a Debit Visa, auditing process is tied in – Paige got a debit for herself (anyone with signing authority can do this), but will have to go through auditing process for a Visa

- Side discussion about Modern Earth accounting
  - It was an in-kind donation
  - There was a domain registration charge last year but we weren't sent one this year

### **Sponsorship and Advertising (Matt)**

- Updates:
  - No updates
- Todos: (Matt)
  - AGM stuff
  - Logo for AGM – get rid of Tokyo

### **Social Media and Marketing (Geoff and others)**

- Updates:
  - Numbers as of today:
    - Instagram 182
    - Facebook 123
    - LinkedIn 148
    - Twitter 950
  - AGM advertise:
    - Keith will do Instagram, Twitter, LinkedIn, and Meetup
    - Matt Facebook
  - Slack's social media channel in board group – we should use this more often to talk within board
- ToDo:
  - Paige idea: Next board (post-AGM) maybe set a weekly deadline / regular schedule for posts to go out. For the social media crew to be coordinated. Or if it's one social media director it will be easy.
  - Allison note: more social media advertising of events is needed

### **Jobs & Content (Sania, Matt)**

- Updates:
  - Sania has been posting several jobs, on a weekly basis
  - Content – AGM page / event page by Matt, Matt posted some other content / stories
- Todos:
  - None / ongoing content and jobs

### **Website Maintenance (Keith)**

- Done:
  - SSL Certificate renewed by Keith, seems to be working
- Todos:
  - Nothing immediate – but see ongoing
- Ongoing/Older Todos:
  - Keith: Druple update
  - Investigate website being 97% full? (“disk quota” in Info email)
  - Add a banner call for new board members!
  - Try a new website theme via experimental website (before try on actual website)
  - Create archive of past events, awards (MGUG History)
  - Contact Jim to find out how constant contact plugin for website works for him, and slack registration

## Education (Steven)

- Updates:
  - Posters were sent out
  - Email updates were sent out
  - Facebook sites were posted to for edu institutions
  - Sent notes out to his class to apply
  - As of right now zero applicants for awards
  - Feb 11 is the cutoff – if no one applies, we will re-run it for the Fall Conference
  - Board agrees it does make sense to have these awards in the Spring, but just didn't work out this year (maybe Zoom / pandemic life fatigue)
- Todos:
  - Monitor any incoming edu award submissions

## Event Planning & Conference (Allison and Sania – now Robin)

*(This section focused on monthly events, will put AGM notes under separate section)*

- Done/ Updates:
  - January – OSM night happened the day after the last board meeting, did some good mapping, had decent attendance!
- Next events:
  - February:
    - Meg Miller – Open Refine Software
    - Possibly Feb 24 – Steven is reaching out to see if will do it then or maybe in early March
    - Steven can run it, but Allison will be away
  - Jocelyn – Maybe April lunch and learn about new geo portal – maybe (did not work out for AGM presentation)
  - Burke – is open to do a lunch and learn some time – about schoolbus routing changes with COVID – seems like Keith is the main contact

## Membership

- Updates:
  - Jim sends his regrets
- Todo:
  - AGM slides – do something for membership slide if Jim doesn't get to them
  - How membership works on the website – can't seem to add new members to the welcome page – appears blurry, not clear what to do – should be checked and troubleshoot if needed

## Vice President

- Updates:
  - None
- Todo:
  - None

## President (Keith)

- Updates:
  - Announcement: Everyone fill out board roles document to re-title your role if needed, and list things that you do...
    - Google Drive\MGUG\2022\Board Members\
    - "Board\_Roles\_2022" (Google Sheets)

- Paige noted it's good for outgoing board to set up meeting with replacement to help
- To-dos:
  - AGM President tasks
  - Keith: to send Paige Modern Earth contact
  - Everyone for next board: Discuss regular meeting time (maybe 6-8pm?)

### 3. Annual General Meeting planning

- Updates:
  - Thu Feb 3 meeting happened
  - Schedule update:
    - Jocelyn's let us know her presentation won't happen, and we won't be hearing from GeoManitoba
    - So we need to rearrange the schedule somewhat...
    - Decided to just space out and have more breaks, because was pretty full before
  - Sorted out breakout rooms and various other small to-dos
  - Generally worked in two Google Drive files:
    - Board Member Tasks
    - AGM To Do List

### 4. Next meeting – Mar 9

Meeting adjourned 7:30 pm

<b>BOARD MEETINGS 2021</b>
MAR 10, APR 14, MAY 12, JUN 9, JUL 14, AUG 11, SEP 8, OCT 13, NOV 10, DEC 8
<b>BOARD MEETINGS 2022</b>
JAN 12, FEB 9, MAR 9