

# Minutes for MGUG Board Meeting March 2022

## AGENDA

**When:** Wednesday, March 09, 2022 @ 6:00-8:00 pm

**Where:** Web meeting via Zoom

**Who:** Jim Rodger, Paige Kowal, Keith Hartley, Matt Sebesteny, Allison Davies, Sania Rahman, Afjal (Robin) Hossain, Robert Belton, Gabrielle Miller, 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</li> <li>● Treasurer (Paige)</li> <li>● Sponsorship and Advertising (Matt &amp; Jim)</li> <li>● Communications and Marketing</li> <li>● Jobs and Content (Sania)</li> <li>● Website Maintenance (Matt &amp; Keith)</li> <li>● Education (Steven)</li> <li>● Events and Conference (Allison &amp; Sania)</li> <li>● Other</li> <li>● Membership (Jim)</li> <li>● 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 – April 13th</b>	<b>Secretary</b>

# MINUTES

Meeting began at 6:00 PM, March 09, 2022  
All attendees connected remotely via Zoom

## Attendance:

- Present: ✓
  - Keith Hartley
  - Matt Sebesteny
  - Paige Kowal
  - Robin Hossain
  - Robert Belton
  - Steven Hills
  - Allison Davies
  - Sania Rahman
  - Michaelin Lower
- Absent: ✗
  - Steven Hills – rsvp'd
  - Gabrielle Miller – rsvp'd

Board found quorum with those that attended. Board nominated into following positions:

## Executive

President – Matt  
Vice President - Robert  
Secretary – Gabrielle  
Treasurer – Paige  
Past Pres – Keith

## Directors

Sponsorship and Advertising – Jim  
Event Coordinator – Allison  
Communication and Marketing – Brody  
Jobs and Content director – Sania  
Web Maintenance Director – Keith, Michaelin  
Membership and Outreach - Robin, Jim, Michaelin  
Education Director – Steven

## 1. Review of Meeting Minutes

- Feb 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
- Review of board meeting time
  - Majority decided moving the time back an hour to 7-9pm on Wednesday is best. Therefore it be resolved for the (minimum) next 11 meetings.

## 2. Board Updates

### President's update

- Keeping regular events
- Will work with Secretary to change passwords as needed
- Sponsorship – send an email in the next month to current sponsors re: new board

### Secretary

- Updates:
  - Keith gave update in lieu of new secretary to succeed Chris Hay
- Things still need to do:
  - N/A

### Treasurer (Paige)

- Updates:
  - Current balance is: \$14,129.04
  - MB Eco Network – membership is renewed
  - Education award winners contacted and prize money sent
- 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
  - Other account transfers from ex-board members
- 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. We're still sorting this out

### Sponsorship and Advertising (Matt)

- Updates:
  - None, no notable activity in the past month
- Todos: (Matt)

- Transfer of knowledge plan for Jim

### **Communications and Marketing (Various directors)**

- Updates:
  - Numbers as of today:
    - Instagram - 187 followers
    - Facebook - 137 followers
    - LinkedIn - 151 members
    - Twitter - 955 followers
- ToDo
  - Transfer of knowledge plan for Brody
  - Plan to increase frequency of updates
  - Refine and iterate on design elements on an ad-hoc basis

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

- Updates:
  - Sania has been posting several jobs, on a weekly basis
  - Content – AGM page updated.
  - Matt posted some other content / stories. Can continue to do this
  - Currently a coordinated effort by several members, will primarily be on-boarded on to Sania
- ToDos:
  - None / ongoing content and jobs
  - More frequent updates

### **Website Maintenance (Keith, Matt)**

- ToDos:
  - Continuing on standard O+M as always
  - Minor website updates, plugin updates. Will likely keep theme for foreseeable future
  - Verify email issues with deletion and load hanging – possibly a ‘bad’ filter, back up if required
  - Monitor ongoing redirect issues with website and. Suspect folders popping up in cPanel file manager without a clear reason
- Ongoing
  - Keith: Send Druple content to Matt – of archived content / history.
  - Keith: supply matt with password recovery for the backup Gmail account

### **Education (Steven)**

- Updates:
  - The two edu awards were sent out
- Todos:
  - Monitor any incoming edu award submissions

## **Event Planning & Conference (Allison and Sania)**

- Next events:
  - March:
    - Meg Miller – Open Refine Software – March 17<sup>th</sup> confirmed
    - Steven can run it
  - 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
  - Data science (DAMA) strategic collaboration with MGUG in hosting events, as followup proposed from Hackathon
  - Geocaching activity in June?
  - Student show-and-tell?

## **Membership (Jim)**

- Updates:
  - Jim informed board on how Constant Contact was updated, as well as Slack member registration. This was part of a Feb ToDo.
  - 1053 website members
  - 1856 in Constant Contact
- Todo:
  - Ongoing transfer of knowledge from Jim to Matt, Keith and Brody as needed

## **Vice President (Matt)**

- Updates:
  - Matt obtained post box key from Chris Hay
- Todo:
  - Get board members to complete 2022 emergency contact form

## **President (Keith)**

- Updates:
  - Keith deciding to step down for this term due to external obligations, put it to board election. No paper process done. Instead:
  - Discussion ensued and scope expanded to new board members figuring out all new roles for the year. Returning members resumed prior roles, and new members chose and agreed on roles. Matt chosen as president; no objections. Vote passed quorum.
- To-dos:
  - Moving to past-president role for this term.

### **3. Annual General Meeting planning**

- Updates:  
Prizes still being given out, mostly done by now

### **4. Next meeting – April 13th**

Meeting adjourned 8:15 pm