KAMP Board Meeting Minutes  
January 14, 2016  

**KAMP Board Attendees:** Lance Morris (President & Past President), Meghan Dunn (President-Elect), Tom East (Treasurer), Jennifer Miller (Secretary), Vince DiNoto, Adam Forseth, Lane Hartman, Daniel Hendren, Tim Fields

Attendees = 46

3 – handouts (1) KAMP Quarterly Meeting Schedule, (2) KAMP Treasurer’s Report, (3) KAMP Business

Meeting began at 10 a.m.
Meeting opened with Lance giving Intro – inviting people to contact the KAMP Board with questions or for information. He said quarterly meetings are open meetings “We serve you”. Lance introduced Dr. Shannon Finerty from Kentucky Wesleyan College (KWC) and shared that they are working on integrating GIS at and into KWC.

**OLD BUSINESS**

**Treasurer Report** – Tom East

![Table showing account balances](image)

- PayPal was used in past to pay memberships. Tom recommended that KAMP phase out PayPal since KAMP now has Wild Apricot. The $1000 scholarship has been paid.

**Conference Summary**

Tom is still trying to get all the totals through credit card processor. Everything has been paid. KAMP saved a lot of money with having our own credit card processing.

A motion was made second and passed for the Treasurer Report.

**Membership Report**

291 active members, 2 pending members, 8 new registrants, and 15 new corporate memberships. Lance said he would write a letter to approach people about membership dues to be paid. He will get approval from the board before mailing the letter. Tom said there are emails going out about membership renewal. We will have numbers soon of who hasn’t reregistered (paid).
Tom said Harrod and Associates in Frankfort is assisting us. The firm says KAMP probably won’t qualify for 501(c)(3) status, but maybe 501(c)(6), which doesn’t provide tax exempt status. Thus, recommended that KAMP starts a Foundation. They plan to present how all that works at the upcoming meeting.

**NEW BUSINESS**

**Membership Committee**
Megan Tucker needs volunteers for Membership Committee. She needs someone to workup membership packets. Melissa Miracle and Jennifer Miller volunteered to help Ms. Tucker. There was a brief discussion on the requirements in By-Laws, what is required to form a committee. Tom said forums can be setup on Wild Apricot.

**Educational & Professional Development Committee**
Dr. Demetrio Zourarakis (chair) stated that this committee is open to more members. His committee is planning some off-conference workshops with a good mix of topics to serve all groups. Lance said the Board will need the committee’s budget to the board before March 1st. All committees should have a budget to him by that date (as stated in the By-Laws).

Demetrio handed out a map showing KAMP Members’ Distribution as of 2015. It showed that a majority of KAMP members are located in the central Kentucky area. To this Lance explained that his goal was to spread Quarterly meetings and Off-Conference workshops evenly around Kentucky to help generate new members and to build interest in both GIS and KAMP.

**Cost for Workshops**
Demetrio said the estimated cost for a workshop was $1500. Vince DiNoto said a recent 2 day workshop with had 15 registrants, 19 people on waiting list and that 12 attended with a $0 cost. National GeoTech Center picked up the food tab. Tom said the cost has been $25 for non-members (could toward becoming a member if desired); KAMP members get the workshop for free. Vince said they budgeted $20/per day for food and everything (including mileage for instructors). Vince said KAMP could do a webinar. Vince said they use Adobe Comet. Demetrio said the one with ESRI (Intro to ArcGIS Pro) went well. That webinar had about 100 people with $0 cost. Vince suggested we do more of those.
**Communications Committee**

Annemarie Cason is the chair. Committee members are Christy Powell, Stephen Berry, Vince DiNoto, Melissa Miracle, Angela Scott, Jennifer M. Miller and Paul Vidal. Annemarie said the committee will focus on KAMP’s communications policy and website redesign. Paul Vidal is interested in assisting with this. Vince recommended Wix for this. Lance asked Annemarie for a timeline and is awaiting a response.

Tom made mention of a software application called *Slack* as a communications tool for KAMP to assist in organizing a group. Tom said the basic version will cover KAMP’s needs. The Communications Committee volunteered to test out Slack. Lance suggested that the topic of *Slack* be added to the Leadership Summit agenda. If Communications Committee like it, they can recommend it for the entire organization.

**Budget Committee**

Angela Scott is the committee chair and needs volunteers. According to the by-laws the Treasurer is an ex-officio member. (Tom and Lance) are required to be on the committee. Angela passed out a copy of the proposed 2016 budget. She used the numbers from the 2013 and 2014 budget to create one for 2016. The GIS Conference operates under KAMP. The operational budget is supplied from dues only.

<table>
<thead>
<tr>
<th>Budgeted Totals</th>
<th>Budgeted Amount</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Operations</td>
<td>$1,400</td>
<td>16.37%</td>
</tr>
<tr>
<td>Membership</td>
<td>$1,200</td>
<td>14.04%</td>
</tr>
<tr>
<td>Education and Professional Development</td>
<td>$2,000</td>
<td>23.39%</td>
</tr>
<tr>
<td>Awards</td>
<td>$520</td>
<td>6.06%</td>
</tr>
<tr>
<td>Communications</td>
<td>$1,900</td>
<td>22.22%</td>
</tr>
<tr>
<td>Budget and Audit</td>
<td>$530</td>
<td>6.20%</td>
</tr>
<tr>
<td>Scholarship</td>
<td>$1,000</td>
<td>11.70%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,550</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

Angela said this is a planning document only, we can discuss and finalize at the Leadership Summit. Angela gave everyone another handout with the breakdown of the individual membership dues. Vince DiNoto asked what happens to the profits from the GIS Conference. Angela said that the conference made about $2000 to $3000 in 2012 and 2013. The profit usually goes to scholarships (education). Vince then asked about KAMP having a 5 to 10% rainy day fund. Angela said the Vince is right, we can’t bank on our savings getting us out of a hole, even though we over budget for office supplies, etc. Tom said that KAMP runs a tight ship financially. There are things we can do to improve this, but overall Tom said he is pleased with everyone’s efforts.

**Awards Committee**

Lance said this committee is open and needs a chair. The committee is responsible for purchasing awards and taking nominations/names. Lance asked for volunteers. Meghan Dunn said Manasi Palit volunteered to be on the committee chair. Lance asked and was accepted.
**General Business**

Registration Packets for Conference – Tom said there is a mix up sometimes and we need to prepare a new name tag. He is asking for approval to purchase a name tag maker (for badges) and address labels. This purchase shouldn’t exceed $300. Paul suggested laser jet printer. He said it would be slightly bigger and multifunctional. Vince made a motion for approval of up to a $350 purchase for a name tag/label maker and address labels. It was seconded and passed.

**Leadership Summit - General Butler State Park**

Meghan Dunn provided a handout with topics. One topic is for new members to learn KAMPs By-Laws and goals. Pete Croswell has accepted the Moderator role for the Summit. A motion was made for KAMP to give Pete a $100 gift card and free 2016 conference registration. It was seconded and passed. Tom said we have 16 participants at $110/per person during Summit which comes to $1760 plus tax, fees and 10% (total under $2000). A motion was made that the budget doesn’t exceed $2000 and Pete gets free 2016 conference registration and the $100 gift card, it was seconded and passed.

**KAMM/KAMP MOA**

Carey Johnson suggested that KAMM & KAMP form a MOA. The motion was seconded and passed.

**GIAC**

Lance said it was suggested to discuss a MOA with GIAC at the Leadership Summit. GIAC’s oversight was predominately in State Government.

**Conference Planning**

Lance brought up the possibility of hiring a contractor to assist in planning the GIS Conference. He said it is hard for an individual to balance work time with time spent on conference. He provided examples of what others went through on conference time planning requirement. Lance wants to discuss this at the Leadership Summit.

Angela said this would have to be a Conference Committee issue for conference planning and possibly hiring a firm. Meghan Dunn said she doesn’t think this needs to be farmed out. She thinks we can use what we learned from the last year’s conference and make it a success. Issue resolved.

**Suggestions from a New Member** (joined that day)

$25 seems cheap for a membership and what you get in return. He said KAMP could charge $25 to renew membership now, and if wait until such and such date then goes up. He said $65 is too high but $25 seems cheap to him, but something in-between would work.

Megan Tucker suggested rotating committees, Lance mentioned that each area of the state could have a committee and as the conference rotated through the state then the committees for that area could shoulder the responsibilities. Planned rotations could be possible and if a member were to drop then that slot could be refilled.

Lance tabled the last topic on the agenda, Creation of a Marketing Committee in lieu of discussing attendance at the KAPS Conference – February 18th-20th, historically KAMP has had a booth there. Angela said she gave a 5 minute presentation at lunch about KAMP previously during the conference. Meghan Dunn said she could do it, since it is in Louisville. Annemarie volunteered to help with the booth. A motion was made, seconded and passed. Meghan Dunn will make a signup sheet for the booth volunteers.
Lance motioned to adjourn at 12:14 a.m., seconded and passed.

Lunch Served and more attendees arrived

KAMP Round-Table Discussion
BGADD; Lexington, Kentucky
14 Jan 2016

Tom called the Round-Table to order at 2:45.

Opening Topic: Conference

- Lance mentioned early in the meeting that multiple surveys have stated that the membership want the Conference to be moved around the state each year. (survey results available for review)
- Lance mentioned that we could divide the state into sections and rotate between them. 1st year in East area, 2nd year in Central area and 3rd year in West 4th year the Central area then finish the cycle in the West area.
- Ben Koostra mentioned state government participation is lower in outer areas
- Lane Hartman mentioned using 3-4 year rotation of conference location, move once every 3-4 years
- Someone mentioned that moving it around could increase ADD and other agency participation.
- Will Holmes questioned what percentage drop in participation when moving to a new location
  - Figured to be around 30 percent drop in participation
- Tim suggested that the quarterly meetings could rotate but keep the conference in a central location
- Megan suggested moving the quarterly meetings to different locations
- Increased Marketing
- Early notification of meeting locations

Topic: Membership (Time 2:55)

- Tom discussed membership moving from around 200 members to 500 members
- Plea for volunteers on both the membership committee and conference committee
- Demetrio asked for instructors and proposals of education and professional development committee
- URISA Cumberland Chapter meeting, January 28-29 at the JCC SW Campus
- Question if the conference locations had been decided
  - President-elect position and rotation of location connected?
  - Comment regarding major hotels booking early
  - Past conferences location decided by February
  - Need for earlier determination of meetings and conference locations to plan budgets
• Continue to post job opportunities

Topic: Open (Time 3:00)

• Large demonstration type trainings in Louisville, Esri or other software
• Conference and marketing, late notification of location and time
• KAMP Historian to keep minutes, conference programs and archive, surveys
  o ROI of archiving conference programs
  o Data Librarian and secretary duties would align
  o Governance of a historian committee
• Archive of notes for future board members (Lane Hartman)
• Webcast of conference presentations (Mellissa Miracle)
• Pre-recorded Presentations (Ryan Cooper)
• Legal Matters and Consent of posting information (Tom East)
  o Consent during registration to use pictures
• Different Membership Types (Vince DiNoto)
  o Organization membership for larger organizations, different than corporate membership
• User/Member Only Site (Lane Hartman)
  o Used as a benefit to membership
  o Annemarie is looking into it further with communications committee
• Membership Fees due at conference versus end of the year (Mellissa Miracle)
  o Discussed prorated membership fee
  o Membership year based on join date
  o Membership with conference registration
  o Tying membership fees to conference registration problematic for some

Closing and Thank You (Time 3:30)

Respectfully Submitted,

Angela Scott
KAMP Budget and Audit Committee Chair