



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

2015/2016 Board of Directors:

Thomas Van Bruggen: President (2017)	Chad Collins (2017)	Bill Rowe (2016)
Sarah Merz: Vice President (2016)	Andrew Giguere (2016)	Lori Schultz (2017)
Scott Ambs: Treasurer (2017)	Brodey Hill (2016)	Kathleen Stack (2017)
Pete Schneider: Secretary (2016)	Janet Moadlo (2017)	Scott Swan (2016)
Andrew Brenner (2016)	Diane O'Connell (2016)	Michael Woods (2017)

Minutes of the IMAGIN Inc. Board of Directors Meeting **Friday, February 12, 2016** **Location: Teleconference**

1. Call to Order - Board Member Roll Call

1.1. President Thomas Van Bruggen called the meeting to order at 9:03 am

1.2. Roll Call

President Thomas Van Bruggen: Present
Vice President Sarah Merz: Present
Treasurer Scott Ambs: Present
Secretary Peter Schneider: Present
Andrew Brenner: Absent
Chad Collins: Present
Andrew Giguere: Present
Brodey Hill: Present
Janet Moadlo: Present
Diane O'Connell: Present
Bill Rowe: Present
Lori Schultz: Absent
Kathleen Stack: Present
Scott Swan: Present
Michael Woods: Present

Others Present:
Maryellen Jansen – Riehl Solutions

Quorum Obtained

2. Approval of Agenda

Thomas Van Bruggen presented the agenda

Sarah Merz motioned to approve the agenda and was seconded by Chad Collins

Motion carried

3. Approval of Minutes from January 8, 2016 IMAGIN Board of Directors Meeting

Pete Schneider noted that the date of January 8, 2015 needs to be changed to January 8, 2016. Schneider also commented that in section 5 Old Business, notes indicating "Adjust language" should be removed.

Thomas Van Bruggen asked for approval of the minutes from the January 8, 2016 meeting.

Bill Rowe moved and Michael Woods supported approving the minutes of the January 8, 2016 meeting with the changes highlighted by Schneider.

Motion carried

4. Treasurers Report

Scott Ambs reported that the balance sheet shows \$17,779.04 across all accounts. Ambs reviewed the balance sheet from January 2015 and stated that IMAGIN had cash reserves of \$6,162.56. Ambs continued by stating that clearly IMAGIN is a better fiscal position in 2016 that it was in 2015.

Ambs also reported on the current budget analysis, highlighting that the Communications Team has almost used up its budget allocation. This led to questions from several members about what could have used up the bulk of the budget.

Ambs reported that IMAGIN has had \$16,486.65 in total income this month. \$10,420.00 of that amount is coming from 133 membership renewals. For reference Thomas Van Bruggen indicated that IMAGIN had around 180 paid memberships.

A motion to accept the Treasurers Report was heard by Sarah Merz and supported by Janet Moadlo.

Motion carried

5. Old Business – Review Action Items

Thomas Van Bruggen reviewed the open action items:

AI-2016-04: The Executive Team must start addressing policy development procedures

AI-2016-09: All Board members shall think about keynote options and email them to conference@imagin.org

AI-2016-10: All Board members shall search for articles that can be used in future newsletters

Upon review of the open action items, Van Bruggen recommended that AI-2016-09 be closed as keynote options have been solidified for the conference.

6. Team Reports

6.1. Executive Team

Thomas Van Bruggen reported that the team did not meet this week but met recently and started policy development.

6.2. Conference Team

Chad Collins reported that the team met on Tuesday 2/9 and discussed a number of items. Scott Swan reported that he was able to solidify the Monday keynote. He asked Maryellen Jansen to help coordinate some logistical concerns. Scott Ambs reported that he is finalizing the Tuesday keynote and has three contributors lined up and is awaiting word on the fourth and final contributor.

Chad Collins reported that Esri has confirmed they are bringing the hands on learning lab and are planning on running a training course on Wednesday May 18 and Thursday May 19.

Brodey Hill reported that everything is set up for social events. Hill continued by stating that the annual euchre tournament is scheduled for Monday night. Hill also stated that the team found a sponsor for the outdoor fire pit and it might include live music. Hill finished by stating that the team is still figuring items out for the vendor social.

Collins informed the Board that the team has received 9 or 10 abstract submissions.

Thomas Van Bruggen created an action item:

AI-2016-11 All Board members shall look for and encourage people to submit abstracts

Collins finished by stating that a marketing push will occur after Esri's contributions are set.

As part of the Professional Recognition Team, Thomas Van Bruggen motioned to reinstate a scholarship in the amount of \$500 from the IMAGIN scholarship fund which will be awarded at the conference. The motion was supported by Bill Rowe.

Motion carried

6.3. Communications Team

Sarah Merz reported that the team met this week and held general discussion about the status of website updates, email blasts, and upcoming newsletter articles. Merz asked for any articles are submitted before 3/18/2016. Merz finished by stating that social media continues to go well.

Thomas Van Bruggen stated that he has been working on posting items to the website including IMAGIN awards and SPPC items.

6.4. Membership Team

No update was given.

6.5. Student Poster & Paper Competition

Andrew Giguere reported that they team met on Thursday 2/4. He stated that the deadline for paper submittals and electronic poster submittals is March 11, 2016. Giguere continued by stating that the team is trying to identify key contacts for next year. Giguere finished by stating that the team is finishing contacts in February and would like to make one more round before the submission date.

6.6. Nominating & Governance

Bill Rowe reported that all Board members with expiring candidacies have informed the team of their intentions. Rowe continued by stating that the team is beginning to develop policy's for elections.

7. IMAGIN Policies Development

Thomas Van Bruggen stated that the Executive Team met on 1/20 and began working on management level procedures and policies. Van Bruggen echoed Bill Rowe's comments about starting election policy development.

8. State of Michigan Parcel Pilot Program Update

Thomas Van Bruggen reported that things are moving forward. The past month has been devoted to negotiating a common schema that works with BS&A databases and the State of Michigan. Van Bruggen noted that he hoped sometime next week that the State of Michigan would receive first cut of parcel data in the approved schema.

9. 2016 IMAGIN Volunteer of the Year - Nominations

AI-2016-12 Board members should finalize their nominations for the Volunteer of the Year award and make those nominations to the Professional Recognition Team by 3/11/2016

10. New Business

No new business was heard.

11. Closing Roundtable

Thomas Van Bruggen asked the Board if there was any interest from Board members in attending the Esri instructor led training at the conference.

Scott Ambs clarified a point from the Treasurers Report regarding the Communications Team budget. Ambs and Maryellen Jansen found a discrepancy in the report and reported that the Communications Team was not in danger of exceeding their budget allocation.

12. Upcoming Meetings

- March 11, 2016 9:30 am to 1:00 pm – Face-to-face Board Meeting – Location TBD
- April 5, 2016 – ALL DAY – State GIS Users Group/SPPC Event – Lansing, MI
- May 6, 2016 9:00 am to 10:30 am – TENTATIVE BOARD MEETING Teleconference
 - If needed for Conference planning items
- May 15-17 IMAGIN Conference

13. Adjournment

A motion to adjourn was heard by Pete Schneider and seconded by Bill Rowe at 10:26 am.

Motion carried.

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN

IMAGIN, Inc.
 416 S Cedar St
 Suite C
 Lansing, MI 48912

Profit & Loss [Last Year Analysis - Cash]

October 2015 through January 2016

2/4/16

10:48:16 AM

	This Year	Last Year	\$ Difference	Difference
Income				
Annual Conference Revenue				
Gold Level Exhibit Booth Sales	0.00	550.00	-550.00	(100.0%)
Silver Level Booth Sales	1,100.00	0.00	1,100.00	NA
Conference Sponsors, Non-Booth				
Non-Booth Sponsor / Ad	550.00	0.00	550.00	NA
Pre Conference Social Activity	300.00	0.00	300.00	NA
Awards Luncheon Sponsor	500.00	0.00	500.00	NA
Attendee Regis Social Act.	10.00	0.00	10.00	NA
Member Full Conference	1,425.00	0.00	1,425.00	NA
Non-Vendor Sponsorships	450.00	300.00	150.00	50.0%
Total Annual Conference Revenue	<u>4,335.00</u>	<u>850.00</u>	<u>3,485.00</u>	<u>410.0%</u>
Membership Dues				
Membership Dues	10,420.00	8,300.00	2,120.00	25.5%
Total Membership Dues	<u>10,420.00</u>	<u>8,300.00</u>	<u>2,120.00</u>	<u>25.5%</u>
Dividend Income	1.65	0.60	1.05	175.0%
Educational Class Registration	1,730.00	0.00	1,730.00	NA
Total Income	<u>16,486.65</u>	<u>9,150.60</u>	<u>7,336.05</u>	<u>80.2%</u>
Expenses				
Bank Service Charges	1.00	0.00	1.00	NA
Credit Card Processing Fees	294.73	116.15	178.58	153.7%
Board Meetings				
Board Meeting Lodging Expenses	235.44	0.00	235.44	NA
Mileage	86.02	0.00	86.02	NA
Total Board Meetings	<u>321.46</u>	<u>0.00</u>	<u>321.46</u>	<u>NA</u>
Team Expenses				
Communications Team - Printing	608.32	291.50	316.82	108.7%
Total Team Expenses	<u>608.32</u>	<u>291.50</u>	<u>316.82</u>	<u>108.7%</u>
Conference Expenses				
Marketing / Graphics				
Postage	61.08	0.00	61.08	NA
Marketing/ Publicity	494.50	0.00	494.50	NA
Social Event Expenses				
PreConference Social Activity	200.00	0.00	200.00	NA
Staff Travel/ Meals	0.00	461.99	-461.99	(100.0%)
Total Conference Expenses	<u>755.58</u>	<u>461.99</u>	<u>293.59</u>	<u>63.5%</u>
Educational Class Expense	834.39	0.00	834.39	NA
Postage & Delivery				
Postage	122.30	387.69	-265.39	(68.5%)
Total Postage & Delivery	<u>122.30</u>	<u>387.69</u>	<u>-265.39</u>	<u>(68.5%)</u>
Professional Fees				
Professional Fees	9,500.00	7,500.00	2,000.00	26.7%
Total Professional Fees	<u>9,500.00</u>	<u>7,500.00</u>	<u>2,000.00</u>	<u>26.7%</u>
Web Hosting	44.58	44.58	0.00	0.0%
Total Expenses	<u>12,482.36</u>	<u>8,801.91</u>	<u>3,680.45</u>	<u>41.8%</u>
Operating Profit	<u>4,004.29</u>	<u>348.69</u>	<u>3,655.60</u>	<u>1,048.4%</u>
Other Expense				
Net Profit/(Loss)	<u>4,004.29</u>	<u>348.69</u>	<u>3,655.60</u>	<u>1,048.4%</u>

Profit & Loss [Budget Analysis - Cash]

October 2015 through September 2016

2/4/16
 10:46:50 AM

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Contributions Income				
Educational Scholarship	0.00	750.00	-750.00	(100.0%)
SPPC Sponsor	0.00	250.00	-250.00	(100.0%)
Total Contributions Income	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>(100.0%)</u>
Annual Conference Revenue				
Gold Level Exhibit Booth Sales	0.00	6,000.00	-6,000.00	(100.0%)
Silver Level Booth Sales	1,100.00	4,400.00	-3,300.00	(75.0%)
Conference Sponsors, Non-Booth				
Non-Booth Sponsor / Ad	550.00	1,800.00	-1,250.00	(69.4%)
Pre Conference Social Activity	300.00	500.00	-200.00	(40.0%)
Awards Luncheon Sponsor	500.00	0.00	500.00	NA
Afternoon Vendor Social	0.00	500.00	-500.00	(100.0%)
Euchre Tournament	0.00	500.00	-500.00	(100.0%)
FirePit Sponsor	0.00	200.00	-200.00	(100.0%)
Map Gallery	0.00	300.00	-300.00	(100.0%)
Attendee Regis Social Act.	10.00	500.00	-490.00	(98.0%)
Member Full Conference	1,425.00	27,075.00	-25,650.00	(94.7%)
Single Day Member	0.00	1,750.00	-1,750.00	(100.0%)
Non-Member Full Conference	0.00	10,000.00	-10,000.00	(100.0%)
Student Registration	0.00	250.00	-250.00	(100.0%)
Non-Vendor Sponsorships	450.00	0.00	450.00	NA
Total Annual Conference Revenue	<u>4,335.00</u>	<u>53,775.00</u>	<u>-49,440.00</u>	<u>(91.9%)</u>
Membership Dues				
Membership Dues	10,420.00	13,000.00	-2,580.00	(19.8%)
Total Membership Dues	<u>10,420.00</u>	<u>13,000.00</u>	<u>-2,580.00</u>	<u>(19.8%)</u>
Dividend Income	1.65	0.00	1.65	NA
Educational Class Registration	1,730.00	0.00	1,730.00	NA
Total Income	<u>16,486.65</u>	<u>67,775.00</u>	<u>-51,288.35</u>	<u>(75.7%)</u>
Expenses				
Bank Service Charges	1.00	0.00	1.00	NA
Credit Card Processing Fees	294.73	1,500.00	-1,205.27	(80.4%)
Board Meetings				
Board Meeting Food Costs	0.00	190.00	-190.00	(100.0%)
Board Meeting Lodging Expenses	235.44	0.00	235.44	NA
Non-Conference Facility Rental	0.00	150.00	-150.00	(100.0%)
Mileage	86.02	150.00	-63.98	(42.7%)
Total Board Meetings	<u>321.46</u>	<u>490.00</u>	<u>-168.54</u>	<u>(34.4%)</u>
Team Expenses				
Communications Team - Printing	1,016.40	1,200.00	-183.60	(15.3%)
Total Team Expenses	<u>1,016.40</u>	<u>1,200.00</u>	<u>-183.60</u>	<u>(15.3%)</u>
Conference Expenses				
Facilities Expenses				
Audiovisual Expenses	0.00	1,500.00	-1,500.00	(100.0%)
Meeting Room Rental	0.00	1,080.00	-1,080.00	(100.0%)
Exhibitor Table / Booth Rental	0.00	384.00	-384.00	(100.0%)
Food and Beverage	0.00	17,490.00	-17,490.00	(100.0%)
Marketing / Graphics				
Postage	61.08	300.00	-238.92	(79.6%)
Program Printing	0.00	250.00	-250.00	(100.0%)
Photocopies	0.00	75.00	-75.00	(100.0%)
Conference On Site Signage	0.00	300.00	-300.00	(100.0%)

Profit & Loss [Budget Analysis - Cash]

October 2015 through September 2016

2/4/16

10:46:50 AM

	Selected Period	Budgeted	\$ Difference	% Difference
Graphic Desgin Services	0.00	875.00	-875.00	(100.0%)
Marketing/ Publicity	494.50	300.00	194.50	64.8%
Registration Supplies	0.00	150.00	-150.00	(100.0%)
Member Recognition Expense	0.00	350.00	-350.00	(100.0%)
Attendee Premiums/ Give Aways	0.00	1,250.00	-1,250.00	(100.0%)
Social Event Expenses				
PreConference Social Activity	200.00	640.00	-440.00	(68.8%)
Euchre Tournament Expenses	0.00	425.00	-425.00	(100.0%)
Monday Social Event Beverages	0.00	940.80	-940.80	(100.0%)
Hospitality Suite F&B	0.00	25.00	-25.00	(100.0%)
Vendor Appreciation Food	0.00	744.00	-744.00	(100.0%)
Staff Travel/ Meals	0.00	500.00	-500.00	(100.0%)
Speaker Expenses				
Speaker Gifts	0.00	500.00	-500.00	(100.0%)
Overnight Rooms: Speakers	0.00	98.69	-98.69	(100.0%)
Speaker Meals/Travel	0.00	500.00	-500.00	(100.0%)
SPPC Rooms	0.00	394.76	-394.76	(100.0%)
Total Conference Expenses	<u>755.58</u>	<u>29,072.25</u>	<u>-28,316.67</u>	<u>(97.4%)</u>
Educational Class Expense	834.39	0.00	834.39	NA
Licensing	0.00	20.00	-20.00	(100.0%)
Postage & Delivery				
Postage	122.30	525.00	-402.70	(76.7%)
Total Postage & Delivery	<u>122.30</u>	<u>525.00</u>	<u>-402.70</u>	<u>(76.7%)</u>
Professional Fees				
Professional Fees	9,500.00	28,500.00	-19,000.00	(66.7%)
Total Professional Fees	<u>9,500.00</u>	<u>28,500.00</u>	<u>-19,000.00</u>	<u>(66.7%)</u>
Program Expense				
Student Paper Comp Award	0.00	1,250.00	-1,250.00	(100.0%)
Total Program Expense	<u>0.00</u>	<u>1,250.00</u>	<u>-1,250.00</u>	<u>(100.0%)</u>
Office Expense	0.00	75.00	-75.00	(100.0%)
Telephone				
Telephone - Conference Calls	0.00	50.00	-50.00	(100.0%)
Total Telephone	<u>0.00</u>	<u>50.00</u>	<u>-50.00</u>	<u>(100.0%)</u>
Web Hosting	89.16	1,404.00	-1,314.84	(93.6%)
Total Expenses	<u>12,935.02</u>	<u>64,086.25</u>	<u>-51,151.23</u>	<u>(79.8%)</u>
Operating Profit	<u>3,551.63</u>	<u>3,688.75</u>	<u>-137.12</u>	<u>(3.7%)</u>
Other Expense				
Net Profit/(Loss)	<u><u>3,551.63</u></u>	<u><u>3,688.75</u></u>	<u><u>-137.12</u></u>	<u><u>(3.7%)</u></u>

IMAGIN, Inc.
416 S Cedar St
Suite C
Lansing, MI 48912

Balance Sheet [Cash]

As of January 2016

2/4/16
10:44:24 AM

Assets		
Imagin Savings S1	7,102.18	
Educational Scholarship Fund	3,602.76	
Imagin Checking S4	6,599.10	
Undeposited Funds	475.00	
Total Assets	<u>17,779.04</u>	
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	11,144.75	
Current Earnings	4,004.29	
Total Equity	<u>17,779.04</u>	
Total Liability & Equity	<u>17,779.04</u>	