



IMAGIN Inc.
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Lansing, MI 48912
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866-298-2115
www.imagin.org

2016/2017 Board of Directors:

Thomas Van Bruggen: President (2017)	Chad Collins (2017)	Diane O'Connell (2018)
Sarah Merz: Vice President (2018)	Andrew Giguere (2018)	Bill Rowe (2018)
Scott Ambs: Treasurer (2017)	Brodey Hill (2018)	Lori Schultz (2017)
Pete Schneider: Secretary (2018)	Jonathon Merrick (2018)	Kathleen Stack (2017)
Keri Blough (2017)	Janet Mocadlo (2017)	Scott Swan (2018)

Minutes of the IMAGIN Inc. Board of Directors Meeting

Friday, January 13, 2017

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
Keri Blough: Present
Chad Collins: Present
Andrew Giguere: Present
Brodey Hill: Present
Jonathon Merrick: Present
Janet Mocadlo: Present
Diane O'Connell: Present
Bill Rowe: Present
Lori Schultz: Absent
Kathleen Stack: Absent
Scott Swan: Present

Quorum Obtained

Others present:
Maryellen Jansen (Riehl Solutions)

2. Approval of Agenda

Thomas Van Bruggen presented the agenda.

A motion was made by Keri Blough and supported by Chad Collins to approve the agenda.

Motion carried

3. Approval of Minutes from December 9, 2016 IMAGIN Board of Directors Meeting

Thomas Van Bruggen asked for approval of the minutes from the December 9, 2016 IMAGIN Board of Directors meeting.

Pete Schneider reported that Sarah Merz supplied him a set of corrections on December 15, 2016 and that Merz's corrections had been adopted and the updated minutes have been recorded.

Sarah Merz motioned to accept the minutes with the stated corrections. Scott Swan supported the motion.

Motion carried

4. Treasurers Report

Scott Ambs reported that the balance sheet shows \$24,267.05 across all accounts. Ambs explained that he had authorized a December payment to Riehl Solutions which came from the IMAGIN checking account.

Thomas Van Bruggen added that currently IMAGIN has 128 paid or pending payment memberships for 2017. Approximately 60 members from last year have not renewed.

Bill Rowe motioned and Keri Blough supported the motion to accept the Treasurers Report.

Motion carried

5. Old Business – Review Action Items

Thomas Van Bruggen reviewed the open action items.

AI-2017-01: All Board members shall search for articles that can be used in future newsletters

Van Bruggen elected to keep AI-2017-01 open.

6. Team Reports

6.1. Executive Team

Thomas Van Bruggen reported that the team met on Wednesday 1/11 and prepped for the meeting by setting the agenda. The team also discussed an offer from the Michigan Society of Professional Surveyors Geospatial Coalition and the State of Michigan Parcel Pilot Program, which will be covered in agenda items 8 and 9, respectively.

6.2. Conference Team

Chad Collins reported that he has been in contact with Esri and that Esri has approved our request to have the Hands-On Learning Lab at the conference.

Collins continued by stating that he has had trouble getting keynote options to return communication. He has engaged in voicemails with one keynote option. Secondly, a potential Esri keynote for Tuesday morning of the conference still needs to be ironed out.

Collins finished by stating that advertising and marketing are going well. The call for abstracts is out and that conference sponsorships have started to come in.

Brodey Hill reported on the progress of the Social Team. Hill reported that most items are finalized and locked in.

Janet Mocadlo noted that the silent auction has four donations so far. Mocadlo asked for an action item. Thomas Van Bruggen created action item AI-2017-07.

AI-2017-07 All Board members shall acquire at least one donation for the silent auction.

Diane O'Connell reported that the Professional Recognition team is setting up email blasts for awards nominations and student scholarship applicants.

Sarah Merz reported that she needs to perform some budget research to see how much room we have to finalize the conference swag items.

6.2.1. State of Michigan Raffle License

Maryellen Jansen reported that the State of Michigan requires a permit to be filed with the

State Lottery Commission to properly give away items in a raffle. The filing fee is \$15.

6.3. Communications Team

Sarah Merz reported that the winter newsletter is being worked on; however, they need supplementary articles. Any article submissions must be submitted to the Communications Team by the week of January 23.

6.4. Nominating & Governance Team

Bill Rowe reported that the team needs to hear from each Board member with expiring terms about their plans to run for reelection.

Pete Schneider stated that the Board members whose terms are expiring are:

Thomas Van Bruggen (President)
Scott Ambs (Treasurer)
Keri Blough
Chad Collins
Janet Moadlo
Lori Schultz
Kathleen Stack

6.5. Professional Development Team

Scott Ambs reported that the team's first event – meetups occurring across the state on Thursday January 19 are scheduled and have good RSVP numbers. Upon review of the registrants, approximately 50% are non-members or have no previous ties to IMAGIN.

6.6. Student Poster & Paper Competition Team

Andrew Giguere reported that the team met on Thursday 1/12 and discussed finalizing their second round of contacts. Giguere finished by stating that the team needs to finalize their judge slate.

7. Michigan Society of Professional Surveyors Geospatial Coalition Effort

Thomas Van Bruggen informed the Board that he has been invited by Craig Amey (Michigan Society of Professional Surveyors) to a meeting in Kalamazoo to discuss potential alliances between IMAGIN and the Surveyors group.

8. State of Michigan Parcel Pilot Program Update

Thomas Van Bruggen reported that there is a conference call scheduled for 1/23.

9. New Business

Nothing heard during this section.

10. Upcoming Meetings

- 10.1. January 19, 2017 6:00 pm to 8:00 pm – IMAGIN Meetups Launch – Various Locations
- 10.2. February 10, 2017 9:00 am to 10:30 am – Board Meeting Teleconference
- 10.3. March 10, 2017 9:30 am to 1:00 pm – Board Meeting – Face to Face – Mt. Pleasant, MI
- 10.4. April 6, 2017 9:30 am to 3:30 pm – IMAGIN SPPC and State GIS Meeting – Lansing, MI
- 10.5. April 14, 2017 9:00 am to 10:30 am – Board Meeting Teleconference
- 10.6. May 12, 2017 9:00 am to 10:30 am

11. Closing Roundtable

Pete Schneider reminded the Board that on February 2 the State of Michigan has their GIS User Group meeting.

12. Adjournment

Scott Ambs motioned to adjourn and Bill Rowe supported the motion. The meeting adjourned at 10:08 am.

Motion carried

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN

Profit & Loss Statement [Cash]

October 2016 through December 2016

1/4/17
11:49:39 AM

Income	
Annual Conference Revenue	
Attendee Regis Social Act.	10.00
Total Annual Conference Revenue	<u>10.00</u>
Membership Dues	
Membership Dues	10,450.00
Total Membership Dues	<u>10,450.00</u>
Dividend Income	1.86
Total Income	<u>10,461.86</u>
Expenses	
Credit Card Processing Fees	105.57
Board Meetings	
Board Meeting Lodging Expenses	507.83
Mileage / Travel Expenses	77.24
Total Board Meetings	<u>585.07</u>
Team Expenses	
Communications Team - Printing	865.00
Total Team Expenses	<u>865.00</u>
Conference Expenses	
Marketing / Graphics	
Postage	154.00
Marketing / Publicity	166.96
Attendee Premiums / Give Aways	401.74
Social Event Expenses	
PreConference Social Activity	200.00
Total Conference Expenses	<u>922.70</u>
Postage & Delivery	
Postage	126.87
Total Postage & Delivery	<u>126.87</u>
Professional Fees	
Professional Fees	7,125.00
Total Professional Fees	<u>7,125.00</u>
Telephone	
Telephone - Conference Calls	20.00
Total Telephone	<u>20.00</u>
Total Expenses	<u>9,750.21</u>
Operating Profit	<u>711.65</u>
Other Expense	
Net Profit / (Loss)	<u><u>711.65</u></u>

Profit & Loss [Last Year Analysis - Cash]

October 2016 through December 2016

1/4/17
 11:50:58 AM

	This Year	Last Year	\$ Difference	Difference
Income				
Annual Conference Revenue				
Silver Level Booth Sales	0.00	550.00	-550.00	(100.0%)
Conference Sponsors, Non-Booth				
Awards Luncheon Sponsor	0.00	500.00	-500.00	(100.0%)
Attendee Regis Social Act.	10.00	10.00	0.00	0.0%
Total Annual Conference Revenue	<u>10.00</u>	<u>1,060.00</u>	<u>-1,050.00</u>	<u>(99.1%)</u>
Membership Dues				
Membership Dues	10,450.00	9,240.00	1,210.00	13.1%
Total Membership Dues	<u>10,450.00</u>	<u>9,240.00</u>	<u>1,210.00</u>	<u>13.1%</u>
Dividend Income	1.86	1.20	0.66	55.0%
Educational Class Registration	0.00	1,670.00	-1,670.00	(100.0%)
Total Income	<u>10,461.86</u>	<u>11,971.20</u>	<u>-1,509.34</u>	<u>(12.6%)</u>
Expenses				
Bank Service Charges	0.00	1.00	-1.00	(100.0%)
Credit Card Processing Fees	105.57	209.33	-103.76	(49.6%)
Board Meetings				
Board Meeting Lodging Expenses	507.83	235.44	272.39	115.7%
Mileage / Travel Expenses	77.24	86.02	-8.78	(10.2%)
Total Board Meetings	<u>585.07</u>	<u>321.46</u>	<u>263.61</u>	<u>82.0%</u>
Team Expenses				
Communications Team - Printing	865.00	261.32	603.68	231.0%
Total Team Expenses	<u>865.00</u>	<u>261.32</u>	<u>603.68</u>	<u>231.0%</u>
Conference Expenses				
Marketing / Graphics				
Postage	154.00	0.00	154.00	NA
Marketing/ Publicity	166.96	494.50	-327.54	(66.2%)
Attendee Premiums/Give Aways	401.74	0.00	401.74	NA
Social Event Expenses				
PreConference Social Activity	200.00	200.00	0.00	0.0%
Total Conference Expenses	<u>922.70</u>	<u>694.50</u>	<u>228.20</u>	<u>32.9%</u>
Educational Class Expense	0.00	834.39	-834.39	(100.0%)
Postage & Delivery				
Postage	126.87	122.30	4.57	3.7%
Total Postage & Delivery	<u>126.87</u>	<u>122.30</u>	<u>4.57</u>	<u>3.7%</u>
Professional Fees				
Professional Fees	7,125.00	7,125.00	0.00	0.0%
Total Professional Fees	<u>7,125.00</u>	<u>7,125.00</u>	<u>0.00</u>	<u>0.0%</u>
Telephone				
Telephone - Conference Calls	20.00	0.00	20.00	NA
Total Telephone	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>	<u>NA</u>
Web Hosting	0.00	44.58	-44.58	(100.0%)
Total Expenses	<u>9,750.21</u>	<u>9,613.88</u>	<u>136.33</u>	<u>1.4%</u>
Operating Profit	<u>711.65</u>	<u>2,357.32</u>	<u>-1,645.67</u>	<u>(69.8%)</u>
Other Expense				
Net Profit/(Loss)	<u>711.65</u>	<u>2,357.32</u>	<u>-1,645.67</u>	<u>(69.8%)</u>

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Balance Sheet [Cash]

As of December 2016

1/4/17
11:49:00 AM

Assets		
Imagin Savings S1	14,105.86	
Educational Scholarship Fund	4,292.61	
Imagin Checking S4	4,353.54	
Undeposited Funds	1,515.04	
Total Assets	<u>24,267.05</u>	
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	20,925.40	
Current Earnings	711.65	
Total Equity	<u>24,267.05</u>	
Total Liability & Equity	<u>24,267.05</u>	