

Black Hills Digital Mapping Association – Board Meeting Minutes 3/23/06

Board meeting was started at 1:05 pm. The meeting was held by conference call and adjourned at 2:35 pm.

1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present
Jenny Sorensen, Secretary/Treasurer – present
Don Jarvinen, Local Representative – present
Tim Cowman, State Representative – present
Denise Miller, Federal Representative – present
James Rattling Leaf, Tribal Representative – absent
Dan Falbo, Private Sector Representative – present
Kelly Lane, Academic Representative – present
Brett Runge, Member-at-Large - present

2. 2005 TAX REQUIREMENTS

- Deadline March 15; Jenny Sorensen and Foster Sawyer will look into what needs to be filed.

3. 2006 NON-PROFIT CORPORATE REPORT DUE: \$10.00 FEE

- 2006 SD non-profit corporation report due – Foster will file paperwork, pay fee, and get reimbursed when organization has money

4. SOUTH DAKOTA TAX ID NUMBER

- BHDMA must have SD tax id # and file sales taxes
- Don Jarvinen volunteered with filing BHDMA sales tax forms

5. CONFERENCE ORGANIZATION TOPICS

- a. Reservations at Rushmore Plaza Civic Center
 - Reservations at CC confirmed (contract signed).
- b. Conference Information on Web Site
 - Once the web site is updated in the next few days, Foster Sawyer will send Tim Cowman registration form and agenda
 - Don Jarvinen will put together a location map
 - BHDMA website is www.sdgs.usd.edu/bhdma
- c. Speaker for Welcome Address
 - Ideas for welcome address speaker presented:

- SDSG&P person on State GIS task force is not available
- Tim Cowman will call Otto Doll
- Foster Sawyer will contact President of Chamber of Commerce
- Kelly Lane will call Bob Demerzman (Office of Economic Development) if we need someone (if others fall through)

d. Keynote Speaker

- Kelly Lane will ask Ellsworth base commander today regarding Keynote speaker and will contact Tim Cowman so he will know whether he needs to contact USFS
- Tim Cowman will try to contact BHNH supervisor for Keynote address

e. Vendors

- Jenny Sorensen will send out email to potential vendors (look on ESRI website for contacts)
- Ask vendors to donate prizes for poster session
- Board decided on \$100 sponsorship for vendors
- ESRI will sponsor icebreaker. Jenny Sorensen will write letter to ESRI on cost estimate, request for funds.

f. Poster Session

- Jenny Sorensen will contact Civic Center regarding where to display posters and maps
- Door prizes for posters (from vendors)

g. PDH Hours

- Jenny Sorensen will make form and figure out PDH's once agenda is established

h. Icebreaker

- Icebreaker will be in Rushmore/Alpine rooms at Civic Center

i. Agenda Format

- Kelly Lane will put conference program together using M.S. Publisher file made for Fall 2004 conference
- Jenny Sorensen will send Publisher file to Kelly Lane
- Will need to get abstracts and bibliographies for speakers and workshops

j. Hard Copy Announcements

- SD DENR sponsors hard copy mailing – Foster Sawyer will do mailing next week

k. Notification of Teachers/Students

- Kelly Lane wrote notification announcement to teachers/students and will be sending out by email. Will include web site address and reference the registration form and agenda which will be on the web site.
- All students K-12 and college students receive free registration

l. Email to Presenters for Titles

- Foster Sawyer will email presenters for titles, bios, abstracts

m. Current Status of Workshops

- Metadata workshop: Don Jarvinen is working to schedule Michelle Anthony from EROS (SAIC) to present. Association will need to pay her travel expenses and hotel. Decided on \$30/day for meals and make reservations at the Howard Johnsons (2 nights). Don Jarvinen will make reservation. Mileage rate will be 40 cents per mile. There may be an expense for handouts also.
- Money for expenses can be withdrawn from grant money ahead of payment (make estimate of expenses)
- Jenny Sorensen will get extra vendor tables for government entities to display (no fee charged for them to display)
- Switch times for Data Sharing and Internet workshops
- Geodatabase workshop: Dan Falbo stated that he is not sure if he will have staff available to put on this workshop. Dan Falbo will call ProWest to see if they can present. Kelly Lane will ask Maribeth Price if she would like to present. Don Jarvinen volunteered to be the back up presenter.
- Advanced GPS/GIS workshop: Frontier confirmed they will put on this workshop (Nathan Kupfer)
- Internet workshop: Harry Redman and Ryan Hartley confirmed that they will conduct this workshop

n. Speakers

- Foster Sawyer needs email for Rick Lehmann from Pennington County Search and Resue
- Foster needs email for Bill Phillips from Alliance
- James Rattling Leaf – not confirmed

o. Additional Topics

- Next board meeting dates:
 - April 13, 2006, 1 pm MT
 - April 27, 2006, 1 pm MT

6. ADJOURN 2:35 pm.