

## **Black Hills Digital Mapping Association – Board Meeting Minutes 4/13/06**

Board meeting was started at 1:10 pm. The meeting was held by conference call and adjourned at 2:15 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

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

### **2. 2005 FEDERAL TAX RETURN**

- Federal taxes have been completed. Done by TPA West for \$93.34. Foster Sawyer paid fee for this and will be reimbursed after the upcoming conference. No taxes were due by the organization this year.

### **3. SOUTH DAKOTA TAXES**

- Foster Sawyer will speak with state contact again regarding state sales taxes. Annual reporting will be required.
- Foster Sawyer submitted paperwork so organization can be vendor with the state (so can accept purchase orders).

### **4. CONFERENCE ORGANIZATION TOPICS**

#### **a. Revised Agenda**

- Revised agenda now available.
- Foster Sawyer will send confirmation email/call to speakers that he has not had contact with yet regarding their scheduled times for presenting, presentation titles, abstracts and biographies.

#### **b. Deposit Registration Fees**

- Checks received will be deposited today – total \$960.
- One sponsor, 24 people have registered to date.

#### **c. Grant Payment Procedure and Budget**

- Grant can be drawn down either using an estimation of costs or with a sum of receipts.
- d. Audio/Visual Equipment, Timers, Pointers, etc.
- Have laptop, projector, pointer, timers and cards
  - Need: pointers, two more laptops, one projector
  - Foster Sawyer will check with Tim Cowman regarding bringing an extra laptop and projector.
  - Kelly Lane will ask Mary O'Neill to bring extra projector and pointer.
- e. Program Abstracts, Biographical Information
- Kelly Lane has six bios and abstracts so far.
  - Kelly Lane will have a draft of the program to the board at the next board meeting, April 27.
- f. Moderators – Plenary Session, Workshops
- Moderators were selected:
    - Foster Sawyer: plenary session
    - Jenny Sorensen: workshop session I
    - Kelly Lane: workshop session II
    - Tim Cowman: workshop session III
    - Denise Miller: workshop session IV
- g. Registration Table; Name Tags, PDH Forms, Receipts, etc.
- Volunteers for registration table:
    - Brett Runge
    - Don Jarvinen
- h. Michelle Anthony
- Has problem with driving to Rapid City.
  - Foster Sawyer will discuss with Don Jarvinen and email regarding a vote on getting a airline ticket or having her drive.
- i. Vendors
- Pro-West confirmed.
  - Jenny Sorensen will contact other vendors: Respec, ESRI, Horizons, Frontier
- j. Poster Session
- Kelly Lane confirmed that two people will bring posters.

- Jenny Sorensen will ask Civic Center about where to hang posters.
- k. Luncheon, A/V Equipment for Keynote Speaker
- Set up at Civic Center will be discussed at meeting with CC next Tuesday.
- l. Email to Presenters for Titles
- Foster Sawyer will send email requesting titles from presenters.
- m. Icebreaker
- ESRI will sponsor.
  - Set up at Civic Center will be discussed at meeting with CC next Tuesday.
- n. Door Prizes
- Tickets needed for door prizes.
  - Jenny Sorensen will ask vendors for door prizes.
- o. Email Final Announcement, Hard Copy Mailing Has Been Sent
- Hard copy mailing sent out April 4<sup>th</sup> and included revised agenda (cost sponsored by SD DENR).
  - Foster Sawyer will send out final email announcement two weeks prior to conference.
- p. Presentations
- No discussion.
- q. Workshops
- No discussion.
- r. Next Board Meeting: April 27, 2006, 1 PM MT
- s. Additional Topics:
- Kelly Lane has confirmed that at least 40 students will be attending.
  - Rapid City Convention and Visitors Bureau will send 100 folders and blank name tags for our use during registration.
5. ADJOURN 2:15 pm