

## **Black Hills Digital Mapping Association – Board Meeting Minutes 4/27/06**

Board meeting was started at 2:10 pm. The meeting was held by conference call and adjourned at 3:10 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 – absent  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - present

### 2. CONFERENCE ORGANIZATION TOPICA

- a. Head count for luncheon
  - Have to get back to Civic Center with luncheon head count
  - Regarding speakers: will go through registration list and see who is registered and estimate extra lunches
  - Tickets: will purchase two colors – one for lunch, one for door prizes
- b. Registration table: people, name tags, PDH forms, receipts, programs, etc.
  - Brett and Don will be at registration table
  - PDH form, receipt book, programs, name tags, registration forms, and Chamber literature will be at table
- c. Tracking for paid/unpaid participants
  - Will have everyone register and use the database to track payment
- d. Deposit registration/vendor fees
  - Will take checks to bank for deposit today
- e. Audio/visual equipment cable splitter, timers, pointers, etc.
  - Tim Cowman, Foster Sawyer, and Kelly Lane will bring laptops and projectors
  - Use cable splitter for two projectors and screens during plenary session
  - Microphones provided by Civic Center
  - Reset codes on remotes for second day

- f. Program, abstracts, biographical information
  - Kelly Lane has nearly completed
- g. Announcements, acknowledgments, etc.
  - Acknowledge vendors and sponsors
  - Kelly Lane estimates 10-15 teachers and 30-50 students will attend
- h. Moderators: plenary session, workshops
  - Plenary session – Foster Sawyer
  - Moderators for workshops set at last board meeting
- i. Michelle Anthony
  - Don Jarvinen made hotel reservation
  - We will pay meals, hotel, lunch, and no registration fee for speaker
- j. Vendors
  - No notes
- k. Poster session
  - Teachers, SD Geological Survey, USGS, and Rapid City plan to put up posters
- l. Luncheon, A/V equipment for keynote speaker
  - Foster Sawyer and Tim Cowman will help set up A/V on Tuesday morning
  - Keynote speaker will show lots of maps and talk on broad topics
- m. Lunch for keynote speaker
  - BHDMA will pay for lunch for keynote
- n. Refreshment breaks
  - May up numbers, depending on budget
- o. Icebreaker
  - No notes
- p. Door prizes

- Kelly Lane is bringing landsat map, Jenny Sorensen has donated GIS books, Tim Cowman is bringing state geologic map
  - Registrants will receive door prize tickets and prizes will be given away during breaks
- q. Final email announcement has been sent
- No notes
- r. Presentations
- Agenda set
- s. Workshops
- Agenda set
- t. Additional Topics:
- No date set for next board meeting.
3. ADJOURN 3:10 pm