



NJ-GMIS EXECUTIVE & TEC FOUNDATION BOARD MEETING

In-person Meeting

Wednesday, April 19, 2017, 10:00 AM

Morris County OIT Building

30 Schuyler Place, Morristown NJ 07963

Sue Arpa

Tony Fan

Paul Allena

Bob McQueen

Marc Pfeiffer

Shawn Hopkins

Ed Card

John Tugman

Walt Hansen

Mitch Darer

Savanna Lott

Shawn Hopkins called the meeting to order at 10:10 am.

Marc Pfeiffer motioned to approve the March 1, 2017 NJ GMIS Board Meeting Minutes; motion seconded by Walt Hansen; motion approved unanimously.

Treasurer's Report

Treasurer Walt Hansen reviewed the current financial account balances, outstanding receivables from

TEC and the most recent expenditures relating to TEC.

President's Report

President Shawn Hopkins thanked everyone for their involvement in TEC and for their contributions to its great success in 2017.

Executive Director's Report

Executive Director Savanna Lott discussed reviving the public and private membership drives initiated in January.

TEC Foundation Report

Savanna Lott informed the Board of nonmember TEC attendees who have since become members. Walter Hansen and Savanna Lott will discuss the onboarding process of new members.

Savanna Lott updated the Board on the status of 2017 TEC receivables and shared which organizations have a balance due for the event. She shared the final registration and sponsorship numbers, as well as the survey feedback provided by attendees.

Walt Hansen elaborated on this update to include the status of 2017 TEC sponsorship receivables.

Walt Hansen suggested reaching out for Board member involvement in the 2018 TEC, and reaching out to 2017 TEC attendees who indicated interest in participating in 2018 planning. The Board was reminded to save the date for the April 12, 2018 TEC.

The contract with the Palace at Somerset Park to host the 2018 TEC was reviewed. Marc Pfeiffer motioned to approve the contract for signature; Bob McQueen seconded; the motion passed unanimously.

The Board discussed next steps in the planning process for the 2018 TEC including the right of first refusal period for previous sponsors through May 31, sponsor and registration fees, expanding social media presence and applicable timelines.

GMIS International Report

Shawn Hopkins shared that GMIS International has distributed a draft of proposed bylaws changes and invited all NJ GMIS Board members to review. The Board agreed the NJ GMIS Board shall review its own organizational bylaws to ensure alignment with those of International.

Bob McQueen updated the Board that the International Conference will have most of the 2017 MEETS agenda published soon. Sponsorship and registration efforts are moving along well. Anyone with a potential sponsor should contact the International Board.

Bob McQueen and Savanna Lott informed the Board they have communicated the scholarship opportunity available to NJ GMIS members for attendance to the International Conference. The NJ GMIS Foundation Board will meet to review applicants. Bob McQueen suggested the Foundation Board formalize a process for accepting and granting scholarships. The Board members agreed unanimously to

grant eight scholarships in total: two that were awarded by drawing at the 2017 TEC, two for the general membership and four for Board members.

Old Business

Walter Hansen is working on confirming the organization's 501c3 status.

The Board will embark on updating both the NJ GMIS and Foundation Bylaws, as well as hiring an accountant via RFP.

New Business

The Board discussed member issues with access to the NJ GMIS listerv. Directive for Savanna Lott to decipher who has access to management of the listserv.

The Board discussed proper format for notifying membership of state level news or changes as it affects municipalities.

Shawn Hopkins reminded the Board that the NJSLOM mini conference is coming up and that NJ GMIS will be presenting. Participating NJ GMIS members will be finalizing topics and presentations over the next couple of weeks. Shawn Hopkins will get NJ GMIS membership flyers out of storage beforehand for distribution at the event.

The Board agreed unanimously to decline the invitation to NJAC for 2017.

Shawn Hopkins shared with the board that NJ GMIS members will be participating in the NJSBA, as some of their members came to the TEC event as well.

The Board discussed the corporate membership program and its benefits granted to participating groups. Directive for Savanna Lott to follow up with 2017 TEC sponsors regarding their corporate membership and what events they may want our membership to be informed of.

Marc Pfiesser suggested that NJ GMIS plan a campaign to inform the membership of Cybersecurity Awareness Month. Planning will be continued in May.

The meeting was adjourned at 12:00 pm.