

**ILLINOIS GIS ASSOCIATION  
BOARD OF DIRECTORS MEETING AGENDA**

**DATE:** November 12, 2025  
**TIME:** 10:00 AM – 11:00 AM  
**LOCATION:** Conference Call

**Please use the dial in information below:**

Dial In: 650 419 1505  
Meeting ID: 309 242 768  
Join the meeting with the following link:  
<https://v.ringcentral.com/join/309242768>

| ITEM       | DESCRIPTION                                                                                                                                                                                            | PERSON(S)                         | ATTACHMENT |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------|
| <b>1.0</b> | <b>CALL TO ORDER</b>                                                                                                                                                                                   |                                   |            |
| 1.1        | Welcome                                                                                                                                                                                                | Keith Darby, President            |            |
| 1.2        | Roll Call and Establishment of a Quorum <i>Note: The quorum requirement is a majority of the voting members of the Executive Board shall constitute a quorum for transacting association business.</i> |                                   | <b>A</b>   |
| 1.3        | Review and approve agenda - <b>ACTION</b>                                                                                                                                                              | Keith Darby, President            |            |
| 1.3.1      | Approve additions or modifications to agenda                                                                                                                                                           |                                   |            |
| <b>2.0</b> | <b>APPROVAL OF CONSENT AGENDA - ACTION</b>                                                                                                                                                             | Keith Darby, President            |            |
| 2.1.1      | Approve Board of Director Meeting Minutes – October 6, 2025                                                                                                                                            | Keith Darby, President            | <b>B</b>   |
| <b>3.0</b> | <b>REPORTS</b>                                                                                                                                                                                         |                                   |            |
| <b>3.1</b> | <b>President's Report</b>                                                                                                                                                                              | Keith Darby, President            |            |
| <b>3.2</b> | <b>Executive Director Report</b>                                                                                                                                                                       | Megan Galeher, Executive Director | <b>C</b>   |
| <b>3.3</b> | <b>Committee Updates</b>                                                                                                                                                                               |                                   |            |
| 3.3.1      | Education Committee Update                                                                                                                                                                             | Adam Aull, Chair                  | <b>D</b>   |
| 3.3.2      | Finance Committee Update                                                                                                                                                                               | Steven Spradling, Chair           | <b>E</b>   |
| 3.3.3      | Governance Committee Update                                                                                                                                                                            | Mike Kamin, Chair                 |            |
| 3.3.4      | Professional Development Committee Update                                                                                                                                                              | Josh Carlson, Chair               |            |
| 3.3.5      | Program Committee Update                                                                                                                                                                               | Mike Kamin, Chair                 |            |
| 3.3.6      | Outreach Committee Update                                                                                                                                                                              | Lauren Lee, Chair                 | <b>F</b>   |
| <b>3.4</b> | <b>ACTION ITEMS</b>                                                                                                                                                                                    |                                   |            |
| 3.4.1      | Approval of Secretary and Treasurer Appointments                                                                                                                                                       | Keith Darby, President            | <b>G</b>   |
| 3.4.2      | Approval of the CM Services Contract                                                                                                                                                                   | Keith Darby, President            | <b>H</b>   |
| <b>3.5</b> | <b>OTHER BUSINESS</b>                                                                                                                                                                                  |                                   |            |
| 3.5.1      | NG911 & ILGISA                                                                                                                                                                                         | Mark Yacucci, ISGS                |            |
| 3.5.2      | Illinois State Plane Coordinate System Committee                                                                                                                                                       | Mark Yacucci, ISGS                |            |
| 3.5.3      | Statewide Updates                                                                                                                                                                                      | Mark Yacucci, ISGS                |            |
| 3.5.4      | IPEMA Partnership Update                                                                                                                                                                               | Mark Yacucci, ISGS                |            |
| <b>4.0</b> | <b>ADJOURNMENT</b>                                                                                                                                                                                     | Keith Darby, President            |            |

**ILLINOIS GIS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 12, 2025**

**ILGISA Board of Directors Roll Call**

| <b>First Name</b> | <b>Last Name</b> | <b>Government/Firm Name</b>      | <b>Board Position</b> | <b>Voting position</b> | <b>RSVP</b> | <b>In attendance</b> |
|-------------------|------------------|----------------------------------|-----------------------|------------------------|-------------|----------------------|
| Keith             | Darby            | City of Wheaton                  | President             | Y                      | Y           |                      |
| Mike              | Kamin            | City of Batavia                  | Past President        | Y                      | Y           |                      |
| Lauren            | Lee              | Whiteside County                 | President Elect       | Y                      | Y           |                      |
| Steven            | Spradling        | City of St. Charles              | Treasurer             | Y                      | Y           |                      |
| Renee             | Buker            | Western Illinois University      | Secretary             | Y                      | Y           |                      |
| Adam              | Aull             | City of Danville                 | Director              | Y                      | Y           |                      |
| Josh              | Carlson          | Kendall County                   | Director              | Y                      | Y           |                      |
| Hunter            | Ray              | Cloudpoint Geospatial            | Director              | Y                      | Y           |                      |
| Burt              | McAlpine         | JULIE                            | Director              | Y                      | Y           |                      |
| Daniel            | Bartlett         | Cook County                      | Director              | Y                      | Y           |                      |
| Megan             | Galeher          | ILGISA                           | Executive Director    | N                      | Y           |                      |
| Rick              | Church           | ILGISA                           | Managing Director     | N                      | N           |                      |
| Mark              | Yacucci          | Illinois State Geological Survey | Ex-Officio            | N                      | Y           |                      |
| Total voting      |                  |                                  |                       | 10                     |             |                      |
| Total attendees   |                  |                                  |                       | 13                     |             |                      |

**MINUTES – ILLINOIS GIS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, October 6, 2025**

**1.0 CALL TO ORDER**

The meeting was called to order at 10:03 AM CDT. Those in attendance were: Mike Kamin, Keith Darby, Rich Schultz, Josh Carlson, Michael Minn, Lauren Lee, Crystalyn Delacruz, Burt McAlpine, Adam Aull, Steven Spradling, Megan Galeher, and Mark Yaccucci.

*A motion to approve the agenda was made by Rich Schultz and seconded by Keith Darby and is unanimously approved.*

**2.0 APPROVAL OF CONSENT AGENDA**

*A motion was made by Burt McAlpine to approve the August minutes. The motion was seconded by Adam Aull and is unanimously approved.*

**3.0 REPORTS**

**3.1 President's Report**

President Kamin--- SIU-E has signed on as a university member. Turnout was better than expected.

**3.2 Executive Director Report**

Attachment C—Megan Galeher – Up to 564 members, up from 513 this time last year. Budgeting time is happening, after Q3 financial statements will be in shortly, then budget will be sent over to finance committee. CM contract expires at the end of this year, a proposal will be sent over to the board to review before the end of the year, hopefully in November. Got 2 last minute sponsors, up to 18 now. NV5 and CDI were the two new companies. Registration is up to 211, up from 179 last year, aiming to get to 300. Agenda has been announced, is being updated as changes come through. Hands on Learning Lab has been booked through ESRI. They are a gold member this year and will have a booth. Moderators are up to 25, people will be assigned to sessions and communicated to moderators. \$250 for trivia host's time and travel. Cloudpoint is bringing a couple monitors and mice and keyboards if needed. Special Interest Group topics decided. Business meeting will be on Tuesday morning during breakfast. Mark has extra easels for the posters. Raffle prizes, we have 4 items so far, looking for more, Mike will call the sponsors. A few speakers may be missing due to federal shutdown.

Schedule at a glance – Board expectations outlined.

**3.3 Committee Updates**

**3.3.1 Education Committee**

Chair—Adam Aull— Got many members interested in continuing for another 12 months, going to be very positive amount of work going forward.

### **3.3.2 Finance Committee**

Chair—Crystalyn DelaCruz— Nothing to report.

### **3.3.3 Governance Committee**

Chair—Rich Schultz— Governance committee presented awards at special interim meeting.

### **3.3.4 Professional Development Committee**

Chair—Josh Carlson— Mike Kamin – Annual conference panel has full slay of participants, two backups and a moderator. Additional workshop will be offered by Burt. Mentoring program is in the works with Stephanie Mundis discussing it further.

### **3.3.5 Program Committee**

Chair—Keith Darby – SIUE about 40 people registered, hope to use the same location in the future. Derrick confirmed to host trivia night. Final agenda for conference will be finalized soon. Special Interest group topic and floor layouts discussed. Next meeting Wed October 15<sup>th</sup> at 10am.

### **3.3.6 Outreach Committee**

Chair—Lauren Lee— Spinner pens ordered for the conference and already shipped. Web app competition judging is starting to look over submittals. Next meeting October 9<sup>th</sup> to discuss voting and notify Megan of the competition winners. Contacting lapsed members about updating membership and attending conference.

## **3.4 Action Items**

## **3.5 Other Business**

### **3.5.1 NG911 & ILGISA**

Received and processing aerial imagery, data is available to the public. Indoor mapping is also progressing.

### **3.5.2 Illinois State Plane Coordinate System Committee**

Still waiting for NGS to release, at or near beta mode.

### **3.5.3 Statewide Updates**

Lidar data coming in frequently and being released as it comes in. All parcels and ROW database availability in the works statewide.

### **3.5.4 IPEMA Partnership Update**

Nothing to report

### **3.5.5 Rescheduling October Board meeting**

October board meeting will be on Monday October 6<sup>th</sup> from 10am-12pm.

#### **4.0     ADJOURNMENT**

*A motion to adjourn the meeting was made by Burt McAlpine and seconded by Rich Schultz. With no further business, President Kamin adjourned the meeting at 11:10 AM CDT*



## ILGISA Executive Director Report 11.12.25

- **Dues Invoicing** – 2026 Dues will be invoiced on November 17<sup>th</sup>. **If I need to increase dues rates, please let me know before this date.** Attached is the 'final' dues tracking report for 2025.
- **2026 Budget** – 2026 budget proposal has been sent to the finance committee for review.
- **CM Contract** – Current contract expires at the end of this year. A new contract was sent to the executive board for review & approval.
- **Annual Sponsors** – We will end the year with a total of 18 sponsors. Our revenue total is \$39,605. (We budgeted \$45,850)
- **New Director Training** – Has been scheduled for Nov 20<sup>th</sup> at 1pm central.
- **2025 Annual Conference** – The 2025 Conference was held at the Sheraton Lisle Naperville on October 19-21, 2025. Overall, I think the conference was a big success! Here are some final numbers and other items:
  - **Registration**- We ended up with a total of 255 registrants.
  - **Registration Revenue**- Our total revenue is right around \$78,000. (We budgeted for revenue of around \$73,000)
  - **Expenses**- I anticipate our final expenses will be around \$65,000. (We budgeted \$70,000)
  - **Net Profit**- Overall, when you include the sponsor revenue, we're looking at a profit of around \$52,605! (Budgeted net profit of \$49,374)
  - **Survey Results:**
    - [Click here for Attendee Survey Results](#)
    - [Click here for Exhibitor Survey Results](#)
- **2026 Annual Conference** – We are contracted with the Embassy Suites in East Peoria for the 2026 Annual Conference. Save the date – October 18-20, 2026.
- **2027 Annual Conference** – We should start considering properties for the 2027 Annual Conference.

2025

## ILGISA Membership Tracking Report

as of 10/31/25

|                              | Individual Categories |             |               |             |             | Organizational Categories |             |              |          | Sponsor Categories |             |           |             |           |             |          |
|------------------------------|-----------------------|-------------|---------------|-------------|-------------|---------------------------|-------------|--------------|----------|--------------------|-------------|-----------|-------------|-----------|-------------|----------|
|                              | Professional          | Student     | K-12 Educator | Retiree     | Lifetime    | Organizational            |             | University   |          | Gold               |             | Silver    |             | Bronze    |             |          |
|                              | \$100                 | \$10        | \$10          | \$10        | \$0         | \$100/person              |             | Varies       |          | \$3,500            |             | \$2,500   |             | \$1,500   |             |          |
|                              | Individuals           | Individuals | Individuals   | Individuals | Individuals | Companies                 | Individuals | Universities | Students | Companies          | Individuals | Companies | Individuals | Companies | Individuals |          |
| Nov prior year               | 38                    | 3           | 0             | 1           | 17          | 2                         | 4           | 2            | 51       | 1                  | 2           | 0         | 0           | 0         | 0           | 116      |
| Dec prior year               | 92                    | 4           | 0             | 4           | 0           | 12                        | 21          | 2            | 47       | 0                  | 0           | 2         | 3           | 5         | 14          | 185      |
| Jan current year             | 52                    | 3           | 0             | 0           | 0           | 6                         | 15          | 1            | 10       | 1                  | 6           | 1         | 4           | 0         | 0           | 90       |
| Feb current year             | 19                    | 2           | 0             | 0           | 0           | 4                         | 21          | 0            | 1        | 0                  | 0           | 0         | 0           | 0         | 0           | 43       |
| Mar current year             | 24                    | 5           | 1             | 0           | 0           | 2                         | 7           | 0            | 1        | 0                  | 0           | 0         | 0           | 1         | 1           | 39       |
| Apr current year             | 9                     | 3           | 0             | 0           | 0           | 3                         | 10          | 0            | 1        | 0                  | 0           | 1         | 3           | 0         | 0           | 26       |
| May current year             | 3                     | 1           | 0             | 0           | 0           | 2                         | 3           | 0            | 0        | 0                  | 0           | 0         | 4           | 0         | 0           | 11       |
| Jun current year             | 3                     | 3           | 0             | 0           | 0           | 1                         | 4           | 0            | 0        | 1                  | 1           | 0         | 0           | 0         | 0           | 11       |
| Jul current year             | 5                     | 1           | 0             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 1           | 0         | 0           | 0         | 0           | 8        |
| Aug current year             | 14                    | 2           | 0             | 0           | 0           | 0                         | 0           | 0            | 0        | 0                  | 0           | 0         | 0           | 3         | 3           | 19       |
| Sep current year             | 7                     | 3           | 0             | 1           | 0           | 0                         | 1           | 1            | 2        | 0                  | 0           | 0         | 1           | 1         | 1           | 16       |
| Oct current year             | 1                     | 17          | 1             | 0           | 0           | 1                         | 7           | 1            | 7        | 0                  | 2           | 0         | 0           | 1         | 1           | 36       |
| Nov current year             |                       |             |               |             |             |                           |             |              |          |                    |             |           |             |           |             | 0        |
| Dec current year             |                       |             |               |             |             |                           |             |              |          |                    |             |           |             |           |             | 0        |
| Current Year Total           | 267                   | 47          | 2             | 6           | 17          | 34                        | 94          | 7            | 120      | 3                  | 12          | 4         | 15          | 11        | 20          | 600      |
| Current Year Approx. Revenue | \$26,700              | \$470       | \$20          | \$60        | \$0         | n/a                       | \$9,400     | \$1,400      | n/a      | \$10,500           | n/a         | \$10,000  | n/a         | \$16,500  | n/a         | \$75,050 |
| 2024 Year End Total          | 271                   | 32          | 1             | 6           | 17          | 26                        | 70          | 4            | 106      | 4                  | 13          | 5         | 16          | 7         | 16          | 548      |
| Variance                     | -4                    | 15          | 1             | 0           | 0           | 8                         | 24          | 3            | 14       | -1                 | -1          | -1        | -1          | 4         | 4           | 52       |

ILGISA Membership Tracking Report

|                              | Individual Categories |             |               |             |             | Organizational Categories |             |              |          | Sponsor Categories |             |           |             |           |             |          |
|------------------------------|-----------------------|-------------|---------------|-------------|-------------|---------------------------|-------------|--------------|----------|--------------------|-------------|-----------|-------------|-----------|-------------|----------|
|                              | Professional          | Student     | K-12 Educator | Retiree     | Lifetime    | Organizational            |             | University   |          | Gold               |             | Silver    |             | Bronze    |             |          |
|                              | \$85                  | \$10        | \$10          | \$10        | \$0         | \$85/person               |             | Varies       |          | \$3,500            |             | \$2,500   |             | \$1,500   |             |          |
|                              | Individuals           | Individuals | Individuals   | Individuals | Individuals | Companies                 | Individuals | Universities | Students | Companies          | Individuals | Companies | Individuals | Companies | Individuals |          |
| Nov prior year               | 33                    | 1           | 0             | 1           | 16          | 2                         | 4           | 0            | 0        | 0                  | 0           | 0         | 0           | 0         | 0           | 55       |
| Dec prior year               | 106                   | 5           | 0             | 3           | 0           | 7                         | 16          | 2            | 34       | 1                  | 6           | 0         | 0           | 2         | 2           | 172      |
| Jan current year             | 51                    | 1           | 0             | 0           | 0           | 6                         | 28          | 0            | 0        | 1                  | 3           | 0         | 0           | 2         | 8           | 91       |
| Feb current year             | 26                    | 5           | 1             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 0           | 0         | 0           | 0         | 0           | 33       |
| Mar current year             | 24                    | 4           | 0             | 1           | 0           | 0                         | 0           | 2            | 52       | 0                  | 0           | 2         | 6           | 0         | 0           | 87       |
| Apr current year             | 7                     | 2           | 0             | 0           | 0           | 4                         | 12          | 0            | 1        | 0                  | 0           | 0         | 0           | 0         | 1           | 23       |
| May current year             | 3                     | 3           | 0             | 0           | 0           | 0                         | 0           | 0            | 0        | 0                  | 0           | 0         | 0           | 1         | 1           | 7        |
| Jun current year             | 4                     | 0           | 0             | 0           | 0           | 2                         | 4           | 0            | 0        | 0                  | 0           | 0         | 0           | 0         | 0           | 8        |
| Jul current year             | -4                    | 0           | 0             | 1           | 0           | 2                         | 3           | 0            | 0        | 2                  | 4           | 1         | 3           | 0         | 0           | 7        |
| Aug current year             | 10                    | 2           | 0             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 0           | 2         | 6           | 1         | 1           | 20       |
| Sep current year             | 3                     | 4           | 0             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 0           | 0         | 1           | 1         | 1           | 10       |
| Oct current year             | 8                     | 5           | 0             | 0           | 1           | 0                         | 0           | 0            | 19       | 0                  | 0           | 0         | 0           | 0         | 2           | 35       |
| Nov current year             |                       |             |               |             |             |                           |             |              |          |                    |             |           |             |           |             | 0        |
| Dec current year             |                       |             |               |             |             |                           |             |              |          |                    |             |           |             |           |             | 0        |
| Current Year Total           | 271                   | 32          | 1             | 6           | 17          | 26                        | 70          | 4            | 106      | 4                  | 13          | 5         | 16          | 7         | 16          | 548      |
| Current Year Approx. Revenue | \$23,035              | \$320       | \$10          | \$60        | \$0         | n/a                       | \$5,950     | \$800        | n/a      | \$14,000           | n/a         | \$12,500  | n/a         | \$10,500  | n/a         | \$67,175 |
| 2023 Year End Total          | 279                   | 32          | 2             | 4           | 16          | 18                        | 54          | 4            | 71       | 2                  | 7           | 4         | 10          | 9         | 17          | 492      |
| Variance                     | -8                    | 0           | -1            | 2           | 1           | 8                         | 16          | 0            | 35       | 2                  | 6           | 1         | 6           | -2        | -1          | 56       |

# ILGISA Membership Tracking Report

2023

as of 10/31/23

|                     | Individual Categories |             |               |             |             | Organizational Categories |             |              |          | Sponsor Categories |             |           |             |           |             |     |
|---------------------|-----------------------|-------------|---------------|-------------|-------------|---------------------------|-------------|--------------|----------|--------------------|-------------|-----------|-------------|-----------|-------------|-----|
|                     | Professional          | Student     | K-12 Educator | Retiree     | Lifetime    | Organizational            |             | University   |          | Gold               |             | Silver    |             | Bronze    |             |     |
|                     | \$85                  | \$10        | \$10          | \$10        | \$0         | \$85/person               |             | Varies       |          | \$3,500            |             | \$2,500   |             | \$1,500   |             |     |
|                     | Individuals           | Individuals | Individuals   | Individuals | Individuals | Companies                 | Individuals | Universities | Students | Companies          | Individuals | Companies | Individuals | Companies | Individuals |     |
| Dec prior year      | 102                   | 6           | 0             | 2           | 16          | 4                         | 9           | 1            | 6        | 1                  | 3           | 0         | 0           | 0         | 0           | 144 |
| Jan current year    | 87                    | 5           | 1             | 0           | 0           | 4                         | 19          | 2            | 49       | 1                  | 4           | 1         | 6           | 0         | 0           | 171 |
| Feb current year    | 21                    | 5           | 0             | 0           | 0           | 0                         | 0           | 0            | 0        | 0                  | 0           | 0         | 0           | 1         | 7           | 33  |
| Mar current year    | 29                    | 5           | 1             | 1           | 0           | 3                         | 18          | 0            | 1        | 0                  | 0           | 0         | 0           | 1         | 1           | 56  |
| Apr current year    | 7                     | 2           | 0             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 0           | 0         | 0           | 1         | 1           | 11  |
| May current year    | 1                     | 5           | 0             | 0           | 0           | 0                         | 0           | 1            | 1        | 0                  | 0           | 1         | 2           | 0         | 0           | 9   |
| Jun current year    | 3                     | 0           | 0             | 0           | 0           | 0                         | 0           | 0            | 1        | 0                  | 0           | 1         | 1           | 0         | 1           | 6   |
| Jul current year    | 2                     | 0           | 0             | 0           | 0           | 2                         | 2           | 0            | 0        | 0                  | 0           | 1         | 1           | 3         | 4           | 9   |
| Aug current year    | 12                    | 1           | 0             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 0           | 0         | 0           | 2         | 2           | 16  |
| Sep current year    | 6                     | 2           | 0             | 1           | 0           | 2                         | 3           | 0            | 13       | 0                  | 0           | 0         | 0           | 1         | 1           | 26  |
| Oct current year    | 9                     | 1           | 0             | 0           | 0           | 1                         | 1           | 0            | 0        | 0                  | 0           | 0         | 0           | 0         | 0           | 11  |
| Nov current year    |                       |             |               |             |             |                           |             |              |          |                    |             |           |             |           |             | 0   |
| Dec current year    |                       |             |               |             |             |                           |             |              |          |                    |             |           |             |           |             | 0   |
| Current Year Total  | 279                   | 32          | 2             | 4           | 16          | 18                        | 54          | 4            | 71       | 2                  | 7           | 4         | 10          | 9         | 17          | 492 |
| 2022 Year End Total | 314                   | 28          | 0             | 0           | 15          | 17                        | 84          | 3            | 55       | 1                  | 3           | 0         | 0           | 0         | 0           | 499 |
| Variance            | -35                   | 4           | 2             | 4           | 1           | 1                         | -30         | 1            | 16       | 1                  | 4           | 4         | 10          | 9         | 17          | -7  |

Illinois GIS Association

Education Committee Notes

Date: November 6, 2025

1. Student Scholarship Award

1.1. Need to get the Survey123 form up and running.

1.2. Release in the next few weeks.

2. Connections Education Institutions/Pop-up Events

2.1.1. Targeted for students during a specific time of day.

2.1.2. Perhaps earlier in the semester(s) for lower workload on students

2.1.3. Get local GIS professionals to attend. Ones that are closer to each location.

2.1.4. Different format based on the institution. Employment vs research vs GIS development

2.1.5. Reach out to departments, other than Geography, that use GIS for research for inclusion.

2.2. Convert Student Members to Full Members

2.2.1. What process does this look like?

2.2.2. Benefits sheet to joining ILGISA and providing it to newly graduated students.

2.2.3. Internships are a doorway into full ILGISA membership. Might be able to follow up with past interns.

## ILGISA Finance Committee Minutes

11/5/2025

Discuss proposed budget

### Income

Adjusted value based on Central IL Annual Conference

Adjusted values based on 2, not 3, regional meetings this year

### Expenses

Removed Board Retreat, will be on 3-year cycle to align with strategic plan years

Increased scholarship to \$1,500

Reduced Regional meeting expenses, 2 meetings instead of 3

Moved webinar expenses (for forum) to website

Added \$500 to committee expenses for banners and post cards

Added line item for MAGIC sponsorship \$250 trade

Added Hardship fund line item \$500?

Need to discuss with board how to distribute and determine eligibility

Post meeting

Reached out to Megan for further clarification on points brought up by committee

- Do we have a fee calendar with when our expenses are due?  
**We don't have a formal fee calendar. I could have our accounting team export some kind of report that shows when expenses were paid in 2025 to give you a general idea if that would be helpful? Keep in mind that each year is a little different, depending on timing of Regional Meetings.**
- We are looking into options for putting some of the reserve money in a CD to lock in a higher interest rate.  
**Sounds good - just remember we should always have at least 6 months of operating expenses available in reserves (liquid)**
- Are we paying any fees for our accounts at the bank, (Line 35 Misc. Expenses and **Bank Charges**)?

**Yes, we pay around \$87/month in bank fees. This is a general maintenance fee, plus we add on fraud protection (positive pay).**

- In the Webinar Expenses (Line 41), is that \$26.50 for the Forum that was started this year?

**Yes, that is the forum expenses. That should fall under website. Not sure how it ended up in webinar - might just be human error. I'll chat with our accounting team and get that fixed in the P&L.**

- Do we get a discount for paying our vendors by check, or would it be worth looking into an organization credit card with a cashback option.

**No, we don't get a discount for paying by check; however, in some cases, we avoid credit card fees charged by the vendor. We can chat more about this at the Treasurer training, but in a nutshell, I have a company credit card that I use occasionally for ILGISA expenses when necessary (some vendors might only accept credit cards, etc.) This is a CM Services credit card. CM Services pays the bill monthly (with CM's money), and then charges ILGISA for any transactions that were made on their behalf (no interest - just the flat amount that was charged to ILGISA). ILGISA getting their own credit card is a possibility, but it does add another card that needs to be reconciled monthly for our accounting team. There's pros and cons.. Rick might have insight into this too during treasurer training.**

- I did notice the discount received on the invoices for the annual conference.

**The discount received for the Annual Conference wasn't from paying by check. It was a negotiated discount during contracting.**



# OUTREACH COMMITTEE

10/09/25

## I. DISCUSSED ILGISA UPDATES

## II. ANNUAL CONFERENCE

- a) Spinner Pens – ordered and shipped!
- b) Web App Competition Judging (professional and student categories)
- c) Bullet Points for Outreach slide for conference

## III. DISCUSSED LAPSED MEMBERS

## IV. ADJOURNMENT

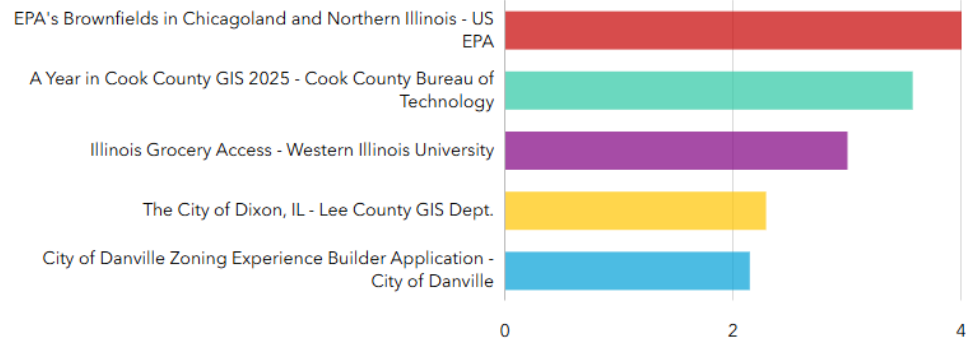
- a) Next Meeting: Nov 20th at 3 pm

## Professional Category \*



Column

Bar



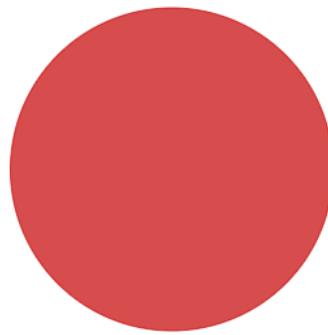
## Student Category \*

Column

Bar

Pie

Map



Yes

No

[Hide table](#)

☒ Empty categories

Sort

| Answers | Count | Percentage |
|---------|-------|------------|
| Yes     | 7     | 100%       |
| No      | 0     | 0%         |

Answered: 7 Skipped: 0



## **MEMORANDUM**

To: ILGISA Board of Directors

From: Keith Darby, ILGISA President

Date: November 12, 2025

Subject: Secretary & Treasurer Appointments

Per section 6.1 of the Bylaws and subject to your concurrence, I hereby appoint the following Board members to serve in the designated officer positions:

Secretary: Renee Buker

Treasurer: Steven Spradling



## **MEMORANDUM**

To: ILGISA Board of Directors

From: Keith Darby, ILGISA President

Date: November 12, 2025

Subject: Approval of the CM Services Contract

Our existing contract with CM Services will expire at the end of this year. Megan has sent a proposal for a successor three-year contract that will start on January 1, 2026, and will end on December 31, 2028. The terms of the contract including the type and number of hours per service are the same. The Finance Committee has reviewed the contract, and they do not see any significant issues that will impact our budget. Finally, the work that has been provided to ILGISA by Megan and the staff of CM Services have been very positive, and I have not seen or heard any issues since my time on the Board. Therefore, I recommend that the Board approve the proposed three-year successor contract with CM Services.

## **SERVICE AGREEMENT**

### **CM Services, Inc. of Illinois**

This agreement is made this 6 day of October, 2025, between CM SERVICES, INC OF ILLINOIS (CMS), an Illinois Corporation and the ILLINOIS GIS ASSOCIATION (ILGISA).

1. CMS' Illinois office shall serve as the headquarters office of ILGISA.
2. CMS shall perform the following management services for ILGISA, or as otherwise mutually agreed by the parties:

#### **General Office & Phone (~50 hours)**

- Provide an address for the receipt of mail and the answering of phone calls.

#### **Annual Conference (~350 hours)**

- Attend Program Committee meetings the 6 months leading up to the Conference
- Draft Conference budget
- Manage RFP process
- Manage contracting with venue
- Manage Conference web pages
- Draft and distribute call for content
- Draft and distribute all marketing emails
- Manage Conference social media posts
- Manage general registration
- Secure cancellation insurance
- Manage exhibitor and sponsor registration
- Secure expo company for exhibit hall
- Communicate with speakers, moderators, attendees, exhibitors and sponsors
- Manage Conference mobile app
- Manage all communications with Conference venue (food & beverage, A/V, set up, etc.)
- Order award recipient plaques
- Draft business meeting agenda & packet
- Prepare Conference signage
- Print and collate attendee materials
- Distribute Conference evaluation
- Distribute speaker and sponsor thank you emails

#### **Membership Renewal (~50 hours)**

- Invoice membership dues annually
- Send membership dues reminders bi-weekly from January 1<sup>st</sup> – March 31<sup>st</sup>.
- Maintain membership database

#### **Accounting Services (~75 hours)**

- Monthly reconciliation of revenue and expenses

- Financial reports distributed quarterly
  - Process, record and deposit all ILGISA revenues
  - Pay all bills
  - Manage annual tax prep
3. The term of this agreement shall be from January 1, 2026 through December 31, 2028. ILGISA will pay CMS a monthly fee for services as agreed to in ILGISA's annual budget approval process.
  4. ILGISA shall pay CMS monthly for services rendered by CMS in accordance with CMS STAFF AND SERVICE CHARGES, as they may be in effect from time to time. A copy of the current schedule of CMS STAFF AND SERVICE CHARGES is attached hereto and made a part of hereof. CMS shall notify ILGISA, in writing, of changes made by it in CMS STAFF AND SERVICE CHARGES. Such notice shall be provided ninety (90) days prior to the changes becoming effective. There will be no charges for staff time over and above the staff fee agreed to by CMS and ILGISA during the annual budget approval process except for special projects outside the scope of services referenced in item 2 above that are mutually agreed upon between the parties. In such event, the hourly charges set forth in the CMS STAFF AND SERVICE CHARGES shall apply. Additionally all expenses incurred by CMS on behalf of ILGISA shall be reimbursed to CMS at cost.
  5. CMS shall invoice ILGISA monthly for the service fee and expenses. Payment of these invoices is due within thirty (30) days of receipt.
  6. CMS shall manage the financial affairs of ILGISA as approved by the ILGISA Board of Directors, opening and maintaining such accounts and records and providing such periodic statements as are mutually agreed by the parties. CMS shall maintain a surety bond covering its employees in an amount equal to liquid ILGISA funds.
  7. The parties intend that an independent contractor relationship will be created by this Agreement. CMS shall be solely responsible for the control and payment of its employees and compliance with all applicable federal, state, and local laws.
  8. CMS shall comply with all applicable federal, state and local laws, rules and regulations applicable to this Agreement and the services performed hereunder.
  9. CMS shall maintain commercial general liability coverage against death, bodily injury and property damage in an amount of at least \$1,000,000 combined single limit, per occurrence, \$2,000,000 aggregate, and shall include CMS, its officers, agents and employees as additional insured. In addition, CMS shall maintain professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under this agreement.
  10. To the fullest extent permitted by law, CMS hereby agrees to defend, indemnify and hold harmless ILGISA, its officers, agents, employees and members (collectively the "indemnified Parties") against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses (collectively, the "Losses") which may in any way accrue against the indemnified Parties, arising in whole or in part or in consequence of the performance of this Agreement by CMS, its employees, or subcontractors, or which may in anyway result therefore.
  11. To the fullest extent permitted by law, ILGISA hereby agrees to defend, indemnify and hold harmless CMS, its officers, agents, employees and members (collectively the "indemnified Parties") against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses (collectively, the "Losses") which may in any way accrue against the indemnified

Parties, arising in whole or in part or in consequence of the performance of this Agreement by ILGISA, its employees, or subcontractors, or which may in anyway result therefore.

12. This agreement shall be enforceable in a court of competent jurisdiction by any of the parties hereto by any appropriate action at law or in equity, including, without limitation, the right of any party hereto to seek specific performance of the terms thereof. Venue for any action arising out of the terms or conditions of this Agreement shall be proper only in the state courts located in DuPage County, Illinois.
13. This agreement may be terminated by either party on ninety (90) days written notice to the other party, delivered by registered or certified mail, return receipt requested. All provisions of this Agreement shall remain in effect during this ninety (90) day period. Full financial records and accounts of ILGISA shall remain with CMS until an audit or other mutually agreed upon accounting review is performed at ILGISA expense by a person or persons acceptable to ILGISA and CMS.
14. In addition, if CMS fails to perform to ILGISA's satisfaction any material requirement of this Agreement or is in violation of a material provision of this Agreement, ILGISA shall provide written notice to CMS requesting that the breach or noncompliance be remedied within the period of time specified in the written notice. If the breach or noncompliance is not remedied by that date ILGISA may either: (a) immediately terminate the agreement without additional written notice, or, (b) enforce the terms and conditions of the agreement, and in either event seek any available legal or equitable remedies and damages. CMS shall be permitted to immediately terminate the agreement upon ILGISA's non-payment of the monthly fee after a 15 day grace period.
15. The Agreement shall be governed, interpreted, and construed according to the Laws of the State of Illinois without reference to choice-of-law or conflict-of-law principles.

**ACCEPTED:**

FOR ILGISA:

FOR CM SERVICES, INC OF ILLINOIS

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