

**NORTHLAND AEROSPACE  
IMAGERY AND GEOSPATIAL INTELLIGENCE ANALYSIS  
ADVISORY COMMITTEE MEETING MINUTES**

**August 22, 2017**

1. Call to Order – Meeting was called to order at 2:07pm CST
2. Attendance (Quorum) – In attendance were: Ben Richason, David Kramar, Vince DiNoto, Matt Stanger, Bryan Malone, Amber Beito, Steve Sorenson
3. Reading of the Minutes of the previous meeting – The Minutes of the previous meeting were read.
4. Reports of Boards and Standing Committees. - NA
5. Reports of Special (Select) Committees. - NA
6. Unfinished Business and General Orders
  - a. Prepare Nominations for Executive Positions (Chair, Vice-Chair, Secretary):
    - i. It was suggested that a member biography be provided to the members so each could get an idea of each member's expertise and experience prior to nominating for positions.
    - ii. Members to discuss with each other, offline, to get idea of who to nominate.
    - iii. Northland Staff would be responsible for preparing agenda, publishing minutes, and setting up Webex.
7. New Business.
  - a. Election of Executive Officers – Tabled to next meeting.
  - b. Review/Approval of By-Laws – Tabled to next meeting to allow larger group discussion.
  - c. Discussion of Communication Tools – Those present indicated that Basecamp was working well as a communication tool. No issues voiced at this time.
  - d. Discussion of Common Course Outlines (sUAS and IA/GINT) – Recommendation was made to consult with Parkland Collage, Urbana as they are currently going through the same process.

8. Good of the Order:
  - a. Quorum – The members present agreed that a simple majority should be the number required for a quorum.
  - b. Who are voting members of the Committee – The members present agreed that Northland Staff would not be voting members. The Chair would not be a regular voting member; however, would vote in case of a tied vote.
  - c. Is the ex-officio member able to be used as a tie breaker – No.
9. Announcements - NA
10. Set Next Meeting Date – The members of the committee present agreed that a scheduling questionnaire should be sent out to help determine which date would work best for the majority of the group.
11. Adjourn – Meeting adjourned at 2:50pm CST.