

**Minutes\***  
Business Intelligence Center Advisory Board Meeting  
January 3, 2017

1. **Call to order**

Board Chair DJ Davis called the meeting to order at 10:32A.M.

2. **Attendees**

The following board members were present, in addition to staff and the public: DJ Davis, Chair (Department of State), Anna Ewing (OEDIT) by phone, Jon Gottsegen (OIT), Catherine Kunst (SIPA), and Simon Tafoya (Governor's Office) by phone.

3. **Approval of minutes from December 6, 2016 meeting**

Catherine Kunst moved and Jon Gottsegen seconded a motion to approve the minutes from the December 6, 2016 meeting. The motion passed unanimously.

4. **Board by-laws**

Staff provided draft by-laws and requested feedback from board members. Feedback included a recommendation to set a term for the Vice Chairperson, and consideration of the staggering of board member terms. Staff committed to delivering a revised draft of by-laws that board members could consider for adoption at the February 7 meeting.

5. **Strategic planning**

Staff led a SWOT (strengths, weaknesses, opportunities, and threats) analysis to be used in program strategic planning.

6. **Ideation platform rollout**

Staff provided an overview of the ideation platform that will be used to gather business community ideas for use in the app challenge.

7. **Adjournment**

Jon Gottsegen moved for adjournment and Catherine Kunst seconded. The motion passed unanimously. Board Chair Davis adjourned the meeting at 11:45A.M.

\* These are proposed minutes and have yet to be reviewed and approved by the board.