**California Geographic Information Association – Board Meeting – September 21, 2010**

Chair’s Notes – David Hansen

Meeting called to order with roll call at 10:05 AM PDT

Attending Board Members:

RuthAnne Harbison

Laurie Kurilla

Mark Greninger

Sonja Thiede

Paul Hardwick

Mike Martinez (represented by RuthAnne Harbison)

Mary Cook-Hurley

Jeff Orton

Lisa Lubeley

Anne Millington

Drew Decker

Tito Vandermeyden

Kris Lynn-Patterson

David Hansen

Missing Meeting:

Diane Vaughan

Ian Fitzgerald

Stewart McFeeters

Actions:

1. Meeting notes from the July meeting were prepared but not available for review and action on approval was delayed until the November meeting.
2. Budget Report by Mary Cook-Hurley: $7,132.00 current balance in account. Board members were reminded that they need to be current on dues ($50.00) for the Association year of 2010-2011.
3. Outstanding vacancies for Local Government were filled by Board action. Board approved Karen Snow, City of Delano and Terri Webster, City of Redding as new Board members. Chair will send notice to both. Motion by Kris Lynn-Patterson with second by Paul Hardwick.
4. Stuart McFeeters is intending to resign from the CGIA Board due to other commitments as reported by Kris Lynn-Patterson. This will mean that we now have a vacancy representing the Education sector. Any potential candidates should be encouraged.
5. Position of Secretary will be filled by Drew Decker and approved by the Board.
6. Position of Treasurer: Mary Cook-Hurley has been acting as Treasurer with Sonje Thiede. She will continue to serve as Treasurer with Mark Greninger. All mail currently goes to Mary and this will continue until enhancements are completed for the CGIA web site. The intent is to provide continuity in this position. Mark Greninger will also have signature authority for the CGIA bank account. This action was approved by the Board.
7. CGIA Committee assignments – Committee assignments are intended to be flexible to meet the needs of the Association and the members. Committee members do not have to be Board members. This is a means of encouraging participation in CGIA and broadening its scope. The committees are intended to be self regulating which means that committee members select their chair and formulate their own methods for communication and decision making. The by-laws do not specify what committees need to be formed and do not define the scope of the committees. The committees should identify any budget requirements that they anticipate for the year. Current committees and initial assignments are:
   1. Nominations and Elections Committee – Kris Lynn-Patterson with support from other CGIA members as she sees fit. The current process has been well set up, but continuing assistance is required to solicit nominations.
   2. Membership Committee – While this committee’s focus is on membership, actual goals are up for discussion by the committee. Members may want to work closely with the web committee and outreach committee to identify their needs and tasks. They also need to select a chair. Board members indicating an interest in this committee are:

Mike Martinez

Karen Snow

Lisa Lubeley

Paul Hardwick

Jeff Orton

* 1. Web Site Deployment Committee: This committee is composed of members who developed the report on enhancements to the CGIA web site. Additional Board members are included in this list who indicated an interest in the committee.

Committee Chair: Laurie Kurilla

Mark Greninger

Diane Vaughan

Tito Vandermeyden

Web Master: Amanda Sanow

* 1. GIS Council Communications Committee: It is suggested that this committee broaden its scope to include other professional organizations and regional collaboratives etc. Members may want to work closely with the web committee to identify their needs and tasks. This committee needs to select a chair and evaluate goals for the committee. One role is to communicate with the California GIS Council. Board members which indicated an interest in this committee are;

Mike Martinez

Lisa Lubeley

Diane Vaughan

Mary Cook-Hurley

Drew Decker

Paul Hardwick

Jeff Orton

Anne Millington

Tito Vandermeyden

* 1. Awards Committee – This committee has a well established process for capturing nominations and selecting award winners. It has always been a struggle to solicit nominations for the awards. They may want to consider options for encouraging nominations. An announcement seeking nominations for the 2011 CGIA awards to be presented at CalGIS will go out statewide shortly. Board members indicating an interest in this committee are:

Current Committee Chair: Paul Hardwick

Kris Lynn-Patterson

Sonje Thiede

Drew Decker

Jeff Orton

1. Report on web site enhancements given by Laurie Kurilla and other committee members. The Board approved the goals and recommendations identified in the report. Motion made by Paul Hardwick and seconded by Drew Decker. The committee will proceed with the actions identified as recommendations in the report. Included with development of a budget for web site improvement will be a timeline for accomplishing the transition. Committee discussions will include Amanda Sanow and CERES as needed.

**Goals were:**

* A site which is a comprehensive source of information about GIS events, issues, and news in the State of California relevant to GIS Managers, GIS Professionals, and GIS Users.
* A site which is collaborative and interactive for Members, Partners, and the Board.
* Utilize free website tools/technologies wherever, whenever possible.
* Eliminate manual and paper-based processes (such as the listserv and check processing for membership dues).
* Transition Amanda Sanow (consultant) from **Content** Management to **Website** Management (responsible for the technical architecture).
* A new cleaner look and feel.
* The Website provides additional capabilities (benefits) to Sustaining Members.

**Recommendations were:**

1. Validate the Goals and Recommendations with Board at Septmber21 or subsequent meeting.
2. Website Committee reviews Amanda’s skills and capabilities and make a recommendation back to the Board as to whether she has the right skills to continue as the CGIA Webmaster [Web Management rather than Content Management]
3. Website Committee to identify the technologies required/desired to support of these goals
4. Validate that CERES [CA Environmental Resources Evaluation System @ CA Dept of Natural Resources] can accommodate additional software installations to support technologies chosen by the Web Committee. If CERES can accommodate our needs then CGIA continues hosting at CERES. If they cannot continue support of our recommended technology needs, then Web Committee to come back to Board with new recommendations.
5. Board should discuss a governance model as to roles and responsibilities for the Website (i.e. content contribution, technology updates, Web Committee is the final authority on any questionable content on member-/user-contributed postings, etc.). Before a forum or blog is instituted, Board members need to be assigned to categories in the forums/blogs, such that someone is always responsible for reviewing and keeping the blog and forum postings current and relevant.
6. The Board should consider defining a category of users called “Partners.” Partners may be regional GIS consortiums in California, for example.
7. A Web Committee Policy should be created documenting the new governance model, categories of users (Members, Sustaining Members, Board, Partners, etc.) and their role.
8. Add a site-specific search: ability to search within the CGIA website.
9. Add a calendar, for posting CGIA events, regional/state GIS events. Events can be posted by CGIA Board and by “Partners.”
10. Add an ePay component and accept only online payments for membership dues.
11. Merge the functions of the listserv and website (eliminating listserv).
12. Define requirements/uses for a blog
13. Define requirements/uses for a forum
14. Web Committee will work with Amanda to develop a budget for implementing all of the Board-approved recommendations.
15. Get approval for Web Committee Budget from Board.
16. Web Committee will work with Amanda (consultant) and CERES to transition to new technologies and implement Board-approved recommendations.
17. Summary of interviews by Chair and initial communication plan: The Chair summarized the interviews. The initial report will be finalized by the Chair. The Chair also identified key elements in the communication plan for the use of email as the primary method of contact for Association business. The Cal-Atlas site for CGIA will be used for draft documents. Final documents will be posted to the CGIA web site. As progress is made with enhancement to the Association web site, this initial communication plan will be modified as needed.
18. Report on filing for non-profit status by Chair – Kris Lynn-Patterson has shipped the CGIA records to David Hansen in September. In October he will be contacting the accountant to begin the paper work process.
19. Drew Decker will be finalizing his report on the California regional GIS collaborative. This will be posted to the CGIA web site. It will also be reported to the California GIS Council by either Drew or Carol Ostergren [actually it will probably be Joe Concannon from SaCOG]
20. New business and announcements:
    1. GIS Day is being celebrated in Merced on November 16 from 8:30 AM to 4:30 PM at the Merced City Hall. Contact RuthAnne Harbison for more information.
    2. Board suggested that a letter supporting filling the position of a state GIO be prepared for the California State CIO office. David Hansen will draft a letter for review by the Board. It may be sent out under signature by either/both Kris Lynn-Patterson (Past Chair) and RuthAnne Harbison (Vice-Chair).
    3. The California GIS Council will meet on October 6 from 9 AM to Noon at the SaCOG Offices, 1415 L Street, Sacramento. The call in number is 218-339-4300 with access code of 343792#. The Chair will be travelling and unable to attend. Tito Vandermeyden will attend on behalf of CGIA and the Chair also encourages any Board member to attend or call in to the meeting.
    4. The role of the State GIS Council was discussed. This particularly focused on the government to government relationship which has not been clearly represented in the current governance structure of the Council.

Formal Board meeting ended about 11:30 AM.