CGIA Board of Directors Meeting

November 27, 2018, 10:00 – 11:30 PM

AGENDA

[Click to enter WebEx meeting room](#)
*Join by phone: (240) 454-0887
Meeting #: 807 685 059
Instead of dialing in, you can have the WebEx call you after you enter the meeting room

I. BOARD ROLL CALL

Officers:

Chair:	☒ Tia Morita, Principal GIS Analyst, County of Los Angeles
Vice Chair:	☒ An-Min Wu, PhD, Lecturer, USC Spatial Sciences Institute
Secretary:	☒ Norman Wong, GIS Analyst, County of Los Angeles
Treasurer:	☒ Mary Hurley, Executive Board, CIRGIS
Past Chair:	☒ Christine Lam, Principal GIS Analyst, County of Los Angeles

Directors Representing:

Federal Government
☒ Jayme Laber, Senior Service Hydrologist, NOAA National Weather Service (2nd year)
☐ Vacant (1st year)

Cities
☒ Steven Kincaid, GIS Analyst II, City of Redding (2nd year)
☒ Bond Harper, GIS Integrator, Beverly Hills (1st year)

County Government
☒ Dave Powers, GISP, IT Services Manager-GIS Division, Shasta County (2nd year)
☐ Steven Steinberg, PhD, GISP, Geographic Information Officer, Los Angeles County (1st year)

Regional Council of Governments and Regional Association of Governments
☒ Sonja Thiede, Associate Resource Analyst, Kings River Conservation District (1st year)
☒ Shaonna Chase, GIS Coordinator, Yurok Tribe GIS Program (1st year)
☐ Vacant (1st year)

State Government
☐ Fiona Renton, GISP, GIS Programmer, Board of Equalization (2nd year)
☒ Ralph Jaggi, Research Assistant, CA Department of Boating & Waterways (1st year)

Education
☒ Jennifer Swift, PhD, Associate Professor, USC Spatial Science Institute (1st year)
☐ Vacant (1st year)

Private Sector Companies
☒ Denise Tober, Sr Mapping and GIS Manager, Parcelquest (2nd year)
☒ Melanie Rosenberg, GIS Analyst/GIS Consultant, NorthSouthGIS (1st year)
☒ Chris Robinson, GIS Project Manager, Michael Baker Intl. (1st year)

Professional Societies and Not-for-Profits
☒ Mary Hurley, Executive Board, CIRGIS (2nd year)
☒ Rachel Rodriguez, Vanguard Cabinet, URISA (1st year)

II. INTERNAL BUSINESS – Focus on CGIA's Internal Organization

1. Roll Call

2. Welcome Newest Board Member – Shaonna Chase

   - Shaonna Chase from the Yurok Tribal GIS Program. Geography spans 2 counties - Humboldt and Del Norte counties.

3. Meeting Minutes Approval

   - BOARD MOTION: Ralph made a motion to approve the previous meeting minutes. Denise Tober seconded.

4. Treasurer Report (Mary H.)

   - Mary: $15,732 in treasury as of this Monday (11/26/2018). This AM received 2 more PayPal memberships. Amount does not include any money back from CalGIS Conf. It typically takes 3-4 months later (next year) for the CalGIS money to come back to us, typically $1,000 - $3,000. (SEE TREASURY REPORT FOR DETAILS)

5. Standing Committees

   - Tia asked that each standing committee give an overview of their committee for the benefit of Shaonna.

   - The following Board members need to join a Committee: Sonja, Ralph, Shaonna

   a. **Membership** (An-Min, Denise)

      - Denise: An-Min transitioning membership duties to Denise since An-Min is now Vice-Chair. Looked at different membership management software, all of which perform the same functions more or less: create custom reports, integrate into existing website, social promoting, cloud-based. Most had monthly fee (e.g. $49 per month/600 members $79 per month/1200 members).

      - Need to re-define membership levels and what those mean. Improve benefits of sustaining members so that we could increase that sector.

      - Christine will set up notification whenever someone pays via PayPal so it goes to Denise.

      - ACTION ITEM: The membership committee will create a comparison chart showing options for different membership management software to show at our next Board meeting.

   b. **Website** (Norman, Steve S.)

      - ACTION ITEM: Norman will work with Tia to create write-up for CGIA's history to put on website

      - Norman will work with the membership committee to provide input for potential membership management software so that it integrates with website.

   c. **Awards** (Fiona, Melanie, Chris)

- ACTION ITEM: Tia will contact photographer at awards ceremony from the CalGIS conference about the possibility of getting pictures; send link to Norman & Awards committee.

- Dr. Howard received an award but did not receive it in-person.
  ACTION ITEM: Tia to Double-check with Fiona to see whether Dr. Howard has it in-hand.

  - Ralph would like to be present when the award is handed to Dr. Howard at a yet-to-be-determined conference ceremony.

  d. **Elections** (Dave, Steve K.):

  - ACTION ITEM: Dave will get together with Steve Kincaid to form a timeline for the election committee.

  - Open nominations will occur in mid-May. Announcements of candidates will go out in mid-June.

  e. **PR/Marketing** (Jayme, Jennifer, Rachel)

  - Jayme has been posting on Twitter/Facebook mostly job announcements.

  - ACTION ITEM: Rachel will spearhead design of new CGIA postcard

  f. **Advocacy** (Melanie, Bond, Chris, Jennifer)

  - Bond created an Advocacy folder in CGIA Google Drive with document containing preliminary thoughts and ideas.

    o Bond will work with the website committee to update the site with this information.

  - Tia suggested that we could add the advocacy/policy organizations into the member map

6. 2018 – 2020 Planning

- By next meeting, committees should make sure the 3-6 month strategic planning tasks have been addressed.

III. EXTERNAL BUSINESS - Focus on Relationships with CA GIS Community – How CGIA's Initiatives Serve the Community.

1. Outreach/Initiatives

2. 2018 – 2019 Sponsored Conferences

- USC Geospatial Summit

  o Takes place on February 22 and typically CGIA goes in at the $500 basic sponsor level. CGIA would get pass(es) and possibly a booth, $70 discounted rate for CGIA members. *CORRECTION: CGIA gets 1 pass with their sponsorship.*

  o CGIA usually gives these passes to its members who fill out a questionnaire (located on Google Drive).

- PR/marketing should be involved in distributing questionnaire and letting people know that they can be in the running for some free passes.
  - o BOARD MOTION: An-Min made a motion for CGIA to sponsor $500 to participate in the USC Geospatial Summit. Steve Kincaid seconded the motion.
  - o ACTION ITEM: Tia will contact LA Geospatial Summit notifying them that CGIA has agreed to sponsor the event.
- CalGIS 2019
  - o CGIA is already set to be a sponsor for the CalGIS 2019 conference, which is going to be held in Fresno in April.
  - o An-Min asked how much CGIA contributes to CalGIS and how we get reimbursed.
    - Christine responded that we only have to give money back to the conference if it did not make money (the 2017 conference hosted by a vendor, for example, did not make enough money). Each of the URISA chapters also make this same commitment. Mary sets aside money just for this purpose. In other words, we are at risk of losing money only if the conference does not make its money back (e.g. through registration fees).
- Others?
  - o Sonja: A few events and user groups are happening up north leading up to CalGIS. Would like to have flyers/promos.
    - ACTION ITEM: Tia will ask Mary to send flyers/postcards to Sonja
    - ACTION ITEM: Tia will send pins and stickers to Sonja
  - o Ralph is a part of a federal user group which meets quarterly. Would also like to have the same promotional items. ACTION ITEM: Tia will send pins and stickers to Ralph as well.
  - o Bond mentioned that FOSS4G North America will be in San Diego next year but sponsorships levels are very high. ACTION ITEM: Bond will explore some other ways to be involved (e.g. volunteering, sponsoring a social event, local meetup group).
  - o Tia asked if there were any other ideas for tours. She reached out to JPL about another tour. The Stanford map library has not been responsive and is most likely not happening.
  - o Disaster/emergency response webinar
    - Steve Kincaid mentioned that Butte County GIS has been getting a lot of assistance but can always reach out. Once things have died down, we should see about getting speakers to talk about lessons learned.
    - Steve Kincaid (City of Redding) willing to talk about their experiences on the city side.

■ Christine Lam, Ralph Jaggi, Dave Powers, Chris Robinson, Steve Kincaid will help put together an emergency response webinar series. ACTION ITEM: Tia will set up a separate call.

IV. NEW BUSINESS

V. ADJOURN – END 11:17AM

Next CGIA Board Meeting: January ?, 2019

Future Meetings: March 12th, May 14th, Esri UC 2019