

CGIA Board of Directors Meeting

September 10, 2019, 10:00 – 11:30 AM

AGENDA

[Join Webex meeting](#)

Meeting number: 803 592 741

Join by phone: +1-213-306-3065

*or you can have WebEx call you after you've entered the meeting room

I. BOARD ROLL CALL

Officers:

- Chair:** An-Min Wu, PhD, Lecturer, USC Spatial Sciences Institute
Vice Chair: Bond Harper, GIS Integrator, Beverly Hills
Secretary: Norman Wong, GIS Analyst, County of Los Angeles
Treasurer: Mary Hurley, Executive Board, CIRGIS
Past Chair: Tia Morita, Principal GIS Analyst, County of Los Angeles

Directors Representing:

Federal Government

- Jayme Laber, Senior Service Hydrologist, NOAA National Weather Service (1st year)
 Vacant

Cities

- Steven Kincaid, GIS Analyst II, City of Redding (1st year)
 Vacant

County Government

- Steven Steinberg, PhD, GISP, Geographic Information Officer, Los Angeles County (2nd year)
 Jeffrey Utter, GISP, GIS Manager, Kern County (1st year)

Regional Council of Governments and Regional Association of Governments

- Sonja Thiede, Associate Resource Analyst, Kings River Conservation District (2nd year)
 Shaonna Chase, GIS Coordinator, Yurok Tribe GIS Program (2nd year)
 Dave Powers, GISP, IT Services Manager-GIS Division, Shasta County (1st year)

State Government

- Ralph Jaggi, Research Assistant, CA Department of Boating & Waterways (2nd year)
 Vacant

Education

- Jennifer Swift, PhD, Associate Professor, USC Spatial Science Institute (2nd year)
 Danielle Bram, GISP, Director, Center for Geospatial Science and Technology, CSUN (1st year)

Private Sector Companies

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

Professional Societies and Not-for-Profits

- Rachel Rodriguez, Vanguard Cabinet, URISA (2nd year)
 Vacant

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

1. Roll Call & Welcome new and returning Board members
 - Danielle Bram introduced herself as a new board member
2. Meeting Minutes Approval
 - Ralph Jaggi motioned to approve the minutes. Tia seconded.
3. Treasurer Report (Mary H.)
 - Mary noted the current balance: \$26,864. A few new membership payments came in September. Expenses included those for postcards, ESRI social, swag, \$500 student award. Refer to expense report for more details.
 - Mary reminded all to always have \$3,500 in reserve because we are co-sponsoring CalGIS. CGIA will receive a check from URISA if there is a profit. But if the conference loses money, CGIA will have to pay for the balance.
4. Standing Committees: Introduction & updates
 - A. Membership (Denise & An-Min): Membership Works testing, membership benefit update
 - Denise gave an update about moving to MembershipWorks. All members are currently in with name and title. First 50 members were free. Since we do not have information about members, they will need to update profile (e.g. affiliations, titles, place of work) themselves.
 - Denise and An-min updated membership benefits so it’s clearer. Refer to Google Drive (under Board) for more details. We currently have 2 sustaining members – Education and USAA 11 North.
 - Norman, An-min, and Denise are still trying to figure out flow of membership pages (new and current) and will send out information to board for testing later.
 - We don’t currently have way to designate the 10 individuals under the sustaining memberships (\$500 with up to 10 individuals). Same issue with Educational/non-profit organizations which have the same benefits as sustaining membership except it is discounted.
 - An-min will ensure that all new board members will have access to Google Drive.
 - B. Website (Norman, Steve S., Sonja)
 - Norman will change WordPress roles to allow new board members editor access.
 - Norman worked to integrate MembershipWorks into Wordpress via plugins. It is currently hidden since we have yet to figure out the payment system.
 - Norman also noted that currently there is a members-only section of the site which is accessible only if you are logged in via Wordpress. Moving forward, this will be handled by MembershipWorks and therefore better integrated into the membership framework.
 - Norman, Steve, and Sonja will continue to be working together on the website committee
 - Mary had a question regarding what will be used as login. Members will login using their email. Mary also had concerns about members who pay with a check and how that can be handled. MembershipWorks has an option for those pay by cash/check.

Many of the organizational members need to pay by check and do not have a PayPal account.

- An-Min suggested we have a 6-month transition and/or have both payment methods available (old and MembershipWorks).
- Denise recommended that we use MembershipWorks for tracking purposes only for now. CGIA would use this to send out renewal notices a month ahead of membership expiration. We currently do not have a way for notifying members. Instead, members are automatically billed annually.
- Denise needs emails, particularly those that are paying by check. Mary will provide emails and contact info to Denise.

C. Awards (Melanie, Chris)

- An-Min gave a brief overview of the committee, which handles the CGIA annual awards program. Award notice announcements are in spring and winners are typically announced at a conference mid-year.
- No further updates at this point.

D. Elections (Dave, Steve K.)

- Dave has conducted elections for last 4-5 years. Steve will do the balance of it next year. Important dates are set in March; nominations are in May; and elections are held in June prior to ESRI UC.
- Dave noted that there are currently 3 unfilled positions: 1 federal government, 1 city government, 1 state government. In the past, we've proactively suggested and voted potential candidates in a board meeting and add them as a board member the following year.

E. PR/Marketing (-> Communications?) (Jayme, Rachel, Shaonna)

- In talking with Bond and Tia, An-Min suggested we should rename this committee to Communications.
- Updates:
 - Jayme: Facebook/twitter posts and job announcements.
 - Rachel: Took over LinkedIn managed with 1,117 followers. Reaching 600 people on average in State.
 - Shaonna: Suggested setting up at CGIA booth with vendors at CalGIS and was missing at the last CalGIS.
- Ralph wants to be added to the group officially and work with Rachel.
- Ralph has some more swag. Ralph will send it to Mary.

F. Advocacy (Melanie, Bond, Chris, Jennifer)

- Advocate for the GIS industry. Roundup of legislation related to GIS. This was added to GDrive.
- Advocacy resources were also cleaned up on the website.
- Bond suggested having a brochure for attendees to take away, for example at CalGIS booth.

5. 2019 – 2021 Planning

A. Current vision and plan/Committee point of contact and initiatives

- Point of contact has been established for each committee
- Membership: It would be helpful to have more help in this committee since we are transitioning to MembershipWorks.
- Awards: Bond suggested having more guided/targeted fields in the form other than open text. Potential nominees may have writers block if given a blank page. Bond suggested proactively targeting projects, for example, if there was an interesting

one at CalGIS and/or have a tablet ready to enable attendees to fill out. An-Min suggested having an earlier announcement/nomination window in February when CalGIS is occurring so we can have more nominations.

- Website: Bond prepared a document on GDrive on needs analysis as we redesign the site. These include backend and design needs. Bond is soliciting comments on this document. If we wish to add, we can add directly to it; otherwise make a comment instead of deleting.
 - Currently difficult to navigate.
 - Mary: California State Resources Agency hosted the CGIA website for years. 6 years ago, they couldn't do that anymore and Mark Greninger (chair at the time) took over and transitioned the site to what it is now. Mark currently pays for the site 2-3 years at a time. Will need to coordinate with Mark if we wish to transition.
- Communications:
 - Membership Spotlight: Tia currently handles this ad-hoc and not on a regular basis and she has someone ready to profile. Her current tactic is to showcase new board membership, someone with a new job, someone whose membership is about to expire to encourage their continued support.
 - Tia has created instructions on how to create Membership Spotlights and is ready to hand that duty off.
 - An-Min suggested having a quarterly email update to ensure that members are aware of what their membership fees are going towards (advocacy work, awards, giving back to the GIS community).
 - Christine has agreed to continue working on CGIA postcard update.
 - An-Min noted that we should continue thinking about maintaining a base of sustaining members and not rely on any profits from CalGIS conference.
- Advocacy: An-Min assigned Melanie to be the point of contact for Communications
 - Present historical documents on website since it's difficult to find (work with Mary to update)
 - Webinar series currently organized by An-Min and Tia. Soliciting more help. It was a good idea to have webinar during the lunch hour so that more people are available. However, it was difficult to manage one every week and instead spread webinars out.
- General: An-Min asked if we should open up board meetings to entire membership.
 - Danielle noted that having more isn't always better and the level of commitment. Giving someone a title will can provide motivation to be more consistent
 - Mary stated that according to our bylaws, we can hold general board meetings annually. We should have a general session separate from executive board meeting, particularly since there is voting and budgeting involved.
 - Steve Steinberg made a suggestion to do it at CalGIS and possibly find an extra meeting room. An-Min asked if this should be an official session meeting. Steve recommended this over a social since it would be more productive and it could be open to everyone in case they were interested in what CGIA does. Rachel noted that the California GIS Council did that and had an entire session on what they should be doing for the public. An-Min volunteered to write a proposal to do this.

- Danielle mentioned that since CalGIS is accepting proposals we can submit something coordinated session with other interested parties to talk about the state of GIS and related groups.
- Tia will work on bylaws and make suggestions to board. This was last updated in 2007.

III. EXTERNAL BUSINESS - Focus on advocacy for reinvigorating the state GIO businesses

1. Current 2019-2020 Sponsored Conferences & Events

- Webinar with Jim Sparks, former Indiana GIO (Sep. 12 12noon-1pm via Zoom) and currently President of Indiana GIS Council.
- CGIA Web Speaker/Discussion Series: The status of state GIS (Tia, An-Min, ?)
- CalGIS 2020 (Feb 9-11, 2020, Long Beach): Planning committee (3 standing, with alternates), other preparation
 - We are req. to have 3 ppl on the monthly call. An-min currently co-chair of Education/Outreach. Tia will no longer be on those calls
 - Steve mentioned that the main concern in recent years was that certain regions had no representation and but still received funding. He doesn't see double-counting Rachel and Steve an issue (they represent URISA as well).
 - Jeffrey Utter mentioned that he wanted to be involved in social activities for CGIA at CalGIS.
- Ideas for tours?
 - Let An-Min know about potential tours and sponsored events. As an example, in the past there were tours by JPL, USGS, NOAA, etc.)

IV. NEW BUSINESS

V. ADJOURN

Close 9/10/2019 11:23AM

Next CGIA Board Meeting: Tuesday, November 12th