

CGIA Board of Directors Meeting

May 12, 2020 @10:00 – 11:30 AM

AGENDA

[Click to enter the Webex meeting room](#)

Meeting number: 804 734 981

Join by phone: [+1-213-306-3065](tel:+1-213-306-3065)

I. BOARD ROLL CALL

Officers:

- | | |
|--------------------|--|
| Chair: | <input checked="" type="checkbox"/> An-Min Wu, PhD, Lecturer, USC Spatial Sciences Institute |
| Vice Chair: | <input checked="" type="checkbox"/> Bond Harper, GIS Integrator, Beverly Hills |
| Secretary: | <input checked="" type="checkbox"/> Norman Wong, Senior GIS Analyst, County of Los Angeles |
| Treasurer: | <input checked="" type="checkbox"/> Mary Hurley, Executive Board, CIRGIS |
| Past Chair: | <input checked="" type="checkbox"/> 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)
- Christine Lam, Principal GIS Analyst, Los Angeles 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, Data Research Specialist, Caltrans (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. MEETING MINUTES APPROVAL

- Ralph J. made a motion to approve the minutes of the previous board meeting. Denise seconded. Board approved.

III. GIS COUNCIL UPDATE (Jane Schafer-Kramer, Vice Chair of CA GIS Council)

- Jane S-K: Isaac Cabrera (Chair) has been appointed as state GIO and is a civil service position in the Department of Technology. Jane invited him to talk to members of NorCal URISA. The GIS Council is currently seeking a vice chair. Jane will become chair in July. Next vice chair cannot be from state government, but can be from other constituencies.
- Steve S. asked if there was a conflict of interest for Isaac Cabrera as the former chair of the GIS Council. Jane doesn't see one nor do the bylaws of the GIS Council make mention of one.

IV. INTERNAL BUSINESS

1. Treasurer Report (Mary)

- Balance as of May 12, 2020: \$33,703

2. Standing Committees updates

A. Membership (Denise) – payment update

- Denise gave a membership status since the last meeting: 2 new members, 15 renewals, 1 cancellation.
- Denise mentioned that we are still accepting payments through PayPal. It's just a matter of going into MembershipWorks and changing the status manually. We don't necessarily need PayPal Pro.
- To help transition members to use Stripe, Denise suggested that since renewal notices are sent out a month prior, we could write include instructions for creating a MembershipWorks account in the renewal notice. Denise's only concern is when to implement this given the current situation with COVID-19
- Stripe is currently up and running. The next board can decide when to implement fully with credit payment.
- Whenever someone cancels, Denise always sends an email to inquire why they're doing so. **We could see if there's a way to do it via MembershipWorks.**

B. Website (Norman, Steve S., Sonja, Bond) – revamping plan

- We will table updates until the next meeting.
- Norman created a site map for the sitemap. Notes from the website subcommittee are available on Google Drive.
- Norman has enabled the SSL certificate on the site (HTTPS-only) since CGIA now accepts payments via credit card payments. CGIA must have previously obtained a free SSL certificate for non-profits.
- Jane S-K noted that the GIS Contacts page is no longer functioning. Norman responded that this is because that page is hosted on another server which is not secured and a secured site cannot have unsecured content. As a workaround, Norman will link out to the site instead of embedding it.

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- Christine noticed that the formatting on the CGIA home page is off. [This has been resolved and most likely due to other dynamic content like the twitter feed which is throwing off the HTML code on the main page since all other pages are looking OK]
- C. Advocacy (Melanie, Bond, Chris, Jennifer)
- Chris is taking the lead on that.
 - Melanie, Bond, Chris, and An-Min have been working on the webinar series as part of advocacy
- D. Awards (Melanie, Chris)
- Chris should send Jayme award descriptions so he can push to social media especially since we are no longer meeting in-person at events.
 - Chris mentioned that no nominations have come through yet. It has been difficult to get nominations.
 - Steve S. suggested that we should extend deadline and look for apps and maps and nominate them given all the COVID work being done. Board members can strategically nominate and encourage joining CGIA.
 - An-Min suggested that we push the nominations out another month. In the meantime, we can have a virtual award ceremony and post on website. Bond mentioned that in addition, we can have it officially as part of a conference like CalGIS since we are part of the planning committee.
- E. Elections (Dave, Steve K.)
- Dave stated that nominations will start 5/25 and go through 6/5 so we have a 1 week buffer before elections start in case we need to extend it. Elections will start 6/15 and end at 5pm on 6/19. Announcements will be made on Monday, 6/22. Positions open for election:
 - i. Vice chair
 - ii. Secretary
 - iii. 1 federal gov
 - iv. 1 city gov
 - v. 1 county gov
 - vi. 2 for regional gov and districts
 - vii. 2 for state gov
 - viii. 1 for education
 - ix. 2 for private sector
 - x. 2 for professional societies and nonprofit
 - Dave will use the spreadsheet ('membership' tab) on Google Drive to send out an election notice to members
 - i. Current second-year board members are encouraged to continue on.
- F. Communications (Jayme, Rachel, Shaonna)
3. Discussion on insurance (Mary)
- Mary spoke with Dave Burkhart, CGO of CIRGIS to get some guidance on obtaining insurance for CGIA. CIRGIS currently carries a \$2 million general liability policy at a cost of \$850/year. In addition, there is a dishonesty bond for the treasury (\$200,000 dishonesty bond) which covers up to 4 people at a cost of \$230/year.

- Steve S. mentioned that a \$1 million policy is most likely enough. CGIA would be most at-risk at events, for instance, where someone could get injured. For the dishonesty bond, CGIA would start with \$100,000 the first year and increase as-needed.
- Bond has had experience in obtaining insurance with holding MapTime events at libraries, where insurance is paid by event. \$1 million sounds pretty standard. One of the insurance companies Bond has worked with offered a rate as low as \$90/event. Depending on the number of events, CGIA should evaluate whether it is better to purchase insurance by event or annually.
- The discussion on purchasing insurance will be taken up by the new board.

4. Discussion on By-Laws (Tia)

- Implementing term limits:
 - i. Directors may run 2 back-to-back terms after which they will need to take a break for X amount of time before running again.
 - ii. A Director that has termed out may be nominated to serve in an officer position (Chair, VC, Secretary, Treasurer).
 - iii. Steve suggested that we keep it simple and consistent. At the same time, since we have difficulty filling positions we don't want to hinder our ability to fill those positions. Something we could consider is that some organizations require that a member be a director before going into an officer position.
- It was noted again that we are supposed to post all of our meeting minutes on CGIA.
- Current bylaws say that treasurer and secretary are nominated at the first board meeting so these positions should be taken off the election form

V. EXTERNAL BUSINESS

1. CGIA web speaker series update – Last in series on 5/13; Webinar statistics so far
 - Webinar series has been successful this year; 40-50 attendees
 - The audience is 50% CGIA members and 50% non-members
 - For suggestions on future webinars, please email An-Min and Bond.
2. Postponed/Cancelled: Central Valley Geosummit Sponsorship, ESRI UC Social, LARIAC plane tour

VI. NEW BUSINESS

VII. CLOSING

1. Review of the achievements in 2019-2020
2. Discussion on future work (2020-2021 and further)
 - a. Rachel will be the co-chair of the 2021 CalGIS conference. If the CalGIS agreement for CGIA's involvement comes out before July, Bond and An-Min will meet to discuss and send out email requesting assistance.
 - b. Bond suggested creating an exit survey for board members.

*This is the last CGIA Board meeting of 2019-2020.
Thank you for your great service on the CGIA Board!*