CGIA Board of Directors Meeting Minutes
September 10, 2024 @ 2:00 PM – 3:30 PM

I. BOARD ROLL CALL

Officers
- **Chair:** ~~Roland Martin~~
- **Vice Chair:** Tracy Tober
- **Secretary:** ~~Norman Wong~~
- **Treasurer:** Mary Hurley
- **Past Chair:** ~~Jacob Mark~~

Directors Representing

Federal Government
- Kamran Lehman (1st year)
- *Vacant*

City Government
- ~~Steven Kincaid (2nd year)~~
- *Vacant*

County Government
- Juan Cardenas (2nd year) - apologies
- ~~Marcus Harner (2nd year)~~

Regional Governments and Districts
- ~~Christine Lam (2nd year)~~
- ~~Tim Pudoff (1st year)~~

State Government
- ~~Guphy Gustafson (2nd year)~~
- ~~Thomas Crimmel (2nd year)~~

Tribal Government
- ~~Donna Begay (2nd year)~~
- *Vacant*

Education
- ~~Dan Scollon (2nd year)~~
- *Vacant*

Private Sector Companies
- ~~Denise Tober (2nd year)~~
- ~~Chad Miller (1st year)~~

Professional Societies and Not-for-Profits
- ~~Priyanka Vyas (1st year)~~
- *Vacant*

Community Council Chair
- ~~Jane Schafer-Kramer~~

II. MEETING MINUTES APPROVAL [5 mins]

- New Board member Priyanka Vyas gave a short intro about herself.

  o She works for the UC Agricultural and Natural Resources Division as a GIS Programmer. Priyanka has a PhD in public policy and has worked in various positions in teaching and research.

- Vote to approve previous month's Meeting Minutes.

  o Roland M. made a motion to approve. Christine L. seconded. Board approved.

- Summary of updates since last meeting: Vote on CGIA Website Security Service was conducted via email and approved. Site Lock Prevent Plus covers 3 years.

III. INTERNAL BUSINESS [45 mins]

1. Treasurer's Report (Mary Hurley) [5 mins]

- [Treasurer's Report for August 1, 2024 - August 31, 2024](#)

  o Balance: $37,274

- [Budget for July 1, 2024 - June 30, 2025, with breakdown by committee](#)

  o For this FY, income projected to be $8,415, an increase of 5% over last year

  o Of note, CGIA is projected to have a net loss, mostly due to the more expensive venue at the ESRI UC social event. However, this will probably be a necessary expense going forward b/c of the need to have a separate space to hold the awards and have A/V. But, we have a healthy budget so not a real big concern this year.

  o Marcus requested access to the draft budget and Roland mentioned that he would ensure access for all board members

2. Chair Updates [5 mins]

- Annual Meeting

  o Will be held the first week of November.

  o Last year, we solicited folks to present on projects they were working on. Jacob recommended looking at the Powerpoint from last year and the goal is to engage general membership. General meeting is similar to our monthly board meetings.

- LinkedIn, Social Media, and Communications Plan

  o There were previously 4 LinkedIn accounts. Now there is one.

  o Jeff L. wants to set up a communication plan for CGIA.

    ▪ Communication is fundamental to engagement.

    ▪ Jeff L. suggested the following breakdown of communication by method: 75% to email, 20% social, and 5% traditional media.

    ▪ Jacob M. noted that email via MembershipWorks is rudimentary and limited formatting exists. Possibly take a look at MailChimp or via website WP widget.

- - - Dan S. mentioned that devoting resources email may be problematic since we are inundated by it already. What about face-to-face?
    - Draft from Jeff L.: [Communication plan]

3. Standing Committee Updates [35 mins]

   A. Membership (Denise Tober) [5 mins]
      - 6 new members, 5 renewals, 0 non-renewals, ….
      - Set up welcoming subcommittee for new members and query them about why they joined
      - Send more info to current members
      - Add Jeff L. since he has a marketing background
      - Start a new membership program with educational sponsors to see how we can help students. Thomas C. will survey them. Resume writing potentially?
      - Webinars for sponsoring organizations will begin.

   B. Website (Jacob Mark) [5 mins]
      - Malware resolved using Site Lock.
      - Posting issue resolved where notifications were not being sent out. Mark G. fixed this by installing the correct widget.
      - Another option for notifying users and members of postings is – "mail poet" for newsletters. Will discuss in detail at the next meeting.
      - Chad, Jane, and Jacob are meeting to discuss merging of Community Council site later this week.
      - Upcoming Committee meeting will discuss eliminating PayPal and utilize MembershipWorks/Stripe

   C. Advocacy (Marcus Harner) [5 mins]
      - Next Monday – 2nd meeting
      - Goal is to come up with a general plan for the year.

   D. Awards (Guphy Gustafson) [5 mins] – no updates

   E. Elections (Steve Kincaid) [5 mins] - no updates

   F. Engagement & Communications (Tracy Tober) [5 mins]

      - <Refer to Social Media and Communication Plan above>

   G. Community Council (Jane Schafer-Kramer) [5 mins]

      - Pulling together meeting for new model of meetings which will be theme-based

      - First meeting will be on LIDAR and LIDAR derivatives presented by Nate Roth (CA Dept of Conservation) and Drew Decker (USGS)

      - Meeting information will be sent via email.

IV. OTHER BUSINESS // SPECIAL PROJECTS [remaining time]

- ● Best Practices Ad-Hoc Committee (Marcus Harner) [5 mins]
    - o Meeting monthly – more than the Advocacy committee. Next meeting will be 9/20.
    - o Denise mentioned that the wider membership can be notified once there's something more concrete.

- o Marcus will add Denise to Google Group and she can pick out highlights to share with the wider membership. Deliverable is to generate 2-pager for GIS professionals and educators to review.
- Vote to approve funding to sponsor California Science Teachers Conference (Marc Epstein) [5 mins]
  - o Marc Epstein joined the meeting to present on his request for conference funding.
    - ▪ His mission is bringing GIS to K12 via his non-profit California Environmental Technology Information Network organization
    - ▪ Conference would be attended by a few thousand participants at the Sacramento Convention Center
    - ▪ November 8-10 (Friday-Sunday).
    - ▪ Requesting $400 to cover exhibitor fee at conference
      - ● Tabling and representing CGIA
    - ▪ Jacob mentioned that it's important to be vendor-agnostic and would be good to have open-source resources
    - ▪ An alternative would be to use [Felt](#)
    - ▪ Vote to approve $400 funding to cover exhibitor fee for California Science Teachers Conference. Marc submitted an event fund request form. Marc would represent CGIA at the conference. Looking to see if CGIA can be added to any banner or marketing material. Welcome to have another CGIA board member at the table).
    - ▪ Christine L. and Norman W. will look into sending some swag.
    - ▪ CLOSED DISCUSSION
    - ▪ Roland M. made a motion to approve funding half of the exhibitor fee ($200) for the California Science Teachers Conference. Donna B. seconded. Board approved.
- Vote to approve funding for LA Geospatial Summit [5 mins]
  - o An-Min says: "CGIA has been a proud sponsor of the Los Angeles Geospatial Summit for several years. I would like to request a continuation of our bronze sponsorship for the upcoming Summit in 2025, at the level of $500. Hosted by the Spatial Sciences Institute at USC, the next LA Geospatial Summit will take place on February 28, 2025. This event has proven to be a valuable opportunity for us to promote CGIA within the higher education community and recruit student members."
    - ▪ Jacob M. noted that it was a good opportunity to connect with early professionals. CGIA had a table and there was a 2-hour window when attendees walked around. Last year, Jacob M. was allowed to speak in front of the stage to advertise awards.
    - ▪ Roland M. made a motion to approve funding for the LA Geospatial Summit at the $500 level. Denise seconded. Board approved.
- Move meeting back to first Tuesday of month [5 mins]
  - o Since there was no disagreement, Board meetings will be moved back to the first Tuesday of the month. Roland M. will update the meeting invite.
- Zoom AI Meeting Assistant [5 mins]
  - o Continuation of discussion from last month. Vote was planned for last month but was postponed. If approved, this will help with the generation of meeting minutes. Zoom states that data is not collected to train the AI. [5 mins]

- ▪ Jacob M. recommended that we have the discussion at the beginning of the next meeting so it will be postponed until the next meeting
- ▪ Tim P. said that their Security Officer brought their new AI policy to the Board of Supervisors and that policy was approved today: 9-6 Information Technology Artificial Intelligence (AI) Policy (ca.gov). Tim P. sent an email to the Security Officer, specifically about the Companion AI so we will know more at the next Board meeting.
- Updates to by-laws (Roland) [remaining time]
  - o Ideal to have the bylaws finalized so that we can have the general membership vote on it at the general meeting.
  - o Updates include:
    - ▪ Statement of advocacy and lobbying activities ahead of the H-election
    - ▪ Updates to simplify Board constituencies
    - ▪ Reductions to limitations when filling Director vacancies
    - ▪ Clarification of quorum and Board voting procedures
    - ▪ Grammatical and linguistic clarifications.

V. CLOSING // ADJOURNMENT