CGIA Board of Directors Meeting Minutes
October 1, 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)~~
- ☑ ~~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~~

Quick recap

The Board discussed the functionality of an AI tool for transcribing and summarizing meetings, and the potential for speaker recognition and conversation summarization. They also discussed the upcoming annual meeting, the transition of the community forum's content into the main website, and the potential for LinkedIn advertising. Other topics included the advocacy awards, the budget for the anniversary event, the idea of organizing a meeting focused on California's Lidar program, the team's progress on reviewing current statutes and creating a 'do's and don'ts' document for GIS practices, and the sponsorship of the Shasta College GIS event.

Next steps
- Roland to finalize and send out bylaws update for review before the annual meeting.
- Roland to send out notification and call for presentations for the annual meeting by end of this week.
- Jane and Nate to contact potential speakers for the Lidar for California Forum event in December.
- Guffy to get quote for medium thickness T-shirts with CGIA logo.
- Dan to reach out to Kamran regarding his board membership status.
- Jacob and Denise to look into replacing PayPal option with MembershipWorks' Stripe mechanism for payments.
- Marcus to schedule next Best Practices Ad Hoc Committee meeting and continue work on use cases document.

AI Tool Discussion, Security Concerns, and Budget Review

Roland made a motion to approve previous month's Meeting Minutes, Christine seconded. All approved.

The team discussed the functionality of an AI tool that transcribes and summarizes meetings, noting its potential for speaker recognition and conversation summarization. Concerns were raised about Zoom's security and the use of AI tools, with Roland suggesting Google Workspace for nonprofits as a more secure alternative. A treasurer's report was provided, noting a quiet month for renewals and new memberships, and a finalized budget for the upcoming fiscal year was presented, showing a slight growth in membership and an increase in administrative costs. An event request for the State Library tour and lunch was added to the budget, and the decision to hold the annual meeting at the regular time slot was discussed, with the need to send out the meeting notice by the end of the week emphasized.

      a.   [Treasurer's Report for July 1, 2024 - September 30, 2024](#)

      b.   [Budget for July 1, 2024 - June 30, 2025](#)

Annual Meeting Planning and Presentations

Roland and Jacob discussed the upcoming annual meeting, agreeing to extend the meeting to an hour and a half. They also decided to open up two slots for presentations, with Jacob suggesting that these could be projects from community members. Priyanka asked about the type of presentations that would interest the audience, to which Jacob responded that they would be updates on standing committees and encouraging community involvement. Donna suggested

that California Tribal GIS could have a presentation slot, and she also mentioned her involvement in a tribal summit and mentoring a GIS student. The conversation ended with the decision to hold the annual meeting on November 5th, which is Election Day.

Rescheduling General Member Meeting

The Board discussed rescheduling the General Member meeting due to conflicting dates with Thanksgiving, World GIS Day, and Veterans Day. The meeting was rescheduled to Friday, the 8th, at lunchtime, which was agreed upon by all team members. Roland mentioned the need for updates to the bylaws.

Standing Committee Updates

A) Membership:
   ○ Denise reported on the membership meeting, noting a light month with only two renewals and one new individual.
B) Website:
   ○ Jacob discussed the transition of the community forum's content into the main website, the need to follow up on some points, and the consolidation of the LinkedIn site. He also noted the resolution of malware issues and the improvement in email notifications from WordPress.
C) Advocacy:
   ○ Marcus was expected to provide updates on advocacy, but no information was provided in the transcript.
   ○ Marcus discussed the upcoming meeting on the 20th and the homework assignments for the group.
D) Awards:
   ○ Guphy Gustafson talked about the advocacy awards and the potential changes to the awards, including the possibility of removing the student award and changing the director's award to a tie-breaker award. There was also a discussion about the budget for the anniversary event and the possibility of giving CGIA memberships to the winners.
E) Elections:
   ○ No change
F) Engagement/Communications
   ○ Tracy discussed the updates to the postcards and banner, and the potential for LinkedIn advertising.
G) Community Forum:
   ○ Jane discussed the transition of the Council meetings to a more focused format, with a greater emphasis on specific themes (e.g. SDI).
   ○ Jane discussed the idea of organizing a meeting focused on California's Lidar program, aiming for the first week of December. The meeting would consist of six presentations, each lasting around eight to nine minutes, covering different use cases and the status of the California Lidar program. Jane also mentioned reaching out to potential speakers and planning to promote the event beyond their email list. Dan expressed interest in being involved and suggested the idea of a webinar series on Lidar. Jane also mentioned the underutilization of point

cloud data from the 3DEP data collections and the potential for educational sessions on how to use this data. Open Topography's online training resources were also mentioned as a potential resource. Lastly, Roland shared a lesson learned from the ad hoc committee about the restrictions on creating contours from Lidar data in North Carolina, which will be included in the presentations.

Reviewing Statutes and GIS Practices Progress

Marcus discussed the team's progress on reviewing current statutes and creating a 'do's and don'ts' document for GIS practices. He mentioned that the next meeting would focus on the findings from North Carolina and the development of the 'do's and don'ts' document. Jacob added that they were also working on a use case document similar to North Carolina's, aiming to clarify what is allowed and not allowed in GIS practices. The team also considered the possibility of becoming surveyors to simplify their work.

CGIA Sponsorship and NorthState GIS Day at Shasta College Discussion

The team discussed the sponsorship of the Shasta College GIS event on November 20, with Dan confirming that CGIA had previously sponsored the event. The Board agreed to recognize CGIA at the event and to have a CGIA booth. There was a discussion about the return on investment for the event, with Marcus suggesting that if they could get four new members from the event, it would pay for itself. Denise suggested that it would be good to know if any members were gained from the event. Roland suggested that the amount of funding requests might increase in the future, necessitating a discussion about the allocation of funds.

Christine made a motion to approve $189 to sponsor food for NorthState GIS Day Event at Shasta College. Jane seconded. All approved.

State Library Tour Sponsorship Discussion

Jane proposed a budget of $250 to cover lunch for a small group attending the second offering of the state library tour.

Roland made a motion to approve $250 to cover lunch at the event. Dan seconded. All approved.

Merchandise Updates

The Board discussed merchandise updates, with Guphy mentioning a potential T-shirt design and a quote from a printer. The shirts will be of medium thickness. The minimum order is 48 shirts. However, if there is only one color, the minimum can be 24 shirts. The final decision on the T-shirt design was deferred to a later meeting.

Jeff Lewis is talking to his in-house designer to see if they can come up with a new postcard and standup display/banner. If not, we will go with Fiverr.

Board Member Removal

Roland suggested removing board member Kamran due to non-attendance and has not been communicative. After an internal discussion, Denise made a motion to remove Kamran from the Board. Donna seconded. There were 10 aye's and 2 abstentions.

Bylaw Changes Discussion

Board encouraged to make comments on the proposed CGIA bylaw changes ahead of the General Board Meeting in November.