

CGIA BOARD OF DIRECTORS MEETING
Tuesday, May 20, 2008 Telephone Bridge Conference Call
10:00 AM – 12:00 Noon

CGIA BOARD OF DIRECTORS MEETING
AGENDA

Meeting called to order by Chairperson Kris Lynn-Patterson at 10:05 AM. Kris welcomed everyone stating that the next meeting we will be announcing the new board for next year.

I. BOARD ROLL CALL (those highlighted in yellow were not in attendance)

Officers:

- Chair:** Kris Lynn-Patterson, Academic Coordinator for GIS, UC Davis-Kearny AG Center
Vice Chair: Mary Hurley
Secretary: Ruth Anne Harbison, City of Merced
Treasurer: Martha Rodgers
Executive Director: George White – Policy Innovation Works

Directors Representing:

Cities

- Dan Hildebrand – GIS Manager for the City of Escondido (2nd year)
- Ruthanne Harbison, GIS Coordinator, City of Merced (1st year)

County Government

- Mark Clark, Tulare County (2nd year)
- Jeff Orton, Kern County (1st year)

- Paul Hardwick, San Diego Association of Governments (2nd year)
- John Hui, Deputy CIO, Contra Costa County, (1st year)

State Government

- John Ellison, Resources Agency (2nd year)
- Oscar Jarquin, GIS Manager, California Department of Transportation (1st year)

Federal Government

- Dave Hansen, US Bureau of Reclamation (2nd year)
- Larry Vredenburg, GIS Coordinator Bureau of Land Management, Bakersfield Field Office (1st year)

Public Utilities

- Vacant as of October 1, 2007
- Tom Haslebacher, Geologist & Hydrogeologist, Kern County Water Agency, Bakersfield (1st year)

Education

- Chris Lewis, California State University, Chico
- William Budke, Faculty Member, Geosciences and Agricultural Sciences, Ventura College (1st year)

Private Business

- Dennis Wuthrich, Farallon Geographics (2nd year)
- Martha Rodges, CEO, GeomorphIS (1st year)

Professional Societies and Not-for-Profits

- Malcolm Adkins, Michael Baker Inc., BAAMA URISA Chapter President (2nd year)
- Vacant

II. INTERNAL BUSINESS – Focus on CGIA’s Internal Organization (Approx. 50 Minutes)

Kris asked if everyone had downloaded the documents? Martha stated that the website was a nice job. Kris thanked George, who set it all up, stating everyone really likes it. George commented that it is much more efficient to change documents and get information out, much easier to use.

1. Approval of 4-22-08 Meeting Minutes

Kris asked if everyone had read the minutes and if there were any changes? Paul stated that in the attendance it showed that he, Dan Hildebrand, and Dennis Wuthrich were not in attendance but in fact were there. There was also a correction on page 4, item 5 in the spelling of the names of the two keynote speakers. It should be Cy Smith and Eric Swanson. RuthAnne stated she would correct the minutes and re-send to Kris and George. Kris asked for a motion to approve with the corrections noted. John Ellison made the motion to accept the minutes with the corrections, Paul Hardwick seconded, motion carried with no abstentions.

2. Board Elections– Chris, Bill and Kris

Kris stated that Chris and Bill have worked very hard on this committee and she has helped out when needed. Chris and Kris designed the form, though Adobe Acrobat 7 is needed to use it, but have made it work.

Chris stated that we have a great list:

Cities: Jim Coates, City of Redding and Dave Endelman, City of Oxnard

Counties: Laurie Kurilla, Ventura County and Mark Greniger, LA County

Regions: Paul Hardwick, San Diego Assn. of Govts. and David Johnston, Assn. of Bay Area Govts.

State: John Ellison, Resources Agency and Pat Landrum, Caltrans, and Robert Yoha State of California, Department of Conservation

Federal: Dave Hansen, USBR and Drew Decker, USGS

Public Utilities: Sonja Thiede, Kings River Conservation District

Education: Binita Sinha, Diablo Valley College

Private Business: Robin Wood, ScanControl, and Scott Chrisman, ESRI, Inc.

Professional and Not-for-Profits: Malcolm, Michael Baker, Inc., and Dawn Robbins, CIRGIS

There was some discussion whether or not we would be electing two people to first year positions. It was suggested that we ask Malcolm if he would fill the vacant 1st year position and at the beginning of the new board year he would become 2nd year again and the newly elected person would begin in the 1st year. George explained this would be according to our by-laws and allow for us to maintain the succession as defined in our by-laws. George will talk with Malcolm.

Chris stated the election committee could use another person to help with the rest of the process, as she will be leaving the country starting tomorrow. Kris stated duties would include helping with putting the ballot into pdf form, getting it out to everyone to vote,

and counting the ballots once they are returned. Chris asked with the election would take place.

George stated once the board approves the ballot, then it could go out. Generally it goes out around June 1st, with one week for members to vote by June 10th. Then the ballots are counted and notifications are sent out prior to the CGIA Board meeting on June 17th.

Martha asked since she will not be Treasure next year, would the board need to fill her position soon. Mary replied that she is Treasurer until the end of the current fiscal year (June 30th). The new Treasurer will be approved at the first meeting in July by the new board.

Chris again asked if anyone would be able to offer some time to help or that maybe we should put out an email asking if anyone would like to volunteer some time. George stated she could have another day or 2 if needed.

Chris will send nomination forms and information on progress to date. She thanked all for the nominations and the nominees.

Kris stated the board couldn't approve the ballot, as it is not yet complete. George thought we could approve as is today and amend later. Kris will work with Bill to send out the ballot.

Chris Lewis made the motion to approve the ballot at this point as of today, RuthAnne seconded, motion carried with no abstentions. Kris thanked everyone.

3. Review and Approval of Executive Director's Report – George

George briefly reviewed some of the highlights of his report:

#2 – NSGIC Conference in California – George tried several hotels, in San Francisco and in Sacramento. It turned out they all needed more rooms guaranteed for the size of the meeting. He thought this would probably be a challenge for many hotels. Mary asked about the DoubleTree in Santa Barbara, that maybe it would be different. George stated he had not contacted them. Mary stated she would follow-up with the DoubleTree in Santa Barbara. George was working towards having the conference here in 2012 but Mary asked about 2010. George said that the 2010 conference had selected Kentucky. Mary advised him that the deal had fallen through and that Kentucky was no longer going to host but will double check. George said he would re-check with the Hyatt in Sacramento and he will get a confirmation that the 2010 conference is now open again.

#1 – CalGIS 2008 – still resolving charges from CalGIS 2008. Dave asked George to elaborate on this but Kris said we would have details later on the agenda requiring a vote.

#3 – Phase 2 Strategic Planning with Regional Collaboratives Project – George has the completed document now. Thank you to Michael Baker, Inc. The files are ready for download to review and will be posted on the website and in the June News Flash.

George will also be providing the document to Cy Smith and Eric Swanson for background information for their presentations at the Executive Event in Sacramento. He stated that on page 36 of the document in the reference to a GIO that four states now have GIO's and that 2 of the 4 will be at our event. This is very positive for CGIA and California.

#4 – Imagery Business Plan and Best Practices Project – George stated that the report is in final processing and will be available soon. It will be uploaded to the website and in the June News Flash.

#8 – Membership Report – we have some problems here and will get to it in the financial report. Not much change in the numbers to report.

#9 – Finance and Grant Management – George is in the process of closing out the grants, and the reports to go out within the deadlines established by the grants.

#10 – Marketing Initiative – George reported that the flyer and PowerPoint are available for download. We will be using these at the June event and he would like feedback prior to the event in June.

#11 – GIS Executive Event – Legislative Initiative

- 120 letters mailed out
- Letters to the two keynotes mailed out.
- Item for consideration – something for those board members going into the 2nd year, contacts for legislative outreach.

Kris thanked George for a great report and asked for a motion to accept the Executive Director's report.

John Ellison made the motion to accept the report, Dave Hansen seconded it, motion carried with no abstentions.

4. CGIA Finance Report for 2006-07 – Martha

Martha asked if everyone had reviewed the Treasurer's report. She stated that we have a healthy checking balance at the top but the net income for the month is a negative due to the membership. When we close the grants that will change but everything is running smoothly.

John asked that if we were without the grants we would not be in good shape, that the income from membership is not significant to sustain us?

Martha replied yes, we need more members for sustainability. George said we currently have 65 members overall including all the sustaining members.

George said we will have to develop a budget and submit it to the board for next year and it will be scaled back. We may not be able to attend NSGIC or maintain our website. Mary stated that hopefully we could get our membership increased. She encouraged each board member to do outreach and get at least one more person to join.

John asked if there were any more grants available? Mary replied not and that we need to start looking for more, maybe an operational grant.

George agreed and that we need other sources than CAP Grants, next year is definitely open.

Paul asked about the letters to the keynote speakers at the Executive Event regarding the travel. George stated that it is not in our budget but with our membership/sponsorship partnership with PSP, event management company, we are getting the funding to pay for the travel. There was no other way to do it but to be reimbursed so we can be the avenue for paying for the travel.

Kris asked if there were any other questions, hearing none called for a motion to accept.

Mary made the motion to accept the Treasurer's report, John Ellison seconded, motion carried with no abstentions.

5. CalGIS 2008 – review of bill from the hotel for meeting room set-up.

Kris stated that when CGIA got to the meeting room at CalGIS for the board meeting there was no screen, telephone, or power cords. CGIA had to quickly arrange for the screen and audiovisual cart, phone, and phone line for the meeting. In addition to this charge CGIA was charged for the phone call, which Kris was able to negotiate to be reduced by half. The total amount of the bill was \$424.69. This cost was incurred due to event management problems and the DoubleTree hotel policies.

Dave asked if the California GIS Council (CGC) also incurred these charges and George replied no, even though they used the room longer. Dave asked if there would be the same issues next year and asked if the Council had any funds. John Ellison replied they did not.

Kris suggested better event management and having the venue open to having conference calls. She did not feel it was the fault of CGIA or the conference committee and that it could have been totally avoidable with better event management.

Kris asked for approval to pay the bill if there were no other questions, concerns, or comments. Dave Hansen made the motion to pay the bill, Chris Lewis seconded, motion carried with no abstentions.

6. Review CGIA Awards Program 2008

Kris thanked Paul Hardwick and John Huie for the beautiful awards. Paul reported that the Awards Committee had at least 2 applications/award except for one. He thought it was a very successful awards program. He also shared that the City of Palmdale GIS Program directly benefited from winning the award and made it possible for them to attend CalGIS. Paul would like to see it continue next year and maybe get the forms out early for nominations.

George added a footnote that there are pictures of the award winners on the CGIA web site and a link to pictures of the entire conference from the CGIA Hot News Page. He also added some of the information about the winning projects, with a link to Kris' web page which contains extensive project details.

Kris added that the form was created and processed in her lab by James Langille, who did double duty as the webmaster for the 2008 conference and will be again for 2009; much positive feedback has been received that the web site turned out very well.

7. CGIA Annual Report Preparation

Kris stated she and George will be working on this and have it ready by the June meeting. George added that they would take the Executive Director report and add to it. He said since we have good meeting minutes it is easy to capture what has happened during the year into the report. He thanked RuthAnne for taking excellent meeting notes.

Kris thanked everyone who has helped so much with a real passion for CGIA and all we have accomplished while looking to do even more in the future.

III. EXTERNAL BUSINESS - Focus on Relationships with CA GIS Community (Approx. 50 Minutes)

1. CalGIS 2008 – Review of CGIA's participation/Lessons Learned

Kris thought CGIA had a very good showing at CalGIS. Received very good feedback, lots of interest, and good presentation. She also had a few suggestions for lessons learned:

- Make sure everything is known about use of meeting room
- Double check to make sure everything is addressed

Kris would like to see more board members as moderators of sessions. It is a great opportunity for high visibility of CGIA. Chris thought it was a great idea and suggested that the moderators should be introduced as CGIA Board members, and have membership forms available maybe in each room. Kris said we should ask the Program Chair for 2009 to get Board members more involved. Dave asked to have ideas written up and sent to Barbara. There was some discussion on committee chair duties and volunteers.

Kris will write up notes and suggested it go beyond 2009 and become part of all CalGIS conferences in the future.

George also brought up that there were other issues with the hotel. Any papers, posters, or informational material left in the session rooms was thrown out by hotel staff each night and not given back to the conference. He also noted that the wireless did not work well at times.

Kris stated that RuthAnne would be helping Barbara with anything she needs. Dave said that having a list of what went well and what didn't would be helpful and please send to Barbara. Chris had some suggestions for the Education Track and will send to RuthAnne and/or Barbara.

George stated that it was one of the best conferences and what didn't go right was behind the scenes.

2. Strategic Planning with Regional Collaboratives Project Final Report

George reported for Malcolm who was not in attendance. He suggested everyone take some time to read the report, collaborative effort of reviewers, good feedback.

He said the report refers to regions in California and we are the first state to do this with a CAP grant that covers the whole state. We can use it towards and agenda for the next year and highlight areas in the year-end report. He thought we had very good value for the money. The PowerPoint slide presentation provides good talking points. We can use the report next year in marketing to the URISA Chapters and Regions. Need to aggressively promote it as we look at 2008-09.

John concurred with George on his overview of the report, a very good quality product.

George thought that it tied the recommendations that came out of the SWOT (Strengths, Weaknesses, Opportunities, and Threats) and 7 workshops, a very strong report.

3. CGIA Imagery for the Nation Business Planning & Best Practices Final Report

George gave the report with an explanation that this initiative is really focused on reviewing regional collaborations that engaged in imagery acquisition projects, with an emphasis on collecting information about imagery business planning and best practices. The key focus of the report was on the five major areas of the state that have done imagery acquisition projects. The key findings were:

- Emphasis on doing Business Plan with Best Practices documents to follow
- Can be applied to other areas in the Framework Data initiative

George encouraged everyone at a minimum to read the Executive Summary.

4. Progress on Initiatives

Kris asked John and Mary to speak to the first item and Chris Lewis talk about the second.

1. GIS Executive Forum

John and Mary, the event is coming together well. John thanked everyone in CGIA for his or her efforts on this event.

- High quality speakers lined up
- Confirming Solution Center participants
- 2 keynotes for Executive Breakfast from 8-10 AM
- Concurrently running the Solutions Center
- Terri Takei, State CIO, to introduce speakers/sessions and she will wrap up with a Q & A.
- Lunch – Jim Geringer, former Governor of Wyoming will speak
- Afternoon sessions with vendors presenting solutions together will be from 2-3:30 PM
- Panel discussion from 4-5:00 PM
- Terri Takei will wrap up the event
- Reception to follow beginning at 5:30 PM

Kris added that she thought it was coming together well and the speakers are impressive.

Mary stated that CGIA would have a table in the Solutions Center. Mary and George will be at the table and CGIA will have the PowerPoint running continuously, the poster displayed, CGIA flyers, and the post cards from NSGIC.

Mary also reminded anyone in CGIA who will be attending to register online for the event. Dan Hildebrand asked if there would be an audio or video recording of the event for those who are not able to attend. Mary and John will check into it but John did not know if there was a budget to include this. He will call Russ Hicks.

Kris asked if CGIA members who will be attending would help out with the logistics. John and Dave stated they would be there and help. Mary, Kris, RuthAnne, and George will be arriving the evening before and will be able to set up the table at 6:30 AM the next morning. Mary stated that once the table is all set up, we could organize from there where people are needed and direct them.

George stated that we need to inventory everything we will need and then see what is being provided. Gateway Computers is providing 25 24" monitors for all the booths in

the Solutions Center. We will need a laptop for the PowerPoint and make sure we have power cords.

John stated that the event opens/starts at 8:00 AM. Kris thanked John for all his work on this event.

George asked if we had a copy of the State of California tri-fold flyer that they took to NSGIC? Kris stated she had received the pdf copy from Mike Byrne but she would like to revise/update it for 2008. Kris sent an email to Mike to ask him to update the flyer for 2008 with George. She said it would be good to start a trend of updating this flyer every year. Once updated, please send to Kris and she will print copies for the Executive Event.

George agreed that updating would be a great idea and then we would always have something new to take to NSGIC. He said the flyer greatly impressed people at NSGIC last year.

2. Education Initiative

Kris stated that this was a new initiative for 07-08. Chris, Bill, and Binita worked on this major task which came together well at CalGIS.

Chris stated that there are four major components of the #5 initiative: Plan, develop, and implement an education campaign in partnership with California's URISA chapters and others to promote financial alternatives and sustainability approaches for GIS programs and activities.

- Meet with URISA Chapter Board of Directors to obtain their understanding and support.
- Partner with URISA Chapters and other associations to host education events with speakers and information materials regarding identifying and promoting successful practices that obtain financial sustainability for GIS programs and projects.
- Provide educational resource material on CGIA web site regarding successful financials alternatives and sustainability approaches.
- Hold an education session at CalGIS if there is sufficient information available to share regarding successful financials alternatives and sustainability approaches.

Chris stated that not much has happened with the first two but will next year. She has focused on #3 and #4 with the last one being the education session track at CalGIS 2008. There were many sessions, some better attended than others, and a panel discussion that she moderated. She stated that there was a very good discussion in this session. Chris said that many people contacted her after the conference for information and she has been following up with emails.

She is positive that next year will be even better and will be contacting URISA for educational opportunities. She will send the final report to Kris for posting on the website. Great start on this initiative.

Kris thanked her for a great job, keeping this initiative going, and the summary report.

Chris stated that she will not be on the board next year but will continue to be involved with this initiative and with educational board members on these issues. Kris suggested to Mary to continue with this maybe as an ad hoc committee. Chris said she would send along her suggestions and the report to RuthAnne to send along to Barbara. George asked her to send it to him as well and he'll include it in the June NewsFlash. Also RuthAnne could include it as an attachment to the minutes. He thought this is an outstanding model for different sectors.

IV. NEW BUSINESS – Focus on Implementing CGIA Initiatives (Approx. 10 Minutes)

1. Announcements – ALL

Kris encouraged everyone to fill out the form for Board members and include a picture, information about yourself, and what you bring to the board. It will be helpful for others in various sectors to see who is on the board and what they bring to the board in experience. This gives a high visibility for the CGIA board members.

V. ADJOURN – Confirm Next Meeting Date and Time: **June 17, 2008 at 10 am**

Meeting adjourned at 11:50 AM by Kris with a reminder that the next meeting is only 2 days before the Executive Event.

| |
|---|
| * Agenda items in Bold are decision action items for this meeting. |
|---|