Dec. 16th, 2003, 3-4 PM, Geo-Corps Core Committee, Second Conference Call Meeting.

Participants: Martha Lombard, Ed Wells, Wendy Francis, Tom Conry, Sanjiv Gandhi, Shoreh Elhami, Juna Papajorgji

I. STRATEGIC PLAN

It was agreed that the Strategic Plan would remain in twiki for further review by Dan Parr, Susan Johnson, and Elaine Whitehead. Martha will send them an email and will register them on the Twiki. Tom will add his suggestions prior to that. By January 10th we will get the revised Strategic Plan back and by January 20th (third conference call meeting) we will finalize it. The final version will be sent to the Board of Directors prior to their January 31st meeting for their review.

II. WEB SITE STRUCTURE

It was decided that as soon as the Strategic Plan will be ready it will be put up on the web as a full document and relevant parts of it will be distributed among several existing web site sections. It was decided that while the Strategic Plan will undergo the refining stage, Juna will continue with the development of the web site in the following order: FOGC interface, volunteer interface, admin side interface and server based database. It was decided to wait on the partner agency interface. It was decided that Juna would post the revised vol. form in the twiki after consulting with Shoreh and within a week from today, the CC will make all the necessary changes to the form.

III. NEXT STEPS

General discussions were held on the Operational (detailed) Plan. Ed expressed concern that GC does not have enough resources to properly screen or validate the volunteers. He suggested that we go with the volunteer's word and /or let the volunteer deal with the partner agency directly. Shoreh and Juna were concerned that by not taking an active role in pre-screening the volunteers, GC will not be able to keep up with its own policies and it will make it difficult to safeguard for its reputation.

It was agreed to start out with a limited list of host agencies that are well known and well established. A brand new notion was brought up for GC to act as a technical advisor if and when needed. It was decided to initiate the process of designing the Operational Plan with a list of actions put on the twiki by Shoreh. Juna volunteered to conduct some research on the Operational Plans of other sister organizations. It was decided to start a GC manual for volunteers. Martha will place a draft/template on the twiki. The minutes of this meeting will also be placed on the twiki.

OTHER

- Shoreh will email a status report to Martha to be forwarded to URISA Board members.
- Shoreh reported that the count of volunteers is up to 55 and the FOGC database up to 185 (includes 55 volunteers). She will send the new volunteer's resumes and FOGC list to Juna for inclusion in the new database.
- Martha suggested that CC members sign up with Web Notify feature of twiki. She said that would result in receiving an email whenever anyone makes a change on the twiki.
- The next conference call will be held on January 20, 2004, 3-4 PM EST.
- Participants forgot to wish each other a Happy New Year!

Minutes prepared by Juna and Shoreh.