

## Minutes of GISCorps Monthly Conference Call – Tuesday December 12, 2006, at 3:00 PM EST

Present: Shoreh Elhami, Mark Salling, Juna Papajorgji, Frank Chang.

1. **Financial Report:** End of November figures were not available at the time of the call. However, Ann Bishopp sent us the monthly report on the following day. The monthly financial report reflected the following:
  - Total expenses in November '06: \$47.59, in 2006: \$6,660.38, and since 2003: \$15,507.80
  - Total contributions in November '06: \$1,759.00, in 2006: \$10,480.25, and since 2003: \$55,089.76
  - Total balance as of end of November 2006: \$39,581.96
  
2. **Subcommittee Reports**
  - **Website:** Frank said that all the files are loaded into ISP's server ([www.1and1.com](http://www.1and1.com)) and by Saturday he will send us the link to the enhanced web site. He also said that he will write documentation on all that he has done and will assist the new lead person, Paresh Patel, on an as needed basis.
  - **Financial Resources:** Mark spoke with Ray DeLeon today about his subcommittee's tasks and suggested to have a conference call for next Tuesday at 3:00 pm.
  - **Volunteer Development:** Shoreh and her committee are on the wait mode until the web site gets to a point that they can test various recruitment models on that. No updates from the K-12 group at this time.
  - **Partnerships:** Juna send the shape files to Google people. She also said that the 2007 cycle of GSDI projects will close in mid January and therefore we should be getting a few projects by March 2007. Juna will contact CATHALAC in January to find out if they need any volunteers for their projects. Shoreh has contacted Pacific Disaster Center for possible projects and will have a conference call with their CIO next week.
  - **Publications/Public Relations:** Dianne was unable to attend the meeting. However, she sent the following information:
    - First edition of newly formatted newsletter is ready to go.
    - Have not yet started on the form letters etc – will now probably wait until January
    - Dianne is not aware if Martha has moved forward on the Volunteer Handbook and workshop yet – **Martha, please fill in the blanks.**
  
3. **Deployment related news:**
  - **UNHCR:** Lori Quinn has sent all the documentation to UNHCR and the only remaining piece is the metadata files. Mark said that both Lori and Luc (with UNHCR) will fill out the feedback form upon completion of the project.
  - **AIMS:** Shoreh is in contact with Chen Li and it seems like he will be heading to Kabul in January, however, she doesn't have a set date from him yet.

- **FEMA:** Shoreh contacted Ron Langhelm twice and both times the email was returned. She followed up with another FEMA employee who was aware of this project and she is no longer with FEMA either! she'll try to find some one else to get further information.
- **BrightEarth:** Mark asked if we should follow-up with other organizations that have asked to work with us in the past and mentioned BrightEarth. All agreed that it was a good idea to contact them again. Mark will do that.

#### 4. Other

- **Administrative Support:** The GISCorps Core Committee, with concurrence of the URISA Board, decided this past year to commit financial resources of the GISCorps program, which have been obtained through donations from a variety of individuals and organizations, to providing administrative support for its activities. The Core Committee and the URISA Board recognized that adding professional administrative support was necessary to expand the capabilities and realize more potential of the program. A set of specific tasks was developed for a part-time person to be hired by and/or assigned from the URISA headquarters office for this purpose.

URISA programs, such as GISCorps, and its educational and other initiatives and activities of the association are benefits to the membership; some of these activities also provide various levels of limited revenue to support the association.

In its conference call of December 12, 2006, the Core Committee discussed the status of obtaining the administrative support noted above. Recognizing that URISA headquarters was not yet prepared to hire and/or re-assign staff for GISCorps work, the Core Committee reached a consensus to, for an interim period of time, use the financial resources allocated for GISCorps administrative support tasks to assist in the administrative activities of the association that support GISCorps. These include such activities as brochure design and printing, email broadcasts of announcements and newsletters, financial management, teleconferencing services, website updates, attending committee meetings, and related coordination with other activities of the association.

The Core Committee remains committed to acquiring staff support with the more specific set of functions identified and thus sees this arrangement as temporary until such time as a staff person is assigned and charged with those tasks. Thus the recommendation is that the arrangement be limited in duration. It is also understood that financial support for these tasks is contingent on available resources.

The Core Committee authorized its co-chairpersons to discuss this arrangement with the URISA Executive Director and the Board at the Board meeting in Washington DC on January 13<sup>th</sup>, 2007.

The call ended at 4:00 PM.

Next call: Tuesday January 9<sup>th</sup> at 3:00 PM EST