Minutes of GISCorps Monthly Conference Call Wednesday December 19th at 3:00 PM Eastern time

Call information: 1-800-944-8766 Code 28685

Attendees: Mark, Shoreh, Ingrid, Kevin, Dianne, Wendy

Meeting called to order: 3:05PM Eastern

Approval of minutes: October and November approved and posted.

1) Monthly Financial Report

Shoreh posted year end financials to FTP site and will send location when numbers have been finalized. Shoreh will email November numbers for the minutes to Mark.

They are as follows

- Total expenses in Nov '07: \$109.50, YTD: \$3,098.02; since 2003: \$18,781.49.
- Total contributions in Nov '07: \$150.00, YTD: \$9,205.00; since 2003: \$64,354.76.
- Total balance as of end of Nov '07: \$45,573.27.

The donation page has been updated with this information.

Shoreh said that she has spent some time developing a new spreadsheet that is a summary of all GC expenses and donations. There will also be a file with updated detailed donations. She will post both files on the FTP site.

2) Web Site Committee Updates

Kevin and Shoreh just participated in a web meeting with DTS (Allan Ibaugh) Where they demonstrated a content management solution. DTS recommends a different direction. The main problems are security related – susceptible to hacking. The data model is inappropriate. DTS suggests JOOMLA (open source) as a solution. It is easy to edit content, is a more stable environment, and many of the enhancements desired by GC can be attained/facilitated. One can build a nested model and link everything to the main home page. We need a detailed cost estimate from DTS. CC members (Shoreh) may be able to do some of the tasks ourselves. Kevin suggests that CC members can learn how to do much of the site maintenance and upkeep. JOOMLA supports mass email. The Paypal module is built into JOOMLA. Parish and Marcelle are continuing the discussion with DTS and will forward comments to CC. Then we can ask DTS for a detailed time and cost estimate.

Updating of volunteer database – addition of additional fields, and MVQ were original requests. Other issues arose from that work. We will roll out a new database and will request all volunteers to re-register if they are still interested. If we decide to proceed with JOOMLA, the new database implementation will take place in the new environment. An issue for Mark is timing – and when we can have a more functional web site.

Shoreh reported that all email address changes are now reflected on various group emails

Shoreh also reported that a new FTP site for CC documents is now operational. Thus there are now 2 separate sites – one for volunteers and one for CC documents. Shoreh will back-up the FTP site regularly/monthly. Also any CC member could make a backup of the site by copying the files into their servers.

3) Deployment news

Current deployments are reported in the in the most recent (December) newsletter.

Mark asked what should/needs to be done with Juna's projects. She had one in Sub-sahara and has also been managing GSDI projects since the beginning. GSDI missions require review of grant applications to see if there are any opportunities for GISCorps volunteers. Mark will contact Juna to see how these projects can be transferred to another CC member.

4) New projects

Ingrid reported that the K-12 school project in Illinois is on hold until they get hardware and software – probably after March/April 2008.

iMMAP – Kevin will resend email to the contact (Shawn). We need to finalize a job description if they still want to proceed.

EWB asked for two more volunteers. Shoreh requested that they complete the online form. Shoreh requested Juna provide an outline of the course but she has not responded. EWB would like some outline for future courses. Mark will add this request in his discussion with Juna.

Peace Corps (PC) – they keep coming back with questions, but there is nothing further on projects. A student at Ohio State is interested in working on some of the questions from PC. Shoreh will follow up with PC.

5) December newsletter

The newsletter has been posted/distributed. It has stimulated additional sign ups of FOGs.

6) GC items on the Board of Directors agenda

Shoreh asked if Al Butler had provided feedback on the role of committees at the Board meeting. Ingrid said that he was not present at the call.

Ingrid asked about another matter that came up at the Board meeting - regarding the use of GISCorps name for Utah's organization. Kevin said that they used the name conceptually and for discussion purposes and that they will pick another name.

7) Approval of latest changes to the policy

The CC unanimously approved latest changes to policy. Dianne will tidy-up and resend it to CC; Wendy will forward it to the URISA Board.

Mark will work on travel reimbursement policy as per the new policy and send out a draft. Wendy will send the old version to Mark – the Board has recently changed this policy.

8) URISA staff's Job description and monetary compensation

Ann is working on 2007 GISCorps time for all URISA staff. Wendy will use this as the basis for an hourly rate for the 2008 year.

After discussion all agreed that a revised description should include only items 4-11 for now. Wendy agreed with the estimate of 7 hours total per month for these tasks Shoreh will revise job description and post the old and revised versions on the FTP site.

At some point in the future, when the web site and database have been updated, URISA staff may be able take on more tasks related to web and database development and maintenance. We will revisit the job description and rates annually.

Wendy said that she will be the contact person with the HQ and that she will delegate the work to her staff – depending on their availability. There will be cross training so that everyone can do some portion of the tasks.

9) Financial (Grant) committee

Mark plans to reinvigorate the committee – Mark has a new volunteer to assist with this effort. He is expecting to get requests out within a couple of months.

Shoreh has created a folder on the FTP site for this committee – repository of final documents.

10) CC communication issues and solutions

Mark asked whether we can cut down on the amount of email traffic we generate to each other. Shoreh said that she has looked into Google's email option for producing a daily digest of all emails so that one could switch to receiving one summary email per day. It would mean that things that are critical will not be viewed until the end of the day. Mark suggested that emails be directed to specific CC members instead of the entire group if appropriate.

11) Other business

- Election of new officers: Since Juna has resigned from CC, Mark will be the new Chair person.
 He asked for candidates for the Vice Chair and Dianne volunteered. By unanimous vote she
 was elected the new Vice Chair of the Core Committee. Shoreh will change the web site to
 reflect these changes.
- Mark asked whether his responsibilities include responding to inquiries about volunteering or potential projects. Wendy will respond to all inquiries about new volunteers and projects.
- Taking minutes: Mark said that he would take the minutes for this call; Shoreh said that she
 would help. Wendy said that perhaps it's best if the Chair doesn't take minutes. Dianne
 accepted to do that starting next month.
- Monthly Calls: Shoreh suggested that monthly calls would be locked to a day even if it means some members can't make it. All agreed that we would stick to the second Tuesday of the month (unless there is some huge exception). The next call will be on Tuesday, January 8th at 3 PM Eastern Standard Time.

Meeting adjourned at 4:07PM Eastern.