January 20, 2004, 3 - 4:15 PM Geo-Corps Core Committee Third Conference Call

Participants: Shoreh Elhami, Ed Wells, Juna Papajorgji, Tom Conry, Barb Hirsch, Wendy Francis

I. Strategic Plan: It was decided to revise the SP following Dan's suggestions. Members discussed the liability issue and at Juna's suggestion, decided to add a new section to cover specifics on liability/obligations.

It was suggested that volunteers would sign the Code of Ethics. Also, the committee felt that every volunteer and partner agency should sign a document (to be developed) that demonstrates their commitment to the project and understanding of each party's responsibilities and liabilities. The URISA's attorney will review this document when complete.

GC's commitment to provide unbiased consulting services (no advocacy for proprietary software) and its promise to not to compete with private sector in the host community was reiterated (both of these issues are included in the SP).

Shoreh will email a status report to Wendy to be sent to the Board of Directors for their meeting on January 31st. The SP will be posted on the new web site upon the Board's endorsement/approval.

- II. Operational Plan Models: After a lengthy discussion on pros and cons of each model and specifically matters such as URISA's reputation and liabilities, confidentiality of volunteers, and efficient use of resources, a final decision was made to start out with Model 1 for this year. The committee will re-evaluate this model based on the results and accumulated experiences of this year's projects and will move towards a more open model (Model 3) at that time.
- III. Web Update: The members approved The Volunteer Application Form (which has been on the Twiki). Juna gave an update on the admin side of the GC database. The admin interface and the database have already been set up and are installed in Alachua County's internal server. Juna emailed the group screen captures of the interfaces. She reported that the entire application has been installed on the internet server but php bugs are being worked out as there have been some foreseen issues in the IS department. She also emailed the URL to everyone and will notify the group as soon as the application is up and running.
- IV. Donations Update: Wendy will send an email in this regard.

V. Next Steps: The next steps will involve defining the details of Model 1 including the screening process, liability issues, and web based interfaces.

The next meeting will be held on Tuesday February 17th at 3:00 PM EST.

Minutes prepared by Juna and Shoreh.