

GISCorps Conference Call – January 17th, 2006, 3:00 PM

Present: Chris Dionne, Shoreh Elhami, Frank Chang, Mark Salling, Juna Papajorgji

1. **Trademark Status & Financial Activities:** (Chris) - No news on the trademark yet. As for the financial report, Chris will send the file to Shoreh as soon as it is completed. Shoreh and Chris will work on the donation figures to resolve a few discrepancies and the final outcome will then be posted on the donation page of the web site.
2. **CC Organizational:**
 - **Strategic Plan (SP), Operational Plan (OP), and Standard Operation Procedure Manual (SOPM)** - Martha had indicated that she would be willing to spearhead the development of these documents. However, she was not present at the call. Shoreh will contact her to find out if she is ready to get started.
 - **Sub-committees, their responsibilities/tasks** - All present members agreed with the list of sub-committees and lead person assignments that Shoreh had prepared and sent to CC members. Martha was not present to comment on her assignment and Shoreh will contact her in that regard. The following are the sub-committees and their assigned lead persons:
 - Organizational (Martha)
 - Web Site/Outreach (Frank)
 - Partnership (Juna)
 - Recruitment/Screening (Shoreh)
 - Fund raising/Grant writing (Mark)
3. **Web site update: (Wendy)**
 - **Enhancements to the web site** –Frank agreed to prepare a scope of work for the new enhancements that we would like to see after we move our web site to URISA's server. Frank will start with a list that Juna has already placed on the twiki. He will send a draft to CC before next month's call. The scope of work will determine the amount and type of needed work. It will also help Wendy when talking with the vendor and will provide us with a cost estimate for required services.
4. **GISP Credit for GC Volunteers and letter: (Martha)** - We will consider this item at the next call and when Martha is present.
5. **Deployment related news: (Juna)**
 - **Medical Mission Exchange (MMEX)** - Juna reported on the closing of the MMEX project. Four out of the five volunteers have sent feedback both with the forms and informally which are very useful. She has contacted the MMEX now to get feedback from them as well. It was the proposal of the volunteers and Juna's opinion and all cc agreed that we should organize a second mission and then a third mission with MMEX. Mission 2 will need one person on site to help integrate the data with MMEX's operational practices and mission 3 to do some work with the web. Juna has contacted MMEX on mission 2 and upon their confirmation, we will go ahead and seek out one volunteer that lives near the area where MMEX is located. Juna has also asked the volunteers to

write up a report for URISA News and they are already working on that.

- **GSDI projects** - Juna reported that 4 of the GSDI grantees have already confirmed their desire to work with the GISCorps and she is waiting on the other 2 as it has been winter holiday in some countries till January 13th. The recruitment process starts after all grantees confirm. Each project will require one volunteer.

6. Other:

- **Summit in Washington D.C. (potential participants, timing)** – There were some organizing discussions regarding the invitees. Everyone agreed that the short list on the twiki is a good start. However, there are still several missing names. Shoreh will look for Red Cross, Peace Corps reps while Frank will find out key persons at four UN agencies (UNDP, UNV, UNEP, and UN Habitat). He will also find out if any of these UN agencies have an office in DC. The timing for the Summit is not set yet. Chris will ask Wendy about the timing of next Federal Government gathering in DC as a possible date to meet.
- **Volunteers' Feedback Form** – Mark sent the final version of the volunteer Feedback to CC members prior to the meeting and there was a discussion regarding the ending of the document which relates to volunteers' endorsement of products. It was the final decision of the members to remove that note from the feedback form and instead include that in three other documents: 1) the policy document and under section 3.2, 2) in the Release Form, 3) in a Closing letter to the volunteer. The Closing Letter will consist of three blocks; a thank you section, credit section for GISP purposes, and finally the verbiage regarding the endorsement (see below). Mark and Shoreh will work on this letter and will have a draft before next month's call. The final language agreed by everyone is as follows:

Note: Dear volunteer, we would like to remind you that consistent with our policies no volunteer shall endorse or promote, or allow GISCorps' name, or URISA's name be used in the promotion or endorsement of any product used in or associated with his/her mission.

For more information please review Section 3.2 of GISCorps' Policy document at: http://www.giscorps.org/publications/giscorps_org_princ.pdf

Mark had also emailed a draft of Partner Survey Form to CC members prior to the call. This form will be reviewed by all members and further discussed at next month's call.

- **Workshop on volunteering (volunteer manuals)** – At the CC meeting in Kansas, Martha and Frank expressed interest in working on developing the workshop. Frank is still interested and Shoreh will ask Martha if she would still be willing/interested. The material for the workshop could include the three manuals described before (disaster in US, disaster abroad, non-disaster abroad). In Kansas, Twyla and Tom (two Katrina volunteers) had mentioned that they would work on the US disaster manual and have something completed by the end of the year. None of the cc members have heard back from them.

- **Video tape review** - Shoreh has received the second CD from Data Transfer Solutions (Allen Ibaugh's company). She will create a new CD from both and will mail it to all CC members before the next conference call.
- **Juna and Shoreh donating to GC on behalf of Katrina Volunteers, using the fund for summit expenses** - Katrina volunteers sent Shoreh and Juna as a Christmas present two visa cards (\$200 each). They both decided to donate them to the GISCorps but as the visa cards can not be exchanged for cash, they decided to use them towards the Summit in DC. Juna has already arranged for her County to absorb her DC expenses, so her card will be used by Shoreh to cover all of the DC expenses.
- **SERUG meeting in Jacksonville, Florida in April** - As Juna will be there to present on behalf of her county, she will also set up some maps and a presentation for the GISCorps. Frank is not sure if he can go.
- **New Project Form** - We also discussed reviewing the content of the New Project Form (http://www.giscorps.org/agency_form.php) to see if it would need any revisions. This will be an item on next month's agenda.

Next meeting: **not yet finalized**, 2006, 3:00 PM EST