Minutes of GISCorps Monthly Conference Call – July 25, 2006

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

1. **Financial Activities:** The monthly financial report reflected the following: total expenses: $12,105.87, total contributions: $51,139.51, and total balance: $39,033.64. All figures cover the period between mid 2003 and up to end of June 2006.

2. **Topics discussed at WUF :**

   - **GC Model:** Mark sent a graphic representation of the GC model as discussed in Vancouver to CC members prior to the call. After discussing the details, further modifications were suggested and Mark sent a modified version of the model which is pasted to the end of this document.

   - **Web site related:** as discussed in Vancouver, due to the new enhancements to the web site will require frequent shut down of the server and therefore, the site should be moved to URISA's server after all the tests are complete. Frank has already found a ISP and will be moving the site to the new location in a week. All four members present voted to spend up to $20 per month for web services for a period of up to 6 months to establish a pilot web site.

   - **Emergency Response (ER) vs. Non Emergency Response (NER) missions:** A decision was made to identify a sub-group of GISCorps volunteers for ER missions and another one for the Web site/Outreach. It was decided that after ESRI UC and before URISA conference an email would go to all the volunteers, FOG, and URISA members to recruit volunteers to serve on ER and Web site committees.

   - **Donations:** All four members present voted to include every donors' names and organization name (when applicable) on the web site. No dollar amount need to be mentioned but donations should be organized by the year each donation was sent.

   - **Conflict of Interest related to volunteers**: All four members present voted to change the first sentence of the Release Form to read as:

     This is a Volunteer Release and Waiver of Liability (this "Release") executed on this date, _____, by _____ (the "Volunteer"), in favor of GISCorps, operating under Urban and Regional Information System Association (URISA), a non profit corporation, its Core Committee members, and agents (collectively know as "GISCorps"). Volunteers are expected to fulfill the terms of their mission to the best of their abilities.

     All members present also agreed to add the new changes proposed by URISA lawyer to the Release Form. The second sentence would read as follows:

     The Volunteer desires to work as a volunteer for sponsoring agencies working with the GISCorps, and to engage in Activities related to being such a volunteer (the "Activities"). The Volunteer understands that the Activities may include traveling to developing and/or war torn countries and, at times, under harsh, dangerous, and violent conditions to perform a variety of GIS-related services.

And also under Assumption of Risk:

3. Assumption of Risk
The Volunteer SPECIFICALLY UNDERSTANDS AND AGREES that the Activities include work and other activities that may be hazardous to the Volunteer, including, but not limited to, traveling to developing and/or war torn countries in contravention of applicable governmental advisories, and at times under harsh, dangerous, and violent conditions, to perform a variety of GIS-related services. The Volunteer hereby expressly, specifically, knowingly, intentionally, purposively, personally, and solely assumes all risk of injury or harm which may result, directly or indirectly, from, during, or with respect to the Activities, and FOREVER releases, discharges, indemnifies, holds harmless, defends, exonerates, and covenants not to sue GISCorps, URISA, and their members, officers, directors, staff, agents, successors, and assigns from all liability or claim for injury, illness, death, or property damage or loss resulting from or with respect to the Activities.

Conflict of interest related to CC members: All four members present voted to add the following to section 3.2 of the policies and renumber the subsequent sections:

3.2.2 Core Committee members shall not take unfair advantage of their membership on the committee or their association in GISCorps (Unfair advantage includes seeking to establish business opportunity with existing or prospective partner agencies).

- **Competition with private sector:** All four members present voted to delete the following sentence from section 4.2.4 of the Policy document:

  "…GISCorps shall not offer assistance that competes with or subsidizes the private sector, or that contradicts established public programs."

  Also, all four members present voted to modify section 4.2.6 to read as follows:

  4.2.6. The focus will be on countries with developing economies, although at times assistance could be offered in countries with developed economies.

- **Financial Related Issues:** All four members present voted to modify section 6.3 to read as follows:

  6.3 GISCorps Finances. All GISCorps finances shall be administered by URISA headquarters staff. Donations to GISCorps shall be held in restricted URISA accounts. Funds brought in from donations and grants shall be expended with the approval of the majority of Core Committee members and in accordance with URISA's constitution, by-laws, and other policies.

- **Draft of Strategic Plan:** Shoreh had prepared a draft as follows. All the tasks listed were deemed feasible by the members present. Further discussion will be held at the next call.

1. Web site enhancement to accomplish the following:
   a. create a new interface to accommodate new recruitment models; recruitment by email posting (posting) and recruitment by using Multi Variable Query (MVQ)
   b. automate as many processes as possible such as (some are already in place):
      i. sending letters of:
         - appreciation for service
         - appreciation for donations
         - certificate of service to vols (electronically created but physically mailed)
         - GISP credit
         - confirmation of receipt of volunteers
         - confirmation of receipt of partner agencies' applications
         - reminder to volunteers to update info/resumes
         - volunteer release forms
         - finally, keep track of all the forms (sent and received) in the database.

2. Develop a Standard Operational Procedure Manual (SOPM)
   a. Step by step procedure for recruitment
   b. Step by step procedure for communication among various parties

3. Form three sub committees for recruitment, emergency response, and outreach/web site and develop a list of tasks within each sub committee

4. Deploy as many projects as possible

5. Draft a budget for year starting in October 2006 to October 2007

- **Draft of Standard Operation Procedure Manual (SOPM):** Shoreh had drafted the SOPM for recruitment process for both ER and NER missions. Members indicated that this was a good start and that this document should be tested with a real case to make sure that it is addressing all the details. Many of other activities will be included in this document in the future.

- **Two topics for the next month call:**
   1. Adding new verbiage to partner agency form to acknowledge that the background check for the volunteers is the responsibility of the partner agencies, and that the partner agencies clear GISCorps from negative outcomes of volunteers' actions during their missions.
   2. Budget for 2006-2007

3. **Deployment related news:**

- GSDI projects: Juna reported that three of GSDI projects are going strong and progressing very well.
- CATHALAC: Shoreh will send the MOU to Frank Davenport so it can be signed at the UC.
- AIMS: Four volunteers applied for the two positions and two of them sent their resumes to UNDP's HR and are waiting on their response.
- FEMA: Shoreh sent Ron Langhelm 19 resumes for the three positions (8-10 volunteers total) that they had requested volunteers.
- BrightEarth: Mark contacted them again and they still seem interested in working with us.
- MMEX (second mission): Juna reported that Dianne has completed the second project but is still working with Paul. The third project may soon begin.

4. **Other**:
- MOU (CATHALAC and FEMA): Both now have the final version of the MOU as approved by the CC and the Board.
- ESRI UC Plans (Katrina & Special Exhibit, presentations, SIG, GC evening Gathering): many activities are planned for the CC and several emails have been sent to the volunteers.
- UNHCR; hash out an outline for the conference call: we will have a conference call on August 15th and will try to find out more about their long term and continuous needs.

Next meeting: Tuesday August 22nd at 3:00 PM EST

GISCorps Functional Responsibilities