Minutes of GISCorps Monthly Conference Call –Tuesday June 12th 3:00 PM EST

Present: Shoreh Elhami, Dianne Haley, Mark Salling.

1. **Financial Report:** The monthly financial report reflected the following:
   - Total expenses in May '07: $956.03, and since 2003: $17,217.87.
   - Total contributions in May '07: $714 and since 2003: $56,428.76.
   - Total balance as of end of May '07: $39,210.89

2. **Subcommittee Reports:**
   - **Website:** Paresh sent a list of website subcommittee's accomplishments and their action plan prior to the call. They listed the accomplishments as:
     - Move from IMS to Google map - we did not do much other than recommend and guide your resource
     - Reviewed the list of fixes and enhancements
     - Formed a committee
     - Started documenting the Web environment (Production and Development)
     - Started on documenting the changes for the developers
     - Acquired a development machine

     For plans:
     - Capture changes per document and present them to the developers and ask for feed back
     - Then work on enhancements

     There was a discussion about the list of priorities and all agreed that the following three tasks should take precedent over other tasks due to their urgency:
     - Modifications to volunteer database to get it ready for the MVQ
     - Design and implementation of MVQ
     - Fix the group email in the back side of the website

   - **Publications/Public Relations:**
     - **Volunteer handbook:** Dianne had sent a copy of the handbook that Dick Kotapish and a few other volunteers had come up with to CC a while ago. Since then, Shoreh and Dianne have both revised the document to make it work for all types of missions. Dianne will work on another draft which will be sent to CC in the next couple of weeks and Shoreh said that she'll also find out at ESRI UC if more volunteers would be interested in reviewing the final product.

   - **Financial Resources:**
     - **White paper and cover letters & Donor list:** the CC felt that all the concerns that were brought up by the Board are now taken care of. As some background information, here's a list of their concerns and our responses (responses in blue font):

- Allen had commented that we need to clarify what the money that they are donating to us will be used for. At the meeting, Shoreh had explained that the budget included that information and that we can also include an annual report on our website to itemize and demonstrate that their donation is being used effectively.
- Al and Susan were concerned about inclusion of travel expenses in the budget (liability issues) and asked that we would consult a lawyer. We sought legal advice and the lawyer added new verbiage to the Release Form and the new language was then sent to URISA lawyer who approved it in May 2007.
- Ed said that cover letters need to be unique to donor's interests. Mark's committee will research each donor's website individually and will tailor each cover letter to their area of interest. The new document that we will send to the Board will include at least one customized cover letter along with the white paper.
- Allen suggested that we include information about URISA's tax exempt status in the white paper. The appropriate verbiage is now in the white paper.
- Al said that the budget table is confusing. He suggested that the numbers should be separated between the average costs and the bottom line and also the volunteer's total cost be added to the bottom block. This change is reflected on the white paper.

    Mark will draft a custom cover letter by the end of June so Shoreh can forward that (along with the final version of the White Paper) to the Board for their approval on July 11th. Shoreh said that she will talk to Ray at ESRI UC and will also find out if any other volunteer would be interested in helping with drafting other custom cover letters and individual research on potential donors.

- **Volunteer Development:** this committee has to work closely with the web committee to make sure that the recruitment procedure will be reflected adequately and correctly on the website and databases. The work has already begun (via providing them with the SOPM and other discussions) and more collaboration will start as soon as the web committee is ready.

- **Partnerships:**
    - **EWB – International:** we are now on EWB – International's website and they are on ours and are working with them on the first mission (see below).
    - **Volunteers for Prosperity:** Shoreh provided VfP with information about GC and that ended up in a website on VfP's website. We have also included their URL in our website.

3. **Deployment related news**:
    - **Pakistan project (via Bernadette):** Shoreh recruited Miguel Garriga for this project and he is mentoring/advising Bernadette on creating a geodatabase for historic places in northern part of Pakistan.
    - **EWB (KP University):** Shoreh has recruited an instructor to teach at KPU in September and is awaiting the final confirmation from KPU.

- **Healthcare Volunteers:** Dianne's been working on this project and has found 12 candidates which none have replied and therefore she asked what could be done next. Mark suggested that we would broadcast the position to all volunteers. All agreed that was a good idea. Then Mark asked why we aren't doing that for all projects. Shoreh said that we could definitely do that especially for projects that will not end up in 100's of replies. Dianne said that she will draft and email a text o URISA to be sent out by Friday. One point is that in order for us to send broadcasts of this nature, we need to fix the Group email on the website. That way the group mail has direct link to the database.
- **ICHHA:** International Center for Health HIV AIDS is looking for an ArcPAD expert in Atlanta area for a project in India. Mark is in charge of this project and will be contacting the partner agency to obtain more information so he can finalize the job description and then start the recruitment process.
- **GSDI:** Juna was absent but in a later email stated that she has been reviewing GSDI projects and more than likely we will get two of them; one from Mongolia and then other from West Africa.
- **AAAS (Sudan, Columbia):** Shoreh received an email from Lars Bromley with AAAS and he said that they are still interested in getting 3-4 volunteers for Sudan and one for Columbia.

4. **ESRI UC related:**
   - **Map Gallery:** we will be at Ballroom 20 Foyer throughout the conference and especially on Monday night from 4 to 8 pm. We'll have our brochures and DVD's at the exhibit.
   - **K-12 meeting:** we have setup a meeting with ESRI's K-12 team on Tuesday night to explore Beni Patel's idea of having GC volunteers join the K-12 efforts.
   - **Presentations and dinner:** we will have three presentations by Lori Quinn, Chen Li and Leeanne Pacatte and Laura Horton on Wednesday from 5:30 to 7:00 pm.
5. **Other:**
   - **2-4 hour session in DC – Outreach meeting:** this idea was brought up in the past as a way of making GC known to those who may not know we exist and/or what we are able to do. However, all agreed that at this point we have enough projects and that perhaps this meeting could occur at a later time.

The call ended at 4:00 PM EST.

The next conference call will be held on July 10th, 2007 at 3:00 PM EST.