

Minutes of GISCorps Monthly Conference Call – October 24, 2006, 10:00 AM EST

Present: Shoreh Elhami, Mark Salling, Juna Papajorgji, Frank Chang, Martha Lombard, Dianne Haley, Wendy Francis.

1. **Financial Report:** The monthly financial report reflected the following: total expenses: \$15,251.72, total contributions: \$51,810.76, and total balance: \$36,559.04. All figures cover the period between mid 2003 and up to end of September 2006.
2. **Web site Related:** Frank has been working on moving the web site from Alachua County's server to a temporary ISP. The looks of some of the web pages have been changed to a forum like interface on the new web site. CC members will go over the new website and will compare the new and the existing and provide feedback to Frank in that regard. Frank suggested having another conference call to discuss the details of the new web site.
3. **Organization update:** Based on the new model, we now have 5 subcommittees with one or two CC members leading those committees; Financial Resources (Mark), Website (Frank), Volunteer Development (Shoreh), Partnership (Juna), and Public Relations/Publications (Martha and Dianne). Shoreh prepared a file that listed each subcommittee, their members and tasks and placed a copy of the file on the FTP site (in new_model_SOPM folder). CC members each reviewed the file and provided feedback. A total of 17 volunteers will be assisting with these subcommittees. Shoreh has contacted all of them and is waiting on their responses. After finalizing each subcommittee's members, they will each meet to fine-tune and start their tasks. Shoreh also revised and provided the Standard Operating Procedures Manual (SOPM) to CC members prior to the call. The document is stored in the same folder as the new model and it includes the details of recruitment process as well as every form that is used in the process of recruitment. The forms were either created from scratch or found in various places by Shoreh, Juna and Wendy. The Public Relations/Publications subcommittee will review all the forms that are mentioned in this document. Forms are also placed in the "forms" folder on the FTP site (19 files).
4. **Part time Employee's Job Description:** A job description drafted by Juna, Mark and Shoreh was circulated among CC members and was then discussed at the call. Everyone agreed that we should start small (5-10 hours a week) and then increase the number of hours if needed. We also agreed that some of the tasks need higher than clerical expertise. Wendy said that some of the clerical tasks could be handled by her current staff. We will be discussing this matter further at the next call.
5. **Deployment related news:** Mark has recruited one volunteer from North Carolina for UNHCR's project and the volunteer is waiting for the final go ahead. Juna reported that the third MMEX project is almost complete. Shoreh reported that she is still waiting on AIMS response for the volunteers that she had selected a couple of months ago. She hasn't heard from FEMA contact either.

Next meeting: Tuesday November 28th at 3:00 PM EST