

**Thursday October 9, 2008 at 12:15 PM
F2F at URISA Conference in New Orleans.**

Minutes

Present: Mark, Shoreh, Ingrid, Dianne, Allen, Wendy

Regrets:

1) Approval of Minutes

Moved: Shoreh

Second: Mark

All in favour

2) Monthly Financial Report

- Email received from Ann while at the conference
- No donations this past month
- Balance \$29,876
- End of October can cancel the support agreement with Little Green Cube
- End of September 2008 Financial Report:
 - Total expenses in September '08: \$3,128.72, YTD: \$18,534.69 since 2003: \$37,637.82.
 - Total contributions in September '08: \$0.00, YTD: \$2,268.00; since 2003: \$67,514.76.
 - Total balance as of end of September '08: \$29,876.94.

3) Committee Updates

- Finance Committee
 - plan to actively seek donors/grants needs to be implemented
 - Mark has a contact with another possible volunteer to help put together grant applications, but the person is in a new job and has asked for some time to get adjusted.
- Website
 - Group email complete, but we cannot verify from the conference
 - There are some minor issues remaining to be addressed, but nothing to keep the website from working
 - Need to create a relationship between volunteer, mission and project databases; CC managers will have to update the databases. Shoreh will plan a 'training' session (early November).
 - Shoreh to mark volunteers records as inactive if their email bounced from broadcast
 - Need to post something to our web site to remind volunteers to update their information (also should add to the newsletter)
 - CC needs information from DTS on what could be included in the support agreement

4) Deployment news (active and incoming missions)

- PRAD/FBR – Thailand
 - Recruitment not completed
 - Some government problems in Bangkok could affect our ability to find a volunteer
 - Shoreh to check the State Department web site about advisory for travel to the area
- iMMAP – North Korea
 - email dialog with individuals at University of Georgia regarding feature extraction process and work with the office
 - there appeared to be a need for many volunteers for this project
 - waiting for iMMAP to respond to Karen and CC
- UNJLC – Haiti
 - Multiple emails to try and establish a MOU
- Ike – Galveston
 - A lot of email exchanges interested in supporting Ike, but there was no request for volunteers. Shoreh had located 15 volunteers in the area who we could have been called upon.
 - Need an Emergency Response sub-committee formalized to deal with these situations.
 - Could lead to updates of Deployment Handbook

5) Other business

- Election of Officers
 - Allen Ibaugh nominated as new CC member. Moved by Dianne, Second by Shoreh. All in favor; Allen voted on to the CC
 - Ingrid moved that Shoreh's term be renewed. Second by Dianne.
 - Shoreh moved that Dianne be the Chair and Ingrid be Vice Chair. Mark Second.
 - Shoreh will be secretary and do the minutes for the coming year.
 - Subcommittees
 - Web site Committee – Shoreh and Allen
 - Publications – Dianne
 - Newsletter
 - SOPM needs to be updated; Shoreh to assist
 - K-12 – Ingrid will help
 - Emergency Response - Ingrid
 - Finance – Allen, Mark
 - Revise budget
 - Revise white paper
 - Need to implement the plan, volunteers to follow up on chasing donors/grants
 - Leanne Pacatte has grant writing experience and would like to work with this committee

- Volunteer Recruitment – is done by all CC members; should we have someone external to CC assist with recruitment. Suggested Heather Milton as a possible candidate.
- Meeting Schedule for 2008-09
 - Is second Tuesday of every month OK 3PM eastern
 - Note Nov 11 (second Tuesday in November) is a stat holiday in Canada
 - Schedule for Nov 12
- Posting all approved documents on the web (Policy, Travel document and Release Form)
 - Shoreh to post revised policy and release form
 - Shoreh to send travel form to Allen to see if can be added to website (pre-populated with volunteer's information)
- URISA conference related recap
 - October Newsletter – ESRI/URISA recap; Shoreh to provide some info
- Partnership with UN Volunteer program
 - We need someone to monitor their site
 - Allen and Shoreh to investigate further
- 2009 Web enhancements: Allen to review
 - IMS for vols and projects
 - Create an interface for projects that require email broadcast
 - Restore all presorted lists from the old website

7) Tabled for email discussions with CC

- Questions to add to the “New Project” Form:
 - If data is to be created by GISCorps volunteers assigned to this mission, who is the intended end user of that data?
 - Will you share the data created by this mission with other humanitarian organizations? If so, please list them.
 - How much of your budget is set aside for the tasks that are to be completed by GISCorps volunteers?
 - Could you afford to perform these tasks (perhaps by hiring consultants) if GISCorps volunteers were not available? Please provide detail.
 - Note: The sentence to ask PA for a conference call already exists in “Acceptance_Letter.doc” form email.
- Volunteer Presentation Policy (modifying the form email titled “You_Are_Selected.doc”) –to be discussed among CC via email to wordsmith

8) Next meeting/Conference Call - November 12, 3PM Eastern. Everyone to verify if they are available