

Thursday February 21, 2019 at noon EST

Call information: +1 508-469-9087 PIN: 163 903 993# or join via Chrome or Firefox at

meet.google.com/okf-bvsb-wpi

2018/2019 Chair: Carol, Co-chair: Leslie

## AGENDA

Present:

- GISCorps CC: **Shoreh, Holly, German, Dianne, Allen, Troy, Wincy, Chris, Leslie, Carol**
- URISA: **Wendy**, Theresa

Regret: (Regrets are not bolded)

Approval of [January](#) Minutes

- Motion: Shoreh
- Second: German

## Monthly Financial Report

End of Dec 2018 Financial Report: Shoreh

- Total expenses in Dec 2018: \$2,262.03. YTD: \$3,646.15 since 2003: \$124,169.72. (Phone call: \$24.24, PR credit card charges: \$41.42, GIS assistant: \$1,981.25, Travel expense: \$215.12).
- Total [contributions](#) in Dec 2018: \$6,522.22. YTD: \$7,527.42 since 2003: \$233,827.84.
  - Esri: \$5,000, Avari: \$1,000, 4 individuals (\$450.00) and \$72.22 from PR project.
  - Holly and Shoreh will work on updating the contributor section of the website.
  - Troy suggested listing donors in reverse chronological order.
  - Holly will also reduce the number of clicks to get to the donation page.
- Total balance as of end of Dec 2018: \$109,658.12.
  - Shoreh will prepare the 3-year budget before the March monthly call.
- [Puerto Rico project/FEMA](#): Total funds raised (as of 2/17) at: \$2,465.00 (\$2,312.00 deposited into our account).
  - Emailed Heather and copied Dick. Heather said that she is in Florida now but she will reach out to PR FEMA team. She also said that she thinks the logical thing to do is to fulfill the original mission requested by Jesus in Yabucoa. Dick chimed back that Jesus does not live in PR anymore, but he still has access to the Mayor. Asked her for another update for the monthly call.

## Committee Updates

- **Marketing activities:** Allen
  - Would like to setup a subcommittee on this topic, or at least have another person work with me to bounce ideas off of. Subcommittee could cover multiple topics.
    - Contact Allen to join the subcommittee.
    - Christina Boggs might be a resource
    - Wendy suggested asking for volunteers to join the marketing committee to help promote GISCorps
    - Dianne doesn't mind helping as long as Allen leads the charge. Christina Boggs had a whole sheet of ideas that she shared with Dianne & Allen earlier. Ball is in GISCorps' court to discuss priorities and get back to the URISA Marketing team.

- Allen will set up a call with Dianne, Wendy, Christina to vet list below and come up with a list of top priorities to bring to the URISA marketing committee.
  - Some activities that should happen:
    - Coordination with URISA Marketing Group who in the past wanted to:
      - Create Digital Investment Package that incorporates testimonials, brochures, etc (Not certain what this was to look like as we have done some of these things in a piecemeal fashion already)
      - “Ask” package for matching/larger donations
      - Sustaining members package with recurring donations
      - URISA opt in fee \$5 - believe we are doing this already?
    - Auctions (GISPRO) - others?
    - GC Promo Video
    - Website updates “How to get involved, etc.”
    - Other Brainstorming?
- **Technical (Website/Vol database/GSuite): Carol**
  - Website/Database
    - Database is in a holding pattern until after the G Suite migration
    - Outstanding tasks: RFQ needs to be written
      - RFQ template has been created but help & expertise are needed
      - Need to flesh out requirements
        - Stick with MySQL or completely different DB?
          - What fields do we want?
          - Which are unnecessary?
          - What functionality do we need?
        - Maybe should have a meeting to review and get others involved?
    - Vol DB functional requirements:  
<https://docs.google.com/spreadsheets/d/1yQBZiGscFMHUU6xCaaJjwkR3zkHevI6WlverunEPsss/edit#gid=0>
    - Draft RFQ:  
[https://docs.google.com/document/d/1h9H86OovhPejXdQmdO\\_Ofmm9QxSuZEQyDWnQ\\_Kh2nR4](https://docs.google.com/document/d/1h9H86OovhPejXdQmdO_Ofmm9QxSuZEQyDWnQ_Kh2nR4)
    - While talking with Brett (URISA IT), he and Carol discussed the possibility of using Google tools such as Google forms to simplify and replace the current DB.
  - Google Suite and Drive
    - I have March 8 - 17th marked for the migration. Brett does not think the email migration will take long at all since we just started using the domain. The bulk of the work will be manually moving the Google Drive content. I am waiting to hear from Brett about further details.
    - Emailed Brett and cc'd Holly this morning asking more detailed questions about migration concerns. Carol wants to clarify a few things to make sure the migration doesn't cause any problems with the website or the database.
    - There should not be a huge outage for the email.

- A concern is the volume of documentation in G Drive. Want to make sure we prioritize the most important files and folders so we can minimize downtime for those essential items.
  - Shoreh asks whether there is something others could be doing in parallel to move the database solution forward.
    - Carol said she is holding off on that because there might be a solution within G Suite. Wants to have another conversation with Brett about that possibility.
    - Could develop a complex Google form to pull information for the recruitment/volunteer database.
  - Carol wants to make sure everything is finalized and in place before recruiting people for help.
  - Troy asked whether G Suite can do a relational database type schema that could replace the MySQL system. Carol is not sure but will talk to Brett more about that.
  - Troy asked where the current DB is housed. It is on Allen's servers.
  - Shoreh said after G Suite is in place, maybe we can revisit all options and bring Brett in as well. Maybe Derek can do a backend demo as well.
  - Also need to discuss how/whether GISCorps will compensate URISA for Brett's services with regard to the G Suite migration and database development
- **GIS Service Pledge (GSP):** Holly
  - Activity since January 17:
    - Applications approved: 1
    - Applications rejected: 0
    - Reports posted: 2
  - Cumulative program totals: Applicants: 44, Approvals 34, Reports submitted: 10
    - Comments/Issues: Updated the GSP SOP with the responsibilities we defined at the last monthly meeting. Send out "report due" reminders on January 30 to 15 GSP participants (7 overdue, 8 due soon). Got one response.
    - Holly mentioned that applications are declining and that perhaps we need to do more to push the program
    - Troy had mentioned that maybe some volunteers don't want to manage their own projects, and that those volunteers could be encouraged to bring their projects to us and encourage their organizations to request GISCorps volunteers, at which point GISCorps could manage the project but bypass recruitment, using the volunteer who brought the project as long as they are qualified.
- **OSM:** Troy
  - Shoreh, Leslie, German, Troy, Carol and Holly met on January 26th to discuss GISCorps involvement in HOT/OSM projects. Decided that our role is mostly pointing vols to existing HOT resources. Holly created a HOT web page to further that objective (<https://www.giscorps.org/hot-projects/>).
  - HOT projects are a "release valve" for volunteers who want to contribute but haven't been chosen for a mission.
  - Also at this meeting, it was decided that we would create a Disaster Response Subcommittee to prepare for disaster missions (have SOPs in place, have a rotation of CC members to lead projects, have a list of potential disaster response volunteers). Need

to clarify whether this would replace the AGO committee or exist alongside it, with AGO now focusing more on administrative responsibilities related to the GISCorps AGO Organization.

- Disaster Response committee will be a consolidation of OSM, AGO, and DHN
- We need a person to take the lead on that subcommittee
- January 26th Meeting notes here:  
<https://drive.google.com/open?id=1L-GecQScmmZ4LMA1Kr8AD1r3IF7LtVx2zpop2hSr4ww>
- Holly will schedule a follow-up meeting for the Disaster Response Committee
  
- **AGO: German:**
  - Want to experiment with some different versions of the web maps on landing page (project dashboard)
  - Still need to clean up old users, have taken care of the easy ones
    - Leslie will review the old accounts and communicate with people who need to remove them.
  - Build AGO into project closing process with PM cleaning up all AGO accounts and items.
  - Holly created an account for Chris Z.
  
- **Publications:**
  - For May: New Projects (MRA, TJI)
  - Capital Area Food Bank report likely to come in soon
  - Project Managers should start nudging their Partner Agencies to make sure reports are submitted, keeping in mind the goal of including them in the February newsletter.

**Deployment news (launched, ongoing, new): [Volunteer/Project List](#) - from most recent to the oldest project**

1. **Green Berkshires (Just received)**
  - Request from the daughter of the PA contact for Train Campaign
  - Holly has responded but has not yet received a response.
2. **Mountain Rescue Association (256, 257, 258, 259): Troy:**
  - Received applications for the first two jobs (256, 257). Sent highly ranked resumes to Paul and will be conducting interviews shortly.
  - Paul is ready to get started on the two data management projects (258, 259) whenever we are.
3. **Texas Justice Initiative (260): German:** open source web mapping solutions. JD sent to all Texas Vols yesterday. Closes March 1. May need to do some local outreach if no qualified candidates pop-up. Texas URISA might be a good resource.
4. **GSU platform testing (255): German/Holly/Troy:** Will simply be an email blast with weblink to project that should take about 20 min to complete, no sign-ups, no certificates.
  - Emailed PA twice, but no indication he's ready to start. Ball is in his court.
5. **One Shared Story (250): Wincy:** Robin has been having meetings with different partner organizations. It doesn't seem mature and ready enough.
6. **Conservation Lands Foundation w/Puente (247): Troy** Alexis Handelman has finished her volunteering. Chris Packer is continuing on. Amy will be with CLF through March, but then not sure who will be there to manage any volunteers.

- Troy has asked who will be taking over as the volunteer liaison but has not yet had a response
- 7. **Capital Area Food Bank (245): Wincy:** Feedback forms sent to both PA and volunteer. Report requested.
- 8. **Food Aid (242): Shoreh:** Jill repeated last month's comment. The PA is on the quest for finding supporting datasets and has not yet received them. George also replied and confirmed that they are at a temporary stand still until they receive shape files & planting dates from the 3-4 farmers who have said they could participate.
- 9. **HOT Active projects: Cyclone Gaja (254), Ebola, TDT: Troy/German:**
  - No additional projects this month.
  - Holly created a HOT webpage where she will keep active project list current as needed. (<https://www.giscorps.org/hot-projects/>)
  - #giscorps hashtags!!!
- 10. **Tanzania Development Trust (218): Troy**
  - Emmor says there are about 32,000 tiles that need to be done
  - There are some upcoming HOT mapathons where they will be working on the TDT projects
  - There are 35 current tasks, all medium or low priority.

#### Other business

- Esri UC: Who is going? Reserve a room (Shoreh), check with Esri on pavilion (Wendy), start discussing activities
  - Shoreh, Wincy, Allen, Leslie, Chris will be going
  - Wendy sent a note to Esri folks regarding pavilion
  - Holly will go too and we will discuss her registration later
- GIS-Pro: Who is going? Format of the presentation (full session vs. lightning talk)
  - Allen
  - Allen will let Wendy know whether presentation will be a full presentation or a lightning talk.
  - There will also be another silent auction to raise funds for GISCorps
- FEMA crowdsourcing calls: who attended in the past, what was discussed?
  - Always at noon EST, which is a hard time for Shoreh
  - During disasters, the meetings can be daily.
  - Should be a consideration for the Disaster Response subcommittee. Someone needs to be available to sit in on those daily calls.
  - 12 EST is a good time for Leslie but she might not be able to manage the disaster projects during the day (night for her)
  - The person who attends will be the communicator, not necessarily the one who manages the projects
  - Carol mentioned that the FEMA calls definitely focus on crowdsourcing solutions which are not really our forte. Would be great to tap in to their GIS department to see if there is a better fit for our skills there.
  - Shoreh says that being on the calls can lead to opportunities for more GIS-specific work. It's important to stay connected with FEMA. Holly can also attend the calls along with Leslie.
- Georgia URISA vol group
  - GA URISA Visions

- Provides opportunities and encourages young professionals to contribute to projects that are geographically close-by
    - Heavy Emergency Management Agency focused
    - Longer term projects
    - GA URISA contact oversees the projects to eliminate extra workload for CC
      - Seems like they have a large number of projects in mind, many of them ongoing/long-term, which is why they were thinking about forming their own GISCorps chapter
  - Complication/Challenges
    - OneURISA model (GA is an exception having voted to not join this model)
    - Long-term projects
    - Location-filtering
      - Four possibilities
        - Adopt GA chapter of GISCorps
        - GA URISA as a partner agency (against our “short-term project” mission)
        - Give them advice on how to set up something similar (but not GISCorps)
        - Say no
      - Allen, Diane, and Carol say the short answer is no
      - Wendy adds that there are liability issues
- Georgia URISA Presentation
  - June 11, 2019 (Tuesday)
  - Location: Macon, GA
  - Presenter: Wincy
- Conferencing (Holly, Wendy, Carol):
  - We have been using Google Hangouts Meet since the previous monthly meeting and so far it has worked out well. For now no further investigation is necessary, but we do need to decide whether to continue paying for the conference line.
    - Wendy, does GC pay anything towards the 800 number even if we do not use it?
    - Wendy says we only pay for it when we use it, so it's fine to keep it as an option.
- Outstanding Training/on boarding:
  - Website posts (Wincy)
  - G Suite, WordPress, Mission Management beyond recruiting (Chris)
  - WordPress training scheduled for Friday 2/22 at 2:30 PST/5:30 EST.
  - Holly will record the training or a more concise version of it.
- Update to ‘strategic plan’: Dianne
  - Need to update the Kanban board with our strategic items.
  - Do we need any URISA volunteers for specific items (like writing the RFP)? URISA plans to publish a call for volunteers for specific short-term tasks.
- Douglas Adams request for a presentation (email came in today):
  - Allen will be at the Maryland Transportation conference and will present.

Meeting adjourned at 1:06pm EDT

**Next call:** Thursday March 21, 2019 at noon EDT