Thursday May 16, 2019 at 11:30 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**, James

Regret: (Regrets are not bolded)
Approval of April Minutes
- Motion: Allen
- Second: Troy

Monthly Financial Report
End of Mar 2019 Financial Report: **Shoreh**
- Total expenses in Mar 2019: $4,742.80. YTD: $7,060.55 since 2003: $131,230.27. (Phone call: $3.89, Credit card fee: $1.41, GIS assistant: $1,962.5, Web Hosting and tech support (DTS): $2,775.00).
- Total contributions in Mar 2019: $25.00. YTD: $145.77 since 2003: $233,973.61.
  - $25.00 from Joshua Smithers
- Total balance as of end of Mar 2019: $102,743.34.
- Puerto Rico project/FEMA: Total funds raised (as of 4/13) at: $2,465.00 ($2,432.77 deposited into our account).
  - Allen, Holly and Shoreh met with Antonio and Heather. Antonio checked with FEMA and learned that the request could not come from FEMA. He is looking for a municipality or another organization to request the volunteers instead of FEMA (for two projects). Sent another email to find out if Antonio has found a candidate, he has not found anyone yet but will look for one and get back with us next week. Shoreh forwarded his email to CC.
  - Wendy added that we have a couple of URISA members on the ground in PR who might be able to provide support. She also pointed out that as soon as something is solidly underway, we need to update the donors.

Committee Updates

- **Marketing activities**: **Allen**
  - Volunteer Team working on content and redesign of brochure. Expected completion is first of June.
  - Developed proposed Gannt chart of activities (below). Items can be reprioritized in our meeting as necessary. Exact dates of execution is dependent on finding and assigning volunteers through coordination with URISA Marketing Group.

Task #	Task Name	Task Start	Task Finish	Notes/Comments
1	**GISCorps Marketing WBS**			
2	**Brochure Update**	5/1/2019	6/1/2019	
3	**Create Digital Investment Package**	6/1/2019	9/30/2019	
3.1	Testimonials	6/1/2019	7/15/2019	
3.2	Brochures	6/1/2019	7/15/2019	
3.3	Benefits of Sponsorship - web content	7/16/2019	8/15/2019	
3.4	Create Website location for packages and Levels (gold, silver, bronze, etc)	7/16/2019	9/30/2019	
3.5	Release of Package	10/1/2019	10/1/2019	
4	**Creat "Ask" Package for Matching/Large Donations**	7/15/2019	9/30/2019	
4.1	Targeted Package for Conference/Workshop Sponsors/Attendees	7/15/2019	9/30/2019	
4.2	Levels of sponsorship package such as above and benefits description	7/15/2019	9/30/2019	
4.3	Sustaining Member Package (recurring donations) -content	7/15/2019	9/30/2019	
4.4	URISA Opt-in Donation (already in place)	Ongoing	Ongoing	
5	**Speciality Conference Participation (Humanitarian, Disaster Relief)**	9/1/2019	12/15/2019	
5.1	Research of Potential Conferences	9/1/2019	11/30/2019	See what participation levels are available (booth, presentation, etc)
5.2	Develop Plan for Conference Patricipation	10/15/2019	12/15/2019	
5.3	Conference Participation	Ongoing	Ongoing	
6	**Website Updates**	1/15/2020	6/30/2020	
6.1	Search Engine Optimization	1/15/2020	3/15/2020	
6.2	Update/Add Video Content	1/15/2020	4/15/2020	
6.3	Website Integration with Partners (GISCorps link from)	1/15/2020	6/30/2020	
7	**Continue with Silent Auctions**	Ongoing	Ongoing	

- **Technical (Website/Vol database/GSuite)**: **Carol**
  - Website/Database
    - No new news
    - Look into using Google Suite capabilities for replacing VolDB
      - Do we want to do this before the migration? If so, it should be understood that it will be unpredictable how this will be affected by the migration when it happens.
      - Maybe research and experiment, if possible.
      - Find out how that will affect bulk emails.
      - Holly and Carol will set up regular meetings to explore this option.
  - Google Suite and Drive
    - Emailed Brett about more information/progress concerning migration tool but have not heard back from him.
    - From Shoreh:
      - Holly (with guidance from Carol) can work on helping with the file structure

- **GIS Service Pledge (GSP)**: **Holly**
  - Activity since April 18:

	Last 30 days	Previous 30-day period
Applications Approved	2	1
Applications Rejected	0	0
Reports Posted on Website	2	2
Reports Now Due/Overdue	9	10

- ○ Cumulative program totals:
  - ■ Total Applicants: **47**
  - ■ Approved Participants: **38**
  - ■ Withdrawals: **3**
  - ■ Rejections/Invalid applications: **9**
  - ■ Reports submitted: **14**
  - ■ Countries represented: **7**
- ○ Comments/Issues: WIll send out report reminders shortly to 12 GSP participants (8 overdue, 1 due now, 3 due in a month or two).
- ○ One of the new reports (Patrick Hall) is still in draft mode pending review by the LAFD Captain he did the work for.
- ○ Tracking spreadsheet is here: https://docs.google.com/spreadsheets/d/1fHDeh5DLyvefAON1FLv2RZ4E0J0mqv1Y7hZTFOzaVm8/edit?usp=sharing

- ● **Disaster Response Subcommittee:**
  - ○ German put together a disaster response/crowdsourcing slide deck
  - ○ Shared it with Lorri Peltz-Lewis who is presenting with Chris Ferner in Placer County later this month.
  - ○ **FEMA ESF Calls: Leslie**
    - ■ Still need a DR subcommittee chair
    - ■ Not participating in Fury June 2019

  - ○ **OSM: Troy/German**
    - ■ Will develop a chart for different types of activations and refer to the existing SOPMs - haven't done this yet.

  - ○ **AGO**: **German**
    - ■ **Updated vol counts map**
    - ■ Nothing new here. Leaving as a placeholder. Want to experiment with some different versions of the web maps on landing page (project dashboard). Investigated a little bit, but to stick with our Google Sheet feed, we will need some other technology to be able to utilize Dashboards as the GSheet is more of a virtual dataset than an actual feature service. Two recommendations were using Koop or FME, but I think both are out of my skill level for the time I have to dedicate to it.

- ● **Publications: Holly**
  - ○ Since last meeting:
    - ■ 1 New Project post (261-ServeSquad), 2 GSP posts (Svetla Borovska and Patrick Hall - the latter is still in draft mode pending approval from the organization he supported)
  - ○ Completed Supporter flyer Esri UC (though still refining as feedback comes in)
  - ○ For May Newsletter:
    - ■ New Projects (MRA, TJI, Serve Squad, WE CAN, WHO Kenya)
    - ■ HOT Projects

- Featured Volunteer: Kevin Otiego from Leslie's WHO data cleanup project in Kenya
- Esri conference
  - Upcoming publications:
    - website reports:
      - New Project posts:
        - 264-WE CAN
        - 265-WHO Kenya
      - Completed Project posts:
        - Capital Area Food Bank, various GSP reports as they come in
    - Update slide deck
  - Social media outreach:

	Followers/Members			Posts	
	Current	**Last Month**	**Change**	**This Month**	**Last Month**
Twitter	2,423	2,365	+3%	6	8
Instagram	132	115	+15%	7	4
Facebook Page	112	103	+9%	3	5
Facebook Group	613	609	+1%	5	9
LinkedIn Page	124	111	+12%	3	5
LinkedIn Group	1,141	1,141	0%	3	7

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

[Shoreh]: Holly is working on a new sheet with additional reporting and metrics capabilities

1. **WHO Kenya Health Facility (265): Leslie**
   - Have four volunteers working on mission: Davince Koyo, Ken Kiema, Waswa Barasa and Kevin Otiego all from the Nairobi area
   - Completed 9 or 45 counties
   - Mission ends at the end of May
2. **Serve Squad (261): Leslie**
   - Project's [milestone chart](#) from Tené.
   - Maggie provided a short update report at https://docs.google.com/document/d/1ekVMtrkTV80ax7RYSrnNPC33w20wDcJm3nOiynYLz9w/edit?usp=sharing, which includes links to detailed work progress and hours tracked. Investigated the Smartsheet maps (BING) but the map opens in another window that will not work. Worked with Smartsheet API and Python to automate workflows. Also working with the url to build a website based on Smartsheet and putting points into Google Map API.
   - Have a call next week with [Scott Willeke](#) who responded to our tweet about the project and offered help. Scott is the Director of Product at Smartsheet and launched Smartsheet's Automation offering.

3. **WE CAN Foundation (264): Chris**
    - We interviewed Alice Kim and think she's a good candidate with some support.
    - Chris interviewed John Schweiseinger for a possible "advisor" position. He is willing to attend kick off meeting with Alice and PA reps.
    - Depending on assessment, further projects could spin out of this.
4. **Mountain Rescue Association (256, 257, 258, 259): Troy**
    - Call with volunteers and Paul on May 3 where everybody introduced themselves and talked about the project. Caroline Rose demonstrated some of the backend of the existing MRA survey123 form.
    - Work is just getting started, expect more info in June
5. **Texas Justice Initiative (260)**: **German** emailed vol and PA. Waiting for reply.
6. **Conservation Lands Foundation w/Puente (247): Troy**
    - Chris is still plugging away with Danielle coordinating. Amy Katz has now moved to another position in Montana. I will schedule a call with Danielle and Chris this month for future planning.
    - No word from Puente
7. **Capital Area Food Bank (245): Wincy** Followed up with volunteer for the report; deadline set to May 17.
8. **Food Aid (242): Shoreh:** The volunteer responded as follows:
    George (the PA) was able to retain 3,649.10 acres of field boundaries - in paper map form from a farmer. These are insurance reports (acreage and production reports) from the 2018 season. Of the total acres, this project focuses on edible beans, so we can use 533 acres of the fields planted to Dry Beans. The rest of the fields are Barley, Corn, Dry Peas and Soybeans. The volunteer (Jill) digitized the 533 acres from the paper maps, so the next step is to start analysis in Google Earth Engine using Imagery from 2018.
9. **HOT Active projects: Troy/German**
    - Holly created a HOT webpage where she will keep active project list current as needed. (https://www.giscorps.org/hot-projects/)
    - #giscorps hashtags!!!
    - Holly has been pushing HOT projects on social media and encouraging HOT mappers to train to manage activations (Russ says they are swamped and don't have enough trained vols)

10. **Tanzania Development Trust (218)**: **Troy**
    - TDT received a Point of Light award from the British Government for their work.
    - Still many open projects. With all the new volunteers mapping a little bit then leaving, there isn't really the ability to focus on one project.
    - Have been helping Emmor and Carla Hondius on the TDT slack channel which has been taking up quite a bit of time.
    - I started compiling an FAQ to answer questions that come up a lot. May combine with the HOT resources doc we (did?) were going to put together. It is located here: https://docs.google.com/document/d/1yNvjqQ5spuulQXLkUGnna2lfkXSbcFXZoqO5vs-yd-E/edit
    - Mapathon 3/21 in New England went very well.

Other business
- **Operating Principles and Policies** (OPP) Modifications:

- ○ We are proposing a new entry to OPP to add an Advisory Board to GISCorps. The new board will consist of: previous Core Committee members, URISA Board of Directors, and GIS industry leaders. Duties of the Advisory Board are to (in conjunction with the CC) review and update the OPP, plan and develop marketing and fundraising initiatives, coordination with other URISA committees, infrastructure and technical support, and other activities that may best support the needs of the CC.
      - ■ If everyone is in agreement with the proposed changes, we could vote to modify the OPP as detailed above.
          - ● Motion: Shoreh
          - ● Second: German
  - ○ Provide names of potential GISCorps CC members; Advertise at the UC
  - ○ Changes are effective immediately. Dianne will update the document. Holly will post to the website.
- ● **The Conservation Intelligence Platform (CIP) Program: Shoreh**
  - ○ David sent an intro email to NGS team. They sent an invite for 5/23 at 1:30 pm EST.
      - ■ Items to discuss/consider
          - ● Scope of work (recruiting, travel arrangements/visas/immunizations?)
          - ● Liability (send an email to Wendy describing why we need to have lawyers review current form and make sure it is up to date)
          - ● Insurance
      - ■ Holly will start a Google doc to itemize what services GISCorps can provide with variations and costs
- ● **Esri UC:**
  - ○ Shoreh contacted the organizer and requested three passes and registration links. Approvals were granted. Curtis, Holly, and German have registered.
  - ○ Shoreh scheduled the event for Tuesday from 11:30 to 12:30 pm. Room number of 29D.
  - ○ <mark>Due date for graphics and text is due on 5/27</mark>. Holly and Shoreh will work together on that.
  - ○ Holly will work on updating the slide deck in Google Suite fed with live graphs from the volunteer and mission spreadsheet.
      - ■ It might also be a good idea to come up with a one sheet document to take around the exhibit to seek donations (mainly to Gold, Platinum, and silver sponsors) - this is in addition to our brochure
      - ■ Need to look at [flyers](#) we used last year and see if they are still worthy. If CIP is announced we will need lots more brochures/flyers/cards/stickers than last year.
          - ● Wendy: how many do we have left?
  - ○ Lunch for 30, half paid by the GC and the other half by DTS
  - ○ Women in GIS will be held on Wednesday which is why our meeting will be held on Tuesday.
  - ○ Wendy submitted payment for the kiosk
  - ○ Wendy will look into brochures and business cards. We may need more and also a redesign. Allen has volunteered to help with that redesign.
  - ○ Next step is to email vols for help. German will start with all vols deployed since last conference including those that helped last year. Several Camp Fire vols I think will be there.
- ● **GIS-Pro:** Allen will be there (lightning talk)
- ● **Georgia URISA:** Wincy will give presentation on June 11 in Macon, GA
- ● **Outstanding Training/on-boarding: Chris**

- ○ Chris has two remaining items:
    - ■ Learn about GIS Service Pledge (Troy/Leslie) - No date set.
    - ■ Mission/Project management (German) - Accomplished 4/23 and been learning on the fly.
  - ○ Chris will contact the relevant people to schedule the rest of his training.
- **Update to 'strategic plan': Dianne**
  - ○ Kanban board updated and tasks assigned. Will update as needed (RFQ, G Suite migration, etc.)
- **Mission Control spreadsheet: Holly**
  - ○ Completed Mission Control spreadsheet, a new version of the Volunteers - Already Deployed spreadsheet (though it will continue to be a work in progress as I respond to feedback and add additional functionality). Here's what's new:
    - ■ Lots of stats, graphs and charts that can be dropped into Google Slides and Docs. This is a live link, so as the data changes, linked information and graphics in other G Drive files can be updated by clicking the "update" button that will appear in their upper right-hand corners.
    - ■ Time estimates and tracking for Core Committee members. Current time estimates are automatically generated for project managers based on stage of project and number of vols. Added a sheet for Internal projects with a current time/week field as well. Wrote a script sums these weekly time estimates for each Core Committee member and adds them to a running total. This is automatically run every Saturday night.
    - ■ Wrote a script to automated moving a completed project from the Active Missions sheet to the Completed Projects sheet. Added a button to run this script.
    - ■ Integrated feedback forms for standard missions and HOT projects so that forms and responses are accessible within the spreadsheet. Also included a custom feedback form for projects that have specific feedback requirements.
    - ■ Automated population of project list on feedback forms.
    - ■ Added an Instructions page and a Sheet Directory page.
    - ■ Automated transfer of HOT volunteers from feedback form to Volunteers sheet.
    - ■ Still working on scripts to automatically transfer volunteer hours from the non-HOT feedback forms to Volunteers sheet.
- **Website updates: Holly**
  - ○ Still waiting for input or approval from URISA's legal team regarding the privacy policy I wrote. They did send their GDPR guidelines.
  - ○ Researched, tested, added, and configured Yoast SEO plugin to improve the search engine result rankings for our posts. I have updated the SEO settings for many of our post types but work is ongoing.
  - ○ Backed up the site and uploaded a copy of the backup to G Drive
  - ○ Tested and updated plugins, themes, and the WordPress software weekly (as needed).
  - ○ To do:
    - ■ Migrate the privacy policy and cookie opt-in/out plugin to the live site
    - ■ Develop a dashboard for home page highlighting GISCorps stats
    - ■ Consider using an embedded Google Form to collect and update volunteer information.
- **Other presentations: Shoreh**

- ○ Mark Salling and Dick Kotapish presented on our behalf in May at NE Ohio GIS Symposium. Mark said that it was a small audience but that they had good questions. Dick focused mostly on missions that he's been a part of.

Meeting adjourned at 12:31 p.m. EDT

Next call: Thursday June 20, 2019 at noon EDT