Thursday July 18, 2019 at 12:00 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: Leslie, Co-chair: Troy

AGENDA

Present:
- GISCorps CC: **Shoreh**, **Holly**, **German**, **Troy**, **Wincy**, **Chris**, Leslie
- Advisory Board: Dianne, Allen, **Carol**
- URISA: **Wendy, James**

Regret: (Regrets are not bolded)
Approval of June Minutes
- Motion: Troy
- Second: Wincy
- The motion passes.

Vote
- Core Committee chair and co-chair positions going forward
- Shoreh nominates Troy as chair and Wincy as co-chair
  - Motion: Shoreh
  - Second: German
  - The motion passes.

Monthly Financial Report

End of May 2019 Financial Report: **Shoreh**
- Total expenses in May 2019: $1,518.87. YTD: $10,551.66 since 2003: $134,721.38. (Phone call: $0.12, GIS assistant: $1,518.75).
- Total contributions in May 2019: $0. YTD: $145.77 since 2003: $233,973.61.
- Total balance as of end of May 2019: $99,252.23.
- Puerto Rico project/FEMA - Total funds raised (as of 7/14) at: $2,465.00 ($2,432.77 deposited into our account).
  - Ed and Martha Wells are in PR now doing some work with FEMA. Wendy will contact them to ask if they know of an opportunity that fits our criteria.
  - German suggested sending an update to donors in any case.

Committee Updates

- **Advisory Committee**
  - **Marketing activities**: **Allen**
    - From Allen:
      - I don't have anything new on marketing, but if you guys go over the list that I had with schedule and want to reprioritize any of that I can likely get my team working on.
    - Link to marketing timetable

- ○ **Update to 'strategic plan': Dianne**
  - ■ Updated Kanban Board with progress
    - ● Onboarding Chris as completed
    - ● Formation of Advisory Board - as underway. Should status be changed?
    - ● Updates to Operating Policies & Procedures to reflect the Advisory Board as completed
    - ● The Esri project as underway

- ○ **Technical (Website/Vol database/GSuite)**: **Carol**
  - ■ Carol and Holly have been meeting on a weekly basis and are taking online courses (for GSuite).
    - ● Meeting will happen later today to get caught up.
  - ■ For the database, Holly is experimenting with the volunteer form in the DEV environment.
  - ■ Will have a dedicated meeting for this after the UC.
  - ■ Notification email problem is under investigation by Holly and Carol.
    - ● Holly resolved the issue by adding SPF and DKIM email authentication to our DNS settings according to Google's recommendations. Also added two additional alternate gmail servers to our DNS Mail Exchange settings according to Google's recommendations.
  - ■ Vol form on website is not working for everyone and no clear reason why that would be the case. Emails sent to Derek to investigate.
    - ● Derek is adding SSL to the server which was one of the suggestions as a fix for this issue.
    - ● Possibility that the database will be going away (server will be taken away) in 18months.
    - ● Possible alternative solutions:
      - ○ ArcGIS Hub
      - ○ Google Form (?) this would be more software agnostic

- ● **GIS Service Pledge (GSP)**: **Holly**
  - ○ Activity since May 18:

	Last 30 days	Previous 30-day period
Applications Approved	0	2
Applications Rejected	0	0
Reports Posted on Website	0	3
Reports Now Due/Overdue	9	7

  - ○ Cumulative program totals:
    - ■ Total Applicants: **49**
    - ■ Approved Participants: **40**
    - ■ Withdrawals: **3**
    - ■ Rejections/Invalid applications: **9**

- - - Reports submitted: **17**
      - Countries represented: **7**
    - One of the new reports (Patrick Hall) is still in draft mode pending review by the LAFD Captain he did the work for.
    - Promoted GSP at kiosk and in sessions at the Esri UC, so hoping that some more applications will come in soon.
    - Tracking spreadsheet is here for anyone who would like more detail: https://docs.google.com/spreadsheets/d/1fHDeh5DLyvefAON1FLv2RZ4E0J0mqv1Y7hZTFOzaVm8/edit?usp=sharing

  - **Disaster Response Subcommittee: German**
    - German is the subcommittee chair
    - German put together a disaster response/crowdsourcing slide deck and flyer
    - Holly working on framework for SOP. Troy\German will help fill in when ready
      - Updating NAPSG workflow documentation
    - Meeting minutes link:https://docs.google.com/document/d/1oClWu3MnFTnFQj4R1yzACAlTyKLbHdRfFmJWQEHEMQA
    - Met with Jeff Baranyi at Esri UC and talked about their packaged solutions that we can potentially get set up in advance and have staged on our AGO for rapid deployment
    - **OSM: Troy/German**
      - Will develop a chart for different types of activations and refer to the existing SOPMs - still haven't done this yet.

Communications: Holly
  - Since last meeting:
    - 0 New Project posts
    - 0 GSP posts
    - 1 Completed project post - Capital Area Food Bank (Wincy)
    - Handed out GISCorps Supporter flyer to all major vendors at the Esri UC
    - Updated slide decks for UC presentations. Included some auto-updating slides to make that process a bit easier in the future.
  - Upcoming publications:
    - website reports:
      - New Project announcements:
        - 203-Seeds of Hope
        - 267-WHO PNG
        - 268-UC GISCorps Kiosk Staffers
      - Completed Project reports:
        - 266-NAPSG - Tropical Storm Barry
        - 265-Kenya AFP Surveillance
        - various GSP reports as they come in

  - Social media outreach:

	Followers/Members			Posts	
	Current	At last	Change	Last 30	Previous

		meeting		days	30-day period
Twitter	2,520	2,474	+2%	18	7
Instagram	235	198	+19%	4	6
Facebook Page	138	129	+7%	5	8
Facebook Group	628	624	+1%	6 (2 from Wendy)	8
LinkedIn Page	164	141	+17%	3	5
LinkedIn Group	1,150	1,147	0%	7	6

Deployment news (launched, ongoing, new): Mission Control Spreadsheet - from most recent to the oldest project

1. **WHO-PNG (267): Shoreh/Wincy**
   - The JD was sent out on Sunday and is due on 7/18. Interviews will be held from Thursday to Sunday. The goal is to put the top candidates in contact with WHO before 7/23. 31 applicants as of now.
2. **NAPSG Hurricane Barry (266)**: **German** - **COMPLETE**
   - 4-day crowdsource event. Sent only to prior NAPSG vols due to limited time available to on-board. Over 125 geo-located photos. 6-8 vols participated.
3. **Seeds of Hope (203): Troy**
   - Mary Andrews was selected for the project and has begun work including an initial meeting with Tim and currently assessing what data they have and what needs to be created.
   - Need to create a website post.
   - Mary may only be able to work for a few months; we may ask applicants from WHO-PNG
4. **Puerto Rico project/FEMA: Shoreh**
   - Shoreh emailed Antonio to get an update. No response.
5. **Serve Squad (261): Leslie (transferred to Shoreh)**
   - Project is transferred to Shoreh and she is already in contact with Tené. The project is going well and they have pushed the date forward by two weeks Scott (with SmartSheet) is helping her and Maggie.
6. **WE CAN Foundation (264): Chris**
   - PA Michel McLaughlin doesn't use smart phones, Microsoft, Apple, ESRI, etc. which is an issue.
   - Recommend a new call with the PA to see if this project is still on track with the original project description.
   - USC might be interested in taking it on as a student project after the needs assessment.
   - Having trouble finding an open source solution. Troy suggested looking into Open Map Kit.
   - There is another open source solution that is being evaluated by the UN-OCHA group called Kobotoolbox that may be interesting to review. It works like Collector or Fulcrum.

7. **Mountain Rescue Association (256, 257, 258, 259, 263): Troy**
   ○ Shannon Cox has asked to be replaced (256)
   ○ Alice Pence (258) is nearing to finish the completed merged historical database. I asked her to provide a copy to Jim Kyle (263) so he can begin his analysis.
   ○ Caroline Rose (259) is currently working on importing the 2018 data from the Summit County Rescue Group.
8. **Texas Justice Initiative (260)**: **German**
   ○ Eva Marie: "The TJI project is going great, we are really close to having a first pass at the mapping project be live, and still have a few items on our wish-list after that milestone. I think 6 months is still a good deadline"
9. **Conservation Lands Foundation w/Puente (247): Troy COMPLETE**
   ○ This project appears to be completed.
   ○ No contact with them at UC.
   ○ Sent PA feedback form, no response.
10. **Capital Area Food Bank (245): Wincy COMPLETE**
11. **Food Aid (242): Shoreh:** Jill emailed back and said that due to vacation she hasn't done much this past month. She has also stumbled on a potential data source that she has asked the PA to comment on as her sample data seems to be limited (too small).
12. **HOT Active projects: Troy/German**
    ○ No new active projects
    ○ https://www.giscorps.org/hot-projects/
    ○ Holly set up email notification so that she, German and Troy will be notified when new feedback comes in.
13. **Tanzania Development Trust (218)**: **Troy**
    ○ Constant activity here answering questions. Several non-GC volunteers have really stepped up this past month to engage with new mappers and create written materials to help answer frequently asked questions (Frans Schutz and Simon Wilde). Emmor has also been active this month but was gone for a while on the PCT.

Other business
   ● **The Protected Area Management Solution (PAM): Shoreh**
      ○ We met with Rob Benard (NGS) and two of his colleagues (and David Gadsden) at the conference. Notes are posted in here.
      ○ Esri has given us a new AGO platform to test drive the PAM app. It can be accessed from here.
      ○ Shoreh will create a charter document with a budget to formalize the partnership
      ○ Holly will create a Doodle poll to set up a meeting with NGS.
   ● **Esri UC: Shoreh**
      ○ The UC was a very successful event for us this year. All the notes from the conference is posted in this GDoc.
         ■ Request to vote for additional reimbursement for German, Curtis, and Holly for meals during the UC. Five days at $40 per day per person for a total of $600 ($200 per person).
            ● Motion: Shoreh
            ● Second: Chris
            ● The motion passes.
   ● **CC members:**

- Leslie is stepping down.
        - [Potential new members](#)
    - **Outstanding Training/on-boarding: Chris**
        - Trained.
    - **[Mission Control spreadsheet](#): Holly**
        - Everyone is encouraged to update the Internal Projects list so that your current hours are incorporated into your weekly tally.
        - Added a button (and script) to the Custom Volunteer Feedback & Hours page that copies relevant data from the selected volunteer feedback records to the Deployed Volunteers sheet. This is helpful in projects with large numbers of volunteers who don't get added to the Deployed Volunteers sheet until they submit feedback.
        - Updated Project Checklist and Mission Control Instructions sheet to reflect current workflow.
        - Began updating the SOPM to reflect changes to workflow, but there is a lot more to do.
    - **Website updates: Holly**
        - Added dashboard to home page of website. Added a plugin that enables us to serve different content to mobile devices than we serve to computer screens. Created simple web maps for volunteer and project locations for mobile viewers, while desktop/laptop viewers get the dashboard and the more complicated volunteer location web app. Looking at creating a simplified dashboard for mobile viewers instead of the web map.
        - Communicated with Derek regarding ongoing issues with our online volunteer registration form. Derek has begun the process of adding an SSL certificate to our server but I don't know how long that process takes. I also added back in a value to our SPF record (I had replaced it with Google's recommended value) on the DNS server in case that was causing the problem, but it didn't make any difference.
        - Added a note to the website acknowledging the technical difficulties some users are having upon attempting to submit our online volunteer registration form. Included a link to a Google sheet collecting names and emails so that we can contact folks who were unable to register when our form is once again fully functional.
            - Holly will add something similar to the Request Volunteers form in case that's not working either, directing them to email the info@giscorps.com if they can't submit the form.
        - 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).
        - Still waiting for input or approval from URISA's board to approve the privacy policy. URISA's team has already reviewed it and provided comments.

Meeting adjourned at 1:01 p.m. EDT

Next call: Thursday August 15, 2019 at noon EDT