

**Wednesday Aug 14, 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: Troy, Co-chair: Wincy**

## **AGENDA**

Present:

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

Regret: (Regrets are not bolded)

Approval of [July Minutes](#)

- Motion: Shoreh
- Second: Wincy

## **CC Membership**

- **New CC member: Shoreh**
  - Nominating Konrad Hughes for the Core Committee
  - Konrad introduces himself:
    - Meteorology degree
    - Air Force aviator, meteorologist
    - Grad school in GIS
    - MO State Emergency Management Agency
    - Has a heart for service, giving back
    - Camp Fire was his first GISCorps project
  - Motion: Shoreh
  - Second: German
  - The motion passes

## **Monthly Financial Report**

End of June 2019 Financial Report: **Shoreh**

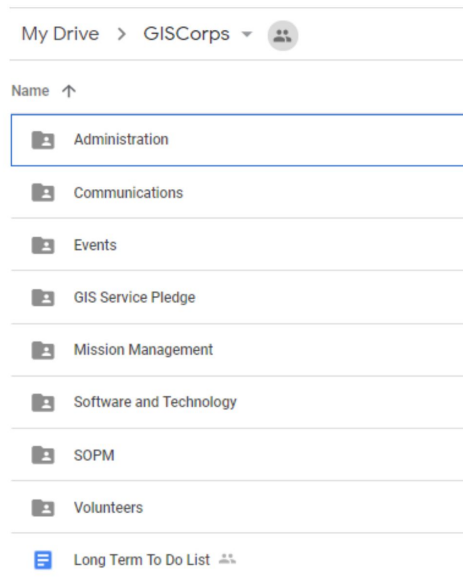
- Total expenses in June 2019: \$2,641.03. YTD: \$13,192.69 since 2003: \$137,362.41. (Phone call: \$4.04, GIS assistant: \$1,512.50, Buttons for UC: \$57.50, UC lunch: \$1,065.84 - will get \$500 back from DTS, Credit card: \$1.15).
- Total [contributions](#) in June 2019: \$50.00 (Kelly Suttles). YTD: \$195.77 since 2003: \$234,023.61.
- Total balance as of end of June 2019: \$96,661.20.

## **Committee Updates**

- **Advisory Committee**
  - **Marketing activities: Allen**
    - From Allen:
      - Need direction on prioritizing what the Board wants to have completed next in terms of Marketing Activities. We have a list of

- activities, and just want to confirm this is what we want to work on and which order.
    - Once approved I will work on recruiting support to help build out materials.
    - [Link to marketing timetable](#)
    - Wendy added that they are looking for auction items for the upcoming silent auction.
  - **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).
      - Almost done!
    - Carol and Holly continue to meet every other week to discuss G Suite, file structure, etc.
    - G Suite
      - Created new organizational units within G Suite to enable different access to apps and services for CC/AB members, disabled accounts of previous users, and non-human accounts (recruit, announcement, etc.).
      - Also created a new account called Former CC Member that can be used to take ownership of files created by CC Members when they depart.
    - Website Form Issues
      - Derek Bryan added new SSL Certificate to Volunteer DB server. It seems to have helped with the form submission problems.
    - Bounced Recruit email issues
      - Holly added another TXT record to our domain settings to enable DMARC (Domain-based Message Authentication, Reporting, and Conformance) for our outgoing email (in addition to Sender Policy Framework [SPF] and DomainKeys Identified Mail [DKIM]).
      - The hope is that it will help with the issue of recruiting emails sent by the VolDB being flagged as spam. It provides recommendations to recipient email servers saying that if an incoming mail passes SPF or DKIM, it should not be flagged as Spam. It also tells them what to do with emails that fail both SPF and DKIM, though it's just a recommendation and cannot be enforced.
      - Holly also set up filters in the Recruit account to route email delivery notifications from the VolDB server into a new folder rather than into our Spam folder in order to avoid further damage to that server's reputation with Google.
    - File Structure

- Worked on revamping the file structure to make it more hierarchical and intuitive.



- Also created a new top-level folder called GISCorps to replace the CoreCommittee folder. This was necessary because the CoreCommittee folder was owned by a personal gmail account rather than a giscorps.org account, and Carol and I wanted to avoid any complications that might arise when we eventually migrate our domain to G Suite for Nonprofits.
  - The GISCorps folder contains all the same folders as the CoreCommittee folder. Right now, those folders exist in both places (CoreCommittee and GISCorps).
  - Everyone here should have received an email invitation to collaborate from “GISCorps Drive Owner.” **Please open the new GISCorps folder and add it to your “My Drive” in your Google Drive.**
    - You should be able to do this by right-clicking on the folder name in G Drive after you open it.
    - If you didn’t receive the email, please let me know and I’ll send you a link
  - It’s important that you add GISCorps folder to your “My Drive” because I will soon be removing the CoreCommittee folder. You will need to go through GISCorps folder to access the rest of the file structure (though you would still have access to all files and folders via the search box).
  - If you have any trouble, please contact me via Slack or Email!

- **GIS Service Pledge (GSP): Holly**

- Activity since July 18:

	<b>Last 30 days</b>	<b>Previous 30-day period</b>
--	---------------------	-------------------------------

<b>Applications Approved</b>	0	0
<b>Applications Rejected</b>	0	0
<b>Reports Posted on Website</b>	0	0
<b>Reports Now Due/Overdue</b>	9	9

- Cumulative program totals:
  - Total Applicants: **50**
  - Approved Participants: **40**
  - Withdrawals: **4**
  - 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. Earlier this month I sent him a PDF of the web post so he could forward that on to his Fire Chief for approval but did not hear back. Followed up again yesterday.
- Sent out 3 10-month reminders to GSP recipients whose reports are due soon.
- Sent out 7 overdue reminders to GSP recipients whose reports are overdue.
- Tracking spreadsheet is here for anyone who would like more detail:  
<https://docs.google.com/spreadsheets/d/1fHDeh5DLyvefAON1FLv2RZ4E0J0mqv1Y7hZTF0zaVm8/edit?usp=sharing>

- **Disaster Response Subcommittee: German**

- Holly working on framework for SOP. Troy\German will help fill in when ready
  - Updating NAPSG/OSM workflow documentation - in progress
- Meeting minutes  
link:<https://docs.google.com/document/d/1oCIWu3MnFTnFQj4R1yzACAITyKLbHdRfFmJWQEHEMQA>
- Currently focused on getting NAPSG admin vols trained, and will develop SOP as soon as that is complete

**Communications: Holly**

- Since last meeting:
  - 3 New Project posts ([267-WHO Papua New Guinea](#), [203-Seeds of Hope](#), [271-NAPSG Admin Team](#))
  - 0 GSP posts
  - 1 Completed project post - [266-Hurricane Barry](#)
  - German added 2 HOT projects to [HOT page](#) (273 Cyclone Lekima and 274 - Denizli Earthquake)
- Upcoming publications:
  - August Newsletter
    - Wendy can send it out the last week of August
    - Add piece about looking for new CC members
  - Upcoming website reports:
    - New Project announcements:

- 272-ARPC Housing Needs Assessment Consultation
- 270-Happy Valley Heights HOA Greenspace Mapping
- 269-River Ridge Institute Mapping & Story Map
- 250-One Shared Story
- Completed Project reports:
  - 265-WHO Kenya AFP Surveillance (to be emailed to me by Leslie)
  - Any GSP reports that may trickle in

- Social media outreach:

	Followers/Members			Posts	
	Current	At last meeting	Change	Last 30 days	Previous 30-day period
<a href="#">Twitter</a>	2,550	2,520	+1%	5	17
<a href="#">Instagram</a>	258	235	+10%	4	4
<a href="#">Facebook Page</a>	147	138	+7%	5	5
<a href="#">Facebook Group</a>	632	628	+1%	9 (including 3 from Wendy and 1 from a member)	6
<a href="#">LinkedIn Page</a>	187	164	+14%	4	3
<a href="#">LinkedIn Group</a>	1,152	1,150	0%	5	7

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

1. **Possible new project:** Kellogg Foundation
2. **Apalachee Regional Planning Commission (272): German**
  - Project referred by Heather Milton
  - Holly and German [spoke with team](#) yesterday. Job description in progress. May be difficult recruitment, but hopefully we will find the perfect person.
3. **NAPSG Admin Recruitment (271): German/Holly**
  - Recruited 4 new volunteers to help with admin on the backside of the admin app. Two returning from last year.
  - Training session this afternoon. Documentation for admins and users in place, just need to update the Disaster SOP on our end for CC members who may need to launch at the time of a storm.
4. **Happy Valley HOA (270): German**

- Didn't actively recruit for this as it was such a tiny mission. Curtis will be completing the work. Dale is currently out of town, so not in a rush. Should only take a few hours.
5. **River Ridge (269): Chris**
    - The PA has just approved the JD on Monday. Will start recruitment and next steps ASAP.
  6. **WHO-PNG (267): Shoreh/Wincy**
    - Five volunteers were selected and put in contact with WHO. The first phase was completed ahead of schedule. WHO rep informed us that Esri has not yet completed their analysis, as a result the second phase was put on hold. We informed the volunteers and depending on the timing, we might have to recruit others for the second phase.
    - Shoreh & Wincy are added to WHO-PNG slack channel to monitor the project
  7. **Seeds of Hope (203): Troy**
    - Mary has been working with a student intern at Seeds of Hope who is now wrapping up her work. Mary will likely continue from where the intern left off in a couple weeks after Tim gets back from vacation.
  8. **Serve Squad/Charity Coop (261): Shoreh**
    - Maggie is doing a fantastic job. She records her work [in this document](#) on a daily basis. Most recently, the majority of her time was spent on finding solutions on integrating data between Smartsheet and softwares such as Tableau and Google drive simultaneously. She is still working on that but is finding Tableau as the best option since Google map didn't provide the filtering option that they were interested in. She said that the project is near the end.
  9. **WE CAN Foundation (264): Chris**
    - John Schweisinger is working hard with WE CAN.
    - Tried to have a call with Kenneth. He did not answer at the planned time. Trying to set up another call this week to discuss project progress.
    - Have not heard from main volunteer Alice Kim.
    - Application is in for LAPWD grant. The PAs are very pleased with that completion.
  10. **Mountain Rescue Association (256, 257, 258, 259, 263): Troy**
    - [MRA 256 - User Support](#): Jessica Beres is replacing Shannon Cox (256) - She is meeting with Paul on Aug 14 to learn the details of the position.
    - [MRA 257 - Admin Dashboard](#) (Erin Arkison):
    - [MRA 258 - Merge Historical Data](#) (Alice Pence):
    - [MRA 259 - Data Collection, Sync, and Import](#) (Caroline Rose):
    - [MRA 263 - Data Analysis](#) (Jim Kyle):
  11. **Texas Justice Initiative (260): German**
    - Eva Marie: going slightly slower than anticipated, but still moving along well. Should finish up in the next few months.
  12. **Food Aid (242): Shoreh**
    - Jill reported as follows:
      - i. Data Gaps: They only have 533 acres of know bean fields for this project, but George contacted others to continue to look for data.
      - ii. Remote Sensing: feature identification is successful in a small area/field level, but she hasn't had much success extending this at a regional/global scale as it seems to mix with soybeans. So they'd like to try to add some weather modeling to this project/model. To accomplish that, George has reached out to Chris Dobell who has extensive experience in weather modeling with Remote sensing

and they just called him. She will provide Chris all the data sets and show him how to use Google Earth Engine. Hopefully that will help refine Bean detection.

**13. HOT Active projects: Troy/German**

- New active projects: Turkey Earthquake(274), Cyclone Lekima(273)
- Maybe add floods in India?
- Other still active: Japan (238), India (241), Idai (262) - can maybe archive these, but there are still active tasks.
- <https://www.giscorps.org/hot-projects/>

**14. Tanzania Development Trust (218): Troy**

- Constant activity here answering questions.

**15. One Shared Story (250): Wincy**

- Had a conference call with Robin (Aug 6)
- Robin will prepare a wireframe diagram that shows her vision and goal for the project so we can better outline the job description and volunteers can better understand the expectation
- CC will estimate the project duration and commitment after Robin sends the wireframe diagram
- Wireframe Diagram and brief write up received from Robin & forwarded to CC

**16. [Puerto Rico project/FEMA](#): Shoreh**

- Total funds raised (as of 8/11) at: \$2,465.00 (\$2,432.77 deposited into our account).
- Wendy has contacted two former GC members who are working in PR to find out if there are any projects. If not, we need to return the funds as it seems like those funds can not be redirected. We haven't sent an email to donors yet. Wendy will get back with us next week after the ULA.

**Other business**

● **The Protected Area Management Solution (PAM): Shoreh**

- Shoreh created a charter document including a budget and sent it to NG/Esri.
- NG rep replied that they are working on an MOU between NG and Esri and once that's in place, they will contact us.
- We are also waiting on meeting with Esri's tech team who helped with setting up a new AGO platform to test drive the PAM app. The PAM AGO can be accessed [from here](#).
- Notes from the UC are [posted here](#).

● **[Mission Control spreadsheet](#): Holly**

- Everyone is encouraged to update the Internal Projects list so that your current hours are incorporated into your weekly tally.
- Created new hosted feature layers for current and completed HOT projects that pull data directly from Mission Control. Still have to set up their symbology and popups and then will replace the current layers with them. And since these are hosted layers rather than web layers, they can be used to build dashboards. Planning to attempt that soon.
- Began updating the SOPM to reflect changes to workflow, but there is a lot more to do.

● **Website updates: Holly**

- Derek has added an SSL Certificate to the VolDB server. Reports of problems submitting our online forms have dwindled. I did get one in the last week, but it could have been user error. I also sent emails to the vols who had trouble before, inviting them to try again and let me know if they were still unable to log in.
- 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.

Meeting adjourned at 1 p.m. EDT

**Next call:** Thursday, September 19, 2019 at noon EDT