

Thursday Sep 19, 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 [Aug Minutes](#)

- **Motion: German**
- **Second: Wincy**
- **The motion passes.**

Monthly Financial Report

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

- Total expenses in July 2019: \$3,442.07. YTD: \$16,634.76, since 2003: \$140,804.48. (GIS assistant: \$1,025.00, Brochures for UC: \$710.82, UC expense for Holly: \$306.25, UC expense for German and Curtis at \$1,900, Allen Ibaugh's contribution of \$500 for UC lunch is reflected as a negative expense rather than donation.
- Total [contributions](#) in July 2019: \$0.00. YTD: \$195.77 since 2003: \$234,023.61.
- Total balance as of end of July 2019: \$93,219.13.

Committee Updates

- **Advisory Committee**
 - **Marketing activities: Allen**
 - Not present; nothing to report
 - **Update to 'strategic plan': Dianne**
 - Not present; nothing to report
 - **Technical (Website/Vol database/GSuite): Carol**
 - Website forms and email issues seem to be back to normal.
 - File Structure modifications (Holly)
 - Added a Mission Closeout folder under Missions/Mission Management.
This contains two folders:
 - Feedback Forms
 - Partner Feedback
 - Volunteer Feedback
 - Archive (all the older versions of feedback forms, systems, documentation)
 - Letters and Certificates

- Letters
- Certificates
- Combined Certs and Letters

- Volunteer DB

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

- Activity since Aug 14:

	Last 30 days	Previous 30-day period
Applications Approved	1	0
Applications Rejected	0	0
Reports Posted on Website	1	0
Reports Now Due/Overdue	8	9

- Cumulative program totals:
 - Total Applicants: **51**
 - Approved Participants: **42**
 - Withdrawals: **4**
 - Rejections/Invalid applications: **9**
 - Reports submitted: **18**
 - Countries represented: **7**
- Finally got approval to publish Patrick Hall's report.
- Will be sending out another round of report reminders in the next week.
- In 2018 we received 31 applicants, but so far in 2019 we've only received 9.
- Tracking spreadsheet is here for anyone who would like more detail: <https://docs.google.com/spreadsheets/d/1fHDeh5DLyvefAON1FLv2RZ4E0J0mqv1Y7hZTF0zaVm8/edit?usp=sharing>
- Holly will send an email to Emily and copy Salim about promoting GSP on the Esri website, perhaps where people buy home use licenses.

- **Disaster Response Subcommittee: German**

- [Disaster Response SOPM](#) (In Progress)
- Meeting minutes
link: <https://docs.google.com/document/d/1oCIWu3MnFTnFQj4R1yzACAITyKlbHdRfFmJWQEHEMQA>
- Added some info on leading a NAPSG response as a Core Committee member. More work to do.
- Troy will update the DR SOPM for HOT procedures
- Shoreh spoke to the idea of adding DR-specific CC members who would manage DR projects only and then not manage other types of projects.
 - Would require change to P&P document
 - Could help alleviate risk of burnout
 - **Motion to update the policies and procedures to include the addition of Disaster Response-specific project managers: Shoreh**

- **Second: Troy**
- **The motion passes.**
- Shoreh will work with Dianne to update the policies and procedures
- Holly and German will draft an email to invite disaster response admins to join the CC in this capacity.

Communications: Holly

- Since last meeting:
 - 3 New Project posts ([275-Hurricane Dorian](#), 272-Apalachee RPC (draft posted, pending approval), [270-Happy Valley HOA](#))
 - 1 GSP posts ([Patrick Hall](#))
 - 0 Completed project posts
 - August Newsletter
- Upcoming publications:
 - Upcoming website reports:
 - New Project announcements:
 - 269-River Ridge Institute Mapping & Story Map
 - 250-One Shared Story
 - 276-Eyes on the Reef
 - Completed Project reports:
 - 265-WHO Kenya AFP Surveillance (to be emailed to me by Leslie)
 - 275-Hurricane Dorian
 - 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
Twitter	2,630	2,550	+3%	9	5
Instagram	287	258	+11%	3	4
Facebook Page	160	147	+9%	4	5
Facebook Group	638	632	+1%	11	9 (including 3 from Wendy and 1 from a member)
LinkedIn Page	212	187	+13%	4	4
LinkedIn Group	1,155	1,152	0%	7	5

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

1. **Eyes on the Reef (276): Troy**
 - Initial meeting with Arnaud Brival, Shoreh, Holly, German & Troy
 - Job description is almost complete, will be sending it out this week.
2. **NAPSG-Dorian (275): German** - Complete except for final web story.
 - 350 hours, 30 volunteers.
 - Added preparedness photos this time as well.
 - FEMA was very happy with the work.
3. **Apalachee Regional Planning Commission (272): German**
 - Project referred by Heather Milton
 - They are having kick-off call on Wednesday. Only one volunteer had any experience with assessments.
4. **NAPSG Admin Team (271): German**
 - 6 admins did a great job during Dorian.
 - A little lopsided on hourly contributions.
 - Will keep them engaged for future storms and/or testing of new apps..
5. **Happy Valley HOA (270): German**
 - Curtis has been working closely with Dale.
 - Refining final map product.
 - Dale had asked if he would agree to do other neighboring HOAs and Curtis agreed.
6. **River Ridge (269): Chris**
 - PA approved volunteer Olivia Hughes
 - They have been emailing to find a good time to have a phone call. Looks like next week is best for both.
 - Will post project announcement next.
7. **WHO-PNG (267): Shoreh/Wincy**
 - Project is on hold as Esri seem to be still working on their analysis. Emailed Ravi again on 8/26 to check on the status but have not heard back yet.
8. **Seeds of Hope (203): Troy**
 - Their intern left and no additional progress so far.
 - Volunteer (Mary) is willing to take over the project but is waiting to be granted access to the AGO platform.
 - Troy will follow up with Tim
9. **Serve Squad/Charity Coop (261): Shoreh**
 - Tene reported that the project is 80% done. She has asked Maggie to stay on a bit longer as there are a few bugs in the dashboard which is now in Tableau rather than Google map (fed from SmartSheet). Maggie said that she'll gladly stay on.
10. **WE CAN Foundation (264): Chris**
 - Tried to have a call with Kenneth on 9/18. He did not answer at the planned time.
 - Might be time to close this project as project assessment goals have been completed.
 - Email/call PA and volunteer and set a closing deadline. Needs assessment met.
11. **Mountain Rescue Association (256, 257, 258, 259, 263): Troy**
 - MRA 256 - User Support: Jessica Beres is set up and answering questions.
 - MRA 257 - Admin Dashboard (Erin Arkison): Almost complete except for a few minor changes
 - MRA 258 - Merge Historical Data (Alice Pence): Did not hear back from volunteer

- [MRA 259 - Data Collection, Sync, and Import](#) (Caroline Rose): Did not hear back from volunteer
- [MRA 263 - Data Analysis](#) (Jim Kyle): Jim is working hard to analyze the data but it is not in its final form yet.
- 12. **Texas Justice Initiative (260): German**
 - Emailed for update
- 13. **Food Aid (242): Shoreh**
 - Have asked for an update.
- 14. **HOT Active projects: Troy/German**
 - New active projects: Turkey Earthquake(274), Cyclone Lekima(273)
 - Bahamas projects were shared via social media, but were very short lived.
 - 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/>
- 15. **Tanzania Development Trust (218): Troy**
 - Constant activity here answering questions.
 - There are currently 3 high priority tasks (5741, 5652, and 5474)
- 16. **One Shared Story (250): Wincy**
 - Project launched
 - Bhanu Vedula was selected as the volunteer for the project
 - Wincy will be writing a short post on the website for the new project this upcoming weekend
- 17. **WHO-Kenya: Holly for Leslie**
 - Emailed Leslie on 9/14 to ask for an update and final details so I can update the web post and close out the project. She got back to me (while en route from the Philippines) and said she'd email me the story this week. She said to tell everyone hi!
- 18. **[Puerto Rico project/FEMA](#): Shoreh**
 - Total funds raised (as of 8/11) at: \$2,465.00 (\$2,432.77 deposited into our account).
 - We have exhausted all the options and are preparing to reimburse the donors. When I emailed Wendy, she said that she'll try one more time and then emailed the PR people. If we don't hear back from them in the next couple of weeks, they will start the process of returning the funds.

Other business

- **The Protected Area Management Solution (PAM): Shoreh**
 - Met with Esri (notes are [posted here](#)) and was informed that NG is no longer the point of contact for this project. GISCorps will be directly interfacing with Esri. Therefore created a [new Charter](#) based on the new information and shared it with the CC. The deadline for feedback is on Friday.
 - Click on the advanced option to prevent them from making a copy of the document.
 - The PAM AGO can be accessed [from 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.
 - Built new web map and dashboard for HOT projects that incorporates feature layers that are updated regularly from the Mission Control spreadsheet.

- Created new hosted feature layer that combines active and completed projects so that active projects can appear on the GISCorps Mission Statistics dashboard as well as completed ones. Incorporated those new layers into the dashboard with the exception of the two bar charts that show missions and hours per year. Those are tricky because of the way we have collected dates in the past. I'm working to update the date fields in the Mission Control spreadsheet so that I can get those two bar charts to include active and completed projects.
- Added a Disaster Response Volunteer Feedback form and two Partner Feedback forms (one for projects up to 5 volunteers and one for larger projects) to the Mission Control spreadsheet.
- Reworked AutoCrat so that one job creates and emails both the certificate and the GISP letter. Configured AutoCrat jobs for all four Volunteer feedback forms (standard, custom, HOT, and Disaster Response).
- Updated Instructions and Sheets & Scripts Explanation tabs to reflect changes.
- Continued updating the Mission Checklist and the SOPM to reflect changes to workflow, but there is a lot more to do. Created Read-Me files with instructions in the Partner Feedback and Volunteer Feedback folders, and added links to them in the SOPM.
- **Website updates: Holly**
 - All forms appear to be working correctly.
 - Tested and updated plugins, themes, and the WordPress software weekly (as needed).
 - Added new HOT dashboard to the HOT page, with a simple web mapping app for mobile devices.

Meeting adjourned at 12:53 p.m. EDT

Next call: Thursday, October 17, 2019 at noon EDT