Thursday Dec 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
2019/2020 Chair: Troy
2019/2020 Co-chair: Wincy

AGENDA

Members shown in bold are present:
- GISCorps CC: **Shoreh**, **Holly**, **German**, **Troy**, **Wincy**, Chris, **Konrad**
- Advisory Board: **Dianne**, **Allen**, **Carol**
- URISA: **Wendy**, **Bryan**
Regrets are not bolded.

Approval of [November Minutes](#)
- **Motion: Dianne**
- **Second: German**
- **The motion passes.**

Monthly Financial Report
End of October 2019 Financial Report: **Shoreh**
- Total expenses in October 2019: $1,588.67, YTD: $22,537.45, since 2003: $146,707.17 (GIS assistant: $1,525.00, Credit card fee: $63.67,Less Unpaid AR Bal: $50.00, deducted from total).
- Total [contributions](#) in October 2019: $2,906.00. YTD: $3,126.77 since 2003: $236,954.61.
- Total balance as of the end of October 2019: $90,197.44.

Proposed changes to Organizing Principles and Policies:

1. **First revision is to Section 6.2:** this revision is proposed to provide further flexibility in creating committees and assigning roles such as the one we are considering for members who will primarily participate in disaster response missions.

   Current Language:
   6.2. Activity Committees. The Core Committee may, at its discretion, create and direct Activity Committees to carry out work, such as volunteer coordination, partnership coordination, volunteer evaluation/selection, public information, and administration.

   Proposed Language:
   6.2 Activity Committees. Committees and roles may be defined and assigned within the Core Committee to distribute and carry out work in an efficient and equitable manner. Establishment of new roles and committees should be voted upon by a quorum of Core Committee members during the monthly meetings.

2. **Second revision is to Section 5.2:** this revision is proposed to enable the Core Committee to waive membership requirement for selected CC members.

   Current Language:

5.2. GISCorps Core Committee membership is open to any URISA member. The URISA membership requirement may be waived only by specific authorization of the URISA Board of Directors.

Proposed Language:
5.2. GISCorps Core Committee membership is open to any URISA member. The URISA membership requirement may be waived only by specific authorization of the Core Committee on a case by case basis.

Motion: Shoreh moved to include both proposed revisions detailed above to the Organizing Principles and Policies.
Second: Troy
Discussion: URISA requires URISA membership to sit on a committee, but GISCorps is a program of URISA, not a committee, so its requirements are different. Troy suggested we vote on the motion and send it to the URISA board of directors for their information. They might want to send it to the Core Docs committee for review. German mentioned that only 12% of our GISCorps members are also URISA members, so it makes Core Committee recruitment difficult if they have to be URISA members.
The motion passes.

Holly will make the changes to the document.

Committee Updates

- **Advisory Committee**
  - **Marketing activities**: **Allen**
    - Proposing the following timeline for digital marketing package implementation:
      - 1/8/20: Team will provide a web content draft for Urisa management review & revisions
      - 1/15/20: final revisions due to Team
      - 1/20/20: new sections posted and live on web site (Urisa web developer staff?)

    In the meantime, our team needs to be connected with whomever handles web updates for Urisa. If there is anyone on their staff who is also familiar with SEO (search engine optimization), that will also be very helpful. The team assume that all details listed in the original PPT are ok to use for initial drafts (sponsorship levels, benefits & section location). If different info is preferred, that will need to be provided ideally by 12/31/19 for inclusion on initial drafts.

  - **Update to strategic plan: Dianne**
    - Strategic plan for 2020-2025 forwarded to Kevin Mickey (Chair of Committee) by Dec 1. That is all that he required by December 1. I will work at updating the Kanban Board before the January meeting

  - **Technical (Website/Vol database/GSuite)**: **Carol**

- - - GSuite migration
    - We have been going back and forth trying to nail down a plan for the migration. Brett has used the 3 hours of URISA time for research, testing, and addressing our questions.
    - Holly and I would like to schedule a call with Brett tomorrow that will cover details concerning the coordination of the migration and any other options available to us that may need to be considered and presented to the CC. For this, we would require CC approval for $150 (hourly rate for Brett) to cover the call.
    - After the call, we hope to have enough final information to provide the CC with options available and a formal quote from Brett for his services for these options that can be reviewed by the CC before moving forward.

Motion: Shoreh moved to approve $150 to pay for a one-hour meeting with Brett Deppert, URISA's IT contractor.
Second: Troy
The motion passes.

- - - Volunteer DB replacement. Holly has been exploring two options: Esri Hub and a Wordpress plugin called Participants Database.
    - Hub - Shoreh, Wincy, German, and Holly met with Andrew Turner of Esri about implementing Hub to replace our Volunteer Database. Hub sounds like it will be promising once they add the "enriched profiles" functionality that would allow us to add custom fields to profiles. This functionality should be released sometime in Q1. Then we could query those profiles and email a subset of volunteers. Holly has set up an experimental Hub site and added all CC members as Core Team members. Hub also offers the possibility of being used to manage and share mission information and engage more with GISCorps volunteers and partners. Meeting notes are [here](). Still need to find out if there are limits to the number of emails that can be sent at once, and how they are sent, and whether we can import our existing volunteers and send them a link to complete their account.
    - Wordpress Plugin - Holly has also found a plugin that could be used to handle volunteer sign-ups and partner volunteer requests, storing the info in our Wordpress DB and enabling querying and emailing functionality. Emailing would be accomplished through our Gmail mail server and subject to our 500 recipients per user per day limits. A $30 mailchimp add-on to the plugin could extend that. Users can also update their own records, either through a link or by logging in with a password (the latter requiring a $10 add-on to the plugin).

- **GIS Service Pledge (GSP)**: **Holly**
  - Activity since **November 21**:

	Last 30 days	Previous 30-day period
Applications Approved	1	1

Applications Rejected	0	0
Reports Posted on Website	1	0
Reports Now Due/Overdue	9	10

- ○ Cumulative program totals:
  - ■ Total Applicants: **54**
  - ■ Approved Participants: **44**
  - ■ Withdrawals: **4**
  - ■ Rejections/Invalid applications: **10**
  - ■ Reports submitted: **19**
  - ■ Countries represented: **7**
- ○ Sent out another round of report reminders on December 12. Did not send additional reminders to participants who had already received 6 or more reminders.
- ○ 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**
  - ○ Disaster Response SOPM (In progress)
  - ○ NAPSG-GISCorps MOU: signed and finalized
  - ○ Meeting minutes link:https://docs.google.com/document/d/1oClWu3MnFTnFQj4R1yzACAlTyKLbHdRfFmJWQEHEMQA
  - ○ Holly updated the DR SOPM for HOT procedures
  - ○ DR-specific CC members who would manage DR projects only and then not manage other types of projects.
    - ■ Shoreh/Dianne/Holly updated the policies and procedures
    - ■ We have invited Erin Arkison to fill this CC position.
  - ○ Next national Disaster Simulation May 11-13. "Binary Blackout" Major east and west coast power outage. Could be space for us to contribute both before and during the event.

Communications: Holly
  - ○ Since last meeting:
    - ■ Q4 Newsletter went out on Giving Tuesday (December 3rd)
    - ■ No New Project posts
    - ■ 1 GSP post (Samuel Mwenda)
    - ■ 2 completed project posts
      - ● 272-Apalachee Regional Planning Commission
      - ● 203-Seeds of Hope (pending approval)
  - ○ Upcoming publications:
    - ■ Upcoming website reports:
      - ● New Project announcements:
        - ○ 276-Eyes on the Reef
      - ● Completed Project reports:

○ Social media outreach activity since **November 21**:

	Followers/Members			Posts	
	Current	**At last meeting**	**Change**	**Last 30 days**	**Previous 30-day period**
Twitter	2,732	2,698	+1%	9	8
Instagram	379	343	+11%	2	3
Facebook Page	210	198	+6%	3	5
Facebook Group	659	651	+1%	6	10
LinkedIn Page	308	290	+6%	3	3
LinkedIn Group	1,164	1,158	+1%	5	4

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

Missions **277** Launched Last update: a few seconds ago	Missions **19** In Progress Last update: a few seconds ago	Volunteer **2,086** Positions Filled Last update: a few seconds ago
Missions **228** Completed Last update: a few seconds ago		Hours **70,438** Volunteered Last update: a few seconds ago

1. **Eyes on the Reef (276): Troy**
   ○ Emailed volunteers and PA - haven't heard back yet.
   ○ Still waiting on initial web post until PA is ready.
2. **Apalachee Regional Planning Commission (272): German**
   ○ No response from Vol on feedback after 3 attempts. Finalized web story and closed out.
3. **NAPSG Admin Team (271): German**
   ○ Erin/Holly/German working on redesigning app using attachment viewer.
4. **River Ridge (269): Chris**
   ○ Volunteer and PA have established an outline for the story map and have been working on gathering data for the maps.
5. **Seeds of Hope (203): Troy**
   ○ Mary okayed a small write-up. Will edit and publish.
   ○ Not planning on any social media posts.
6. **WE CAN Foundation (264): Chris**

- WE CAN is applying for a Phase 11 Community Partners grant specifically Underrepresented Communities Grant for $125K.
- WE CAN ordered from ESRI "Online Multiparty Platform". I'm assuming this is AGO with multiple users. Waiting to hear back from PA.

7. **Mountain Rescue Association (256, 257, 258, 259, 263): Troy**
   - Paul reached out to everyone on Slack and they had a call to discuss progress this month. Seems to be going okay.
8. **Texas Justice Initiative (260)**: **German**
   - Supposed to wrap up soon.
9. **Food Aid (242): Shoreh**
   - Closing the first phase of the project. Sent an email to the PA and Jill, our volunteer and asked her to write a report.
10. **HOT Active projects: Troy/German**
    - New active projects: Typhoon Kammuri (278)
    - Other still active:
       - Cyclone Hagabis - Mostly validation (277)
       - Ebola (230)
       - Kerala Floods, India (241)
       - Cyclone Idai (262) -Mostly validation
       - TDT - highlight good beginner tasks on webpage
    - Closed:
       - Cyclone Lekima (273) - **CLOSED** - needs to be removed from Mission Control next month
       - Japan (238) - **CLOSED**
11. **Tanzania Development Trust (218)**: **Troy**
    - Constant activity here answering questions.
    - Emmor is starting to include the ai-assisted tasks in TDT.
12. **One Shared Story (250): Wincy**
    - https://fluvanna-history-oss.hub.arcgis.com/
    - ~60 people attended training sessions
    - Working on some final touch ups

Other business
- **Vote on New CC Member - Erin Arkison**

Motion: German moved to add Erin Arkison to the Core Committee as a Disaster Response specialist.
Second: Konrad
The motion passes

- **The Protected Area Management Solution (PAM): Shoreh**
   - NGS just sent an email informing us that they have approved the allocation of $50k to GISCorps. They asked to provide options on getting us the donation. The PAM AGO can be accessed from here and click here for the new Charter.
- **Mission Control spreadsheet: Holly**
   - Everyone is encouraged to update the Internal Projects list so that your current hours are incorporated into your weekly tally.
   - No changes

- **Documentation: Holly**
  - No new documentation

- **Website updates: Holly**
  - All forms appear to be working correctly.
  - Tested and updated plugins, themes, theme modifications (lesson learned after these were somehow restored to their defaults a few weeks ago), and the WordPress software weekly (as needed). Backed up website weekly.
  - Haven't heard whether URISA board has approved the privacy policy yet. Hoping for an update from Bryan on that today.
  - Added a plugin called Post SMTP that routes outgoing email through our Gmail server so that messages sent by the website (like confirmations after form submissions) have all the same authentication as mail sent directly from a GISCorps account.

Meeting adjourned at 9:57 a.m. EST

Next call: Thursday, January 16, 2020 at noon EST