Thursday Nov 21, 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
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 [October Minutes](#)
- **Motion:** Shoreh
- **Second:** Konrad
- **The motion passes.**

Welcome Bryan Townsend, the new URISA board liaison for GISCorps!
GIS Manager for York County, SC.

Monthly Financial Report
End of October 2019 Financial Report: **Shoreh**
- Total expenses in September 2019: $1,662.77, YTD: $20,948.78, since 2003: $145,118.50 (GIS assistant: $1,618.75, Credit card fee: $0.65,Fundraising expense: $43.37).
- Total [contributions](#) in September 2019: $25.00. YTD: $220.77 since 2003: $234,048.61.
- Total balance as of the end of September 2019: $88,930.11.
- GIS-Pro Silent Auction brought in $2,881.00.
- Should we add the names of all of those who donated to the PR project and include it in 2019 list?
  - Consensus is that yes, we should, and they should appear on the 2019 list.

Committee Updates

- **Advisory Committee**
  - **Marketing activities**: **Allen**
    - Continuing work on the creation of a digital investment package. These packages will represent gold, silver, bronze type scenarios for folks to sponsor GISCorps and we will highlight the benefits of doing so through testimonials, charitable contributions, etc.

  - **Update to 'strategic plan': Dianne**
    - Strategic plan for 2020-2025 posted to google drive
    - The document has been converted to a [GDoc](#).

- ■ Updates to the Kanban board are to be completed before Dec 1 so I would ask all CC members, Advisory Board members and Holly to review and post comments/additions/modifications by COB Wednesday Nov 27.

- ○ **Technical (Website/Vol database/GSuite)**: **Carol**
  - ■ The bad news - we are going to have to go with our original plan to migrate everything manually. Brett says that all automated options are unreliable and can cause more of a mess.
  The good news - Holly has done a lot of leg work to better prepare us for this task. She continues to be amazing.
  The scary news - we aren't exactly sure what will happen during this process other than email will be down for several days to a week as giscorps domain users are pulled into the new location under URISA's GSuite. We will make every effort to minimize downtime and loss of data (we will make backups of email and data to the best of our abilities).
    - ● We are still awaiting more details from Brett concerning the level of involvement he will have and what that may cost so that we can clear that with the CC before securing his services.
    - ● Carol will make herself available between Dec 21 and Jan 2 to work on this effort and hopefully complete the main migration during that time. There are still a lot of unknowns, too many, so getting volunteer or CC involvement (if needed) will have to come after the new year once we have a clearer understanding of what will need to happen after the main migration.
    - ● Based on the timing mentioned above, we will have one more monthly call before the migration to discuss the migration in more detail. If you wish to be more involved in the conversations and progress, please consider joining the gc-techadmins channel in Slack.
  - ■ Holly has been cleaning up the GISCorps G Drive so that all files are owned by accounts in the GISCorps.org domain. Probably 90% finished. I've been adding the original owner name and creation date to the file name in most cases so that that history is not lost.
  - ■ Volunteer DB - we are waiting to hear back from Andrew Turner about Hub training for Core Committee members. Hoping to get started on that in the next month. Shoreh will email Andrew for an update.

- ● **GIS Service Pledge (GSP)**: **Holly**
  - ○ Activity since **October 17**:

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

- ○ Cumulative program totals:
    - ■ Total Applicants: **53**
    - ■ Approved Participants: **43**
    - ■ Withdrawals: **4**
    - ■ Rejections/Invalid applications: **10**
    - ■ Reports submitted: **18**
    - ■ Countries represented: **7**
  - ○ Sent out another round of report reminders on November 15. 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: under review by NAPSG
  - ○ Meeting minutes link:https://docs.google.com/document/d/1oClWu3MnFTnFQj4R1yzACAlTyKLbHdRfFmJWQEHEMQA
  - ○ Holly updated 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:
    - ■ No New Project posts
    - ■ No GSP posts
    - ■ 3 Completed project posts
      - ● 270-Happy Valley Heights
      - ● 267-WHO PNG
      - ● 261-Serve Squad
  - ○ Upcoming publications:
    - ■ November newsletter
    - ■ Upcoming website reports:
      - ● New Project announcements:
        - ○ 276-Eyes on the Reef
      - ● Completed Project reports:
        - ○ Apalachee - coming soon

- ○ [GISDay map](#) - We promoted this prototype of the NAPSG 2020 Hurricanes Crowdsourced Photos configuration on social media. The new solution combinesSurvey123 & the Attachment Viewer configurable app.
- ○ Social media outreach activity since **October 17**:

	Followers/Members			**Posts**	
	Current	**At last meeting**	**Change**	**Last 30 days**	**Previous 30-day period**
Twitter	2,698	2,658	+2%	8	6
Instagram	343	319	+8%	3	4
Facebook Page	198	187	+6%	5	4
Facebook Group	651	648	+1%	10	7
LinkedIn Page	290	246	+18%	3	4
LinkedIn Group	1,158	1,156	0%	4	5

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

1. **Eyes on the Reef (276): Troy**
   - ○ Two volunteers Elvia Willyono and Jose Sánchez Díaz were chosen and have started working. Initial feedback is positive.
   - ○ Waiting on initial web post until PA is ready.
2. **Apalachee Regional Planning Commission (272): German**
   - ○ They did not receive the grant they hoped for so haven't been able to spend much time on the project. Vol was helpful giving them ideas on how to move forward.
   - ○ Will closeout project in the coming days.
3. **NAPSG Admin Team (271): German**
   - ○ Erin A./Holly/German working on redesigning app using attachment viewer.
4. **Happy Valley HOA (270): German**
   - ○ **Complete**
5. **River Ridge (269): Chris**
   - ○ Haven't seen any activity in the last month.
   - ○ Gary is traveling. Back in December expecting to get things going.
6. **WHO-PNG (267): Shoreh/Wincy**
   - ○ All volunteers filled out the feedback form; certificates and letters sent; Mission Control spreadsheet updated.
   - ○ Sent Ravi a follow up email for PA feedback form Nov 16
   - ○ Project report posted on GISCorps website
7. **Seeds of Hope (203): Troy**
   - ○ No response from proposed write up or volunteer feedback.
   - ○ Will resend.

8. **WE CAN Foundation (264): Chris**
   ○ WE CAN is pleased we are keeping the project live. Volunteer John is willing to stay on board and help them.
   ○ Volunteer Alice should be removed from project as she can't be contacted.
9. **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.
10. **Texas Justice Initiative (260)**: **German**
    ○ Supposed to wrap up soon.
11. **Food Aid (242): Shoreh**
    ○ Chris Dobell, the person who was working with the PA has not worked on the weather model and is done with his community service hours, so will be off the project.
    ○ George (the PA) is working with OneSoil to see if he can use the technology they developed to identify edible bean fields. Here is the link to the interactive map. George would like to get shapefiles from the system, but does not know how accurate the data would be or at what cost (if any). Also would need corresponding yield information about each field in order to do yield estimates as in the project scope.
    ○ I asked George to close the project if he doesn't have any other tasks for Jill. Jill just responded and said that she thinks it can be closed. I asked George to confirm so I can send them the feedback form and also ask for a report.
12. **HOT Active projects: Troy/German**
    ○ New active projects: none
    ○ Troy/Holly/German validated for 2 mapathons during GIS week.
    ○ Other still active:
        ○ Cyclone Hagabis - Mostly validation
        ○ Cyclone Lekima (273) - Mostly validation
        ○ Japan (238)
        ○ Kerala Floods, India (241),
        ○ Cyclone Idai (262) -Mostly validation
        ○ TDT - highlight good beginner tasks on webpage
13. **Tanzania Development Trust (218)**: **Troy**
    ○ Constant activity here answering questions.
14. **One Shared Story (250): Wincy**
    ○ https://fluvanna-history-oss.hub.arcgis.com/
    ○ Continuous communication with ESRI & Robin has been participating in ESRI's usability testing
    ○ Robin trained volunteers for HUB and they have digitized ~1500 points on a historic map
    ○ Robin met with 60 general public to begin field surveys for historic cemeteries
    ○ Hope to complete by Christmas
15. **Puerto Rico project/FEMA: Shoreh**
    ○ Total funds raised (as of 11/17) at: $2,465.00 ($2,432.77 deposited into our account).
    ○ Dick Kotapish sent an email to all 34 donors and all but one chose to donate to GISCorps in place of the PR project. The total redirected amount is at $1,965.
    ○ Asked Dick to submit his feedback so we can send him a cert and GISP letter for his time and efforts.

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

- ○ Shared the [new Charter](#) with Esri, and since we had not heard back from Esri, we emailed David. On 11/11, he said "Our MOU is still in the works. However NGS remains committed to funding GISCorps. He also said: "PAM is rolling out smoothly with some really compelling success stories already. NGS is conducting Storytelling / Story Map training which is detailed under the MOU but they are moving forward already. They had the first of 4 events training 25 park / conservancy comms staff from Kenya and Tanzania last month."
    - ■ 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.
  - ○ Found lots of discrepancies between the total project hours on the Completed Missions sheet and the sum of the volunteer hours for each project on the Deployed Volunteers sheet, mainly for missions with multiple volunteers. In many cases I think this was because additional hours were reported after the mission had been moved to the Completed Missions sheet, and those hours were added to the Deployed Volunteers sheet but the hours weren't updated on the Completed Missions sheet.

    This discrepancy meant that total hours on our [Mission Statistics dashboard](#) (which calculates total hours from the Completed Missions sheet) did not match the total hours on the Project Stats tab of the Mission Control spreadsheet (which calculates total hours from the Deployed Volunteers sheet).

    To remedy this, I replaced the hours value for each mission on the Completed Missions sheet with a formula that sums the hours reported for that mission on the Deployed Volunteers sheet (with exceptions made for a few missions that have multiple locations and thus multiple records on the Completed Missions sheet). In most cases, this caused the total hours on the Completed Missions sheet to stay the same or increase.

    I backed up the spreadsheet before I made this change, so if anyone notices a problem with pulling hours from the Deployed Volunteers sheet for a particular mission, the original mission hours are still available in the backup.
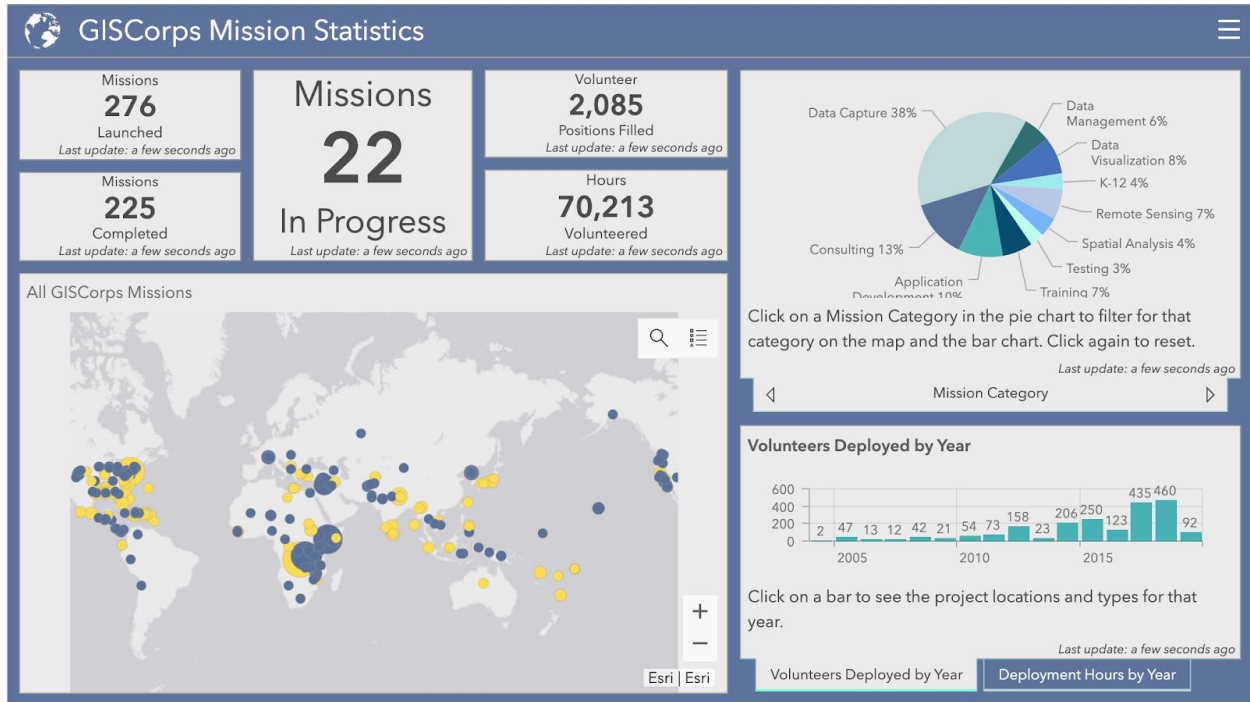
- **Documentation: Holly**
  - I finished updating the Mission Checklist and the Mission Management SOPM, as well as most of the documents it links to, to reflect current workflows and organizational structure. Feedback is welcome!
  - Created Volunteer Social Media Sharing Form and Partner Publicity Form to obtain consent and social media account information so we can tag vols and partners in social media posts.
  - All documents are cataloged in the Reference Document Directory with status and update dates. Documents that I've updated but that still need to be reviewed by a second pair of eyes are shown in light blue. Documents I'm still working on are yellow, and documents that are outdated and need to be updated are pink. White documents are current and reviewed.

Name	Last update	Updated and Reviewed	Updated and Ready for Review	Draft/ Update In Progress	Needs to be updated	Deprecated	Link	Topic	Type
_Individual_Onboarding_Template	8/15/2019	☐	☑	☐	☐	☐	https://drive.google.com/open?id=180kt	Administration	Checklist
Onboarding and Offboarding	8/16/2019	☐	☑	☐	☐	☐	https://drive.google.com/open?id=1MpY	Administration	Checklist
Onboarding/Offboarding SOPM	7/30/2019	☐	☑	☐	☐	☐	https://drive.google.com/open?id=1mcv	Administration	SOPM
GISCorps AGO SOP	8/30/2018	☐	☐	☐	☑	☐	https://docs.google.com/document/d/1b	AGO	SOPM
README - Publishing and Updating Data from a Google Shee	11/2/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/1D	AGO	ReadMe File
Vol map update	1/17/2019	☐	☐	☐	☐	☐	https://docs.google.com/open?id=1wkyj	AGO	Help Doc
Google Admin Summary	9/19/2019	☐	☐	☐	☐	☐	https://docs.google.com/spreadsheets/u	G Suite	List
GIS Service Pledge SOP	9/23/2019	☐	☑	☐	☐	☐	https://drive.google.com/open?id=1Y9Y	GSP Program	SOPM
1 - Mission Checklist	10/26/2019	☑	☐	☐	☐	☐	https://docs.google.com/document/d/18	Missions - all phases	List
Mission Control Spreadsheet	10/1/2019	☑	☐	☐	☐	☐	https://docs.google.com/spreadsheets/d	Missions - all phases	Spreadsheet
Mission Management SOPM	11/2/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/1a	Missions - all phases	SOPM
Disaster Response SOPM	8/26/2019	☐	☐	☑	☐	☐	https://drive.google.com/open?id=1KFE	Missions - Disaster Response	SOPM
SOPM - Standard HOT Project Management	11/1/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/1N	Missions - HOT	SOPM
SOPM - Managed HOT Crowdsourcing Missions	11/1/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/17	Missions - HOT	SOPM
1a - Email to CC When PA App Submitted		☑	☐	☐	☐	☐	https://drive.google.com/open?id=0B20	Missions - Phase 1 - Planning	Template
1b - Mission Evaluation and Planning Guidelines	10/26/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/1z	Missions - Phase 1 - Planning	Help Doc
1c - Mission Acceptance Letter	10/30/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/1t	Missions - Phase 1 - Planning	Template
1d - Mission Rejection Letter	10/3/2019	☐	☑	☐	☐	☐	https://docs.google.com/document/d/16	Missions - Phase 1 - Planning	Template

- **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.
  - URISA legal counsel approved our GDPR-compliant privacy policy and it has been added to the website [here](#). I also added a link to the cookie consent widget and the footer menu that appears at the bottom of every page.
    - Note that the URISA board has not yet voted to approve this privacy policy. They did not have time in their November meeting, so Wendy said they will vote on it as a formality in their December meeting. I felt it was important to come into compliance with GDPR as soon as possible though, so since the legal team approved it I posted it without URISA board approval. Should they not vote to approve it, I will remove it.

Meeting adjourned at 9:49 p.m. EST

Next call: Thursday, December 19, 2019 at noon EST