

Thursday October 21, 2021 at 12:00 EDT

Call information: +1 508-469-9087 PIN: 163 903 993# or join via Chrome or Firefox at

[meet.google.com/okf-bvsb-wpi](https://meet.google.com/okf-bvsb-wpi)

2020/2021 Chair: Konrad

2020/2021 Co-chair: Kelly

## AGENDA

Members shown in bold are present:

- **GISCorps CC: Shoreh, Wincy, Konrad, Erin, Nadine, Kelly, Katie, Kenny**
- **Advisory Board: Dianne, Allen, Carol, German**
- **URISA: Wendy, Steve**
- **Emeritus CC: Troy**

Regrets are not bolded.

Approval of [September Minutes](#)

- **Motion: Wincy moved to approve the September minutes.**
- **Second: Troy seconded the motion.**
- **Vote: Motion passes**

## Monthly Financial Report

**End of August 2021 Financial Report: Shoreh**

- Total expenses in August 2021: \$2,404.00, YTD: \$19,550.93, since 2003: \$200,962.33.  
(Program Coordinator: \$2,335.70 (\$210.70 payroll tax & \$2,125.00 salary), MailChimp: \$67.14, Paypal fee: \$1.16).
- Total [contributions](#) in August 2021: \$50.00. YTD: \$90,877.00 since 2003: \$387,096.27 (Brent Walker: \$50).
- Total balance as of the end of August 2021: \$186,133.94.

## **Recommendation: Add Holly Torpey to the Advisory Board**

Holly has stepped down from her role as Program Coordinator, but would like to continue to serve GISCorps by joining the Advisory Board. Adding Holly to the Advisory Board would allow her to maintain her access to our systems, support the CC on disaster response projects, and assist her replacement during the onboarding process.

- **Motion: Shoreh moved to add Holly Torpey to the Advisory Board.**
- **Second: Kenneth seconded the motion.**
- **Vote: Motion passes**

## **Not To Exceed Amount gift for Holly Torpey's departure**

Shoreh proposes a \$250 gift for Holly's service in terms of a limit to the maximum price for her gift.

- **Motion: Shoreh**
- **Second: Nadine**
- **Vote: Motion passes**

### **Recommendation: Update the Organizing Principles and Policies**

The Commentary below Section 5 of the [OPP](#) should be updated to reflect the fact that Core Committee members are not required to be URISA members. To do this, we should replace "requires" with "recommends" to reflect the new content in Section 5.2.

Current Commentary: Commentary: This section requires that GISCorps leadership come from within URISA's membership, but otherwise opens GISCorps membership and participation to all.

Suggested Revision: Commentary: This section recommends that GISCorps leadership come from within URISA's membership, but otherwise opens GISCorps membership and participation to all.

- **Motion: Shoreh moved to replace “requires” with “recommends” in the Section 5 Commentary of the Organizing Principles and Policies.**
- **Second: Nadine seconded the motion.**
- **Vote: Motion passes**

### **Hiring a new Program Coordinator**

- Advertised the position in LinkedIn and Idealist.
- Received 59 applications, shortlisted 3 applicants and interviewed them.
- Offered the position to Megan Sehr and she accepted the offer.
- Onboarding by Holly, start date: Saturday, Oct 30, 2021

### **Committee Updates**

- **Advisory Committee**
  - **Marketing activities: Allen**
    - Potential Donors list for letters we are working on contact information for, but will be a more difficult challenge. Team of Volunteers has been established and started outreach. We are meeting back in 3 to 4 weeks to see what we have - over 100+ to outreach to.
      - *Minor success here as most of us have been getting the runaround or pushed to an HR Department that does not want to deal with us. We would like to continue to try for a couple more weeks and then report back.*
    - Proposal for GISCORPS Volunteers: URISA benefits:
      - Holly created [one page write-up](#)
      - Vote should be added to next meeting agenda

- **Update to strategic plan: Dianne**
  - Submitted the report to Dianne ahead of GIS-Pro.
  - Do not believe anyone from GISCorps CC attended the Committee Coordination meeting at GIS-Pro, so I have nothing new to report.
  
- **Technical Updates - Program Coordinator** (updated by Holly)
  - **Google Workspace (AKA GSuite)**
    - Removed info and notification redirect users and replaced them with a new Info group with the same email address ([info@giscorps.org](mailto:info@giscorps.org))
    - Added mailchimp-notifications group, added the CC group to this group, and added its email to MailChimp to receive notifications when new vol request surveys are submitted.
    - Enabled account delegation and delegated the Recruit account to all CC members so that they can view the Recruit inbox from their personal accounts without having to log in as Recruit.
    - Enabled Chrome syncing for users
    - Enabled additional calendar sharing permissions for users
    - Added Managed bookmarks folder that is visible if you log into Chrome with your GISCorps account
    - Moved German and Holly to the Advisory Board group.
    - Added Advisory Board and URISA Contacts groups to Monthly Meeting calendar invite.
    - Created new [Google Workspace Administration SOPM](#).
  - **[Mission Control spreadsheet](#) and [Core Committee Internal Site](#)**
    - Added instructions for backing up the spreadsheet and making required annual updates (adding new year rows here and there) on the instructions tab.
    - Please check your weekly hours estimates for projects on the Active Missions sheet and adjust if necessary.
    - Also please check the internal projects sheet occasionally to make sure it accurately reflects the time you spend on internal GISCorps projects.
  - **Mailchimp**
    - Updated the MailChimp notification email to [mailchimp-notifications@giscorps.org@giscorps.org](mailto:mailchimp-notifications@giscorps.org@giscorps.org), a group that includes all Core Committee members. Formerly, all MailChimp notifications went only to Holly via the [admin@giscorps.org](mailto:admin@giscorps.org) alias, but during the transition to a new Program Coordinator, it seemed wise to have them go to the whole CC. Once a new Program Coordinator is trained, the CC may want to consider reverting to the previous system of only notifying [admin@giscorps.org](mailto:admin@giscorps.org).
    - The Volunteer Request Questionnaire now sends notifications for each response received. Formerly, these notifications were in the form of a daily digest that went to Holly the day after a request was received. Now they will go to all CC members as soon as a request is received.
  - **[Website](#)**
    - Backed up site and updated software plugins & theme as needed

- Met with URISA folks and gave them a demo of Square. Hoping they will get it set up soon. I let them know I'll be able to help with set up if needed.
  - **Password Vault**
    - Shoreh suggested [KeepPass](#) password safe, a free option.
    - Passwords that should be stored there include the MailChimp passwords, Recruit account password, GSP account password, Twitter, Instagram, and passwords for Register.com and A2 Hosting.

- **GIS Service Pledge (GSP): Program Coordinator** (updated by Holly)

- Activity since **Sep 16**:

	Last 4 weeks	Previous 4-week period
<b>Applications Received</b>	0	1
<b>Applications Approved</b>	0	1
<b>Applications Rejected</b>	0	0
<b>Reports Posted on Website</b>	0	0
<b>Reports Now Due/Overdue</b>	25	25

- Cumulative program totals:
  - Total Applicants: **73**
  - In progress: **0**
  - Approved Participants: **55**
  - Withdrawals: **5**
  - Rejections/Invalid/pending applications: **20**
  - Reports submitted: **26 (but had to take one down)**
  - Countries represented: **10**
- Tracking spreadsheet is here for anyone who would like more detail: <https://docs.google.com/spreadsheets/d/1fHDeh5DLyvefAON1FLv2RZ4E0J0mqv1Y7hZTFQzaVm8/edit?usp=sharing>
- **Looking for a volunteer to take responsibility for this task.**

- **Disaster Response Subcommittee: German/Erin**

- [Disaster Response SOPM](#) (In progress)
- Historic hours by incident: <https://napsg.maps.arcgis.com/apps/opsdashboard/index.html#/5026b8f9fb8148b995f7104ea812c4fc>
- Current plan to activate only for major Type 1 incidents unless funding materializes
- [NAPSG Monthly Meeting Notes](#)

October Update:

- No activations

**Communications: Program Coordinator (updated by Holly)**

- Since last meeting:
  - New Project announcements
    - [332 - National Cleanup Day](#) (Kelly)
  - Completed Project reports
    - [282 - Covid-19 Testing and Vaccination Sites Mapping](#) (Holly)
    - [285 - Warehouses4Good](#) (Troy)
  - Other
  
- Upcoming publications:
  - Upcoming website reports:
    - New Project announcements:
      - 337 - Trevor's Trek Phase 2 (Kelly/Wincy)
      - 339 - Westerly Land Trust (Konrad)
      - 340 - Surfrider Foundation (Kenny/Nadine)
    - Completed Project reports:
      - 315 - Mission Blue (Kelly/Nadine)
      - 323 - Trevor's Trek Phase I (Kelly/Wincy)
      - 331 - BC Marine Trails (Wincy)
      - 330 - In America: Remember (Shoreh)
      - 316 - COVID Vaccination Stories (Shoreh)
      - 283 - COVID Lost Love Ones (Shoreh/Konrad)
    - Other
  
- Social media outreach activity since **Sep 16**:

	Followers/Members			Original Posts	
	Current	At last meeting	Change	Last 4 weeks	Previous 4-week period
<a href="#">Twitter</a>	3,643	3,615	+1%	8	5
<a href="#">Instagram</a>	1,041	1,046	-1%	2	2
<a href="#">Facebook Page</a>	664	655	+1%	4	1
<a href="#">Facebook Group</a>	850	847	+0%	2	3
<a href="#">LinkedIn Page</a>	1,557	1,488	+5%	2	2
<a href="#">LinkedIn Group</a>	1,298	1,296	+0%	22	7

Missions <b>309</b> Launched	Missions <b>31</b> In Progress	Volunteer <b>2,874</b> Positions Filled
Missions <b>274</b> Completed		Hours <b>88,629</b> Volunteered

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

1. **340 - Surfrider Foundation - Kenny/Nadine**
  - Kick off meeting launched the project on 18-Oct-2021.
  - Kenny and Nadine will get web post up this weekend.
2. **339 - Westerly Land Trust - Konrad**
  - Project evaluation occurred Oct. 12.
  - Recruitment email sent.
  - Coordinating with PA and Esri's nonprofit group for help in getting needed licenses.
3. **338 - Our Histories - Kenny/Nadine**
  - Project evaluation occurred on October 6th, 2021.
  - During Surfrider Foundation interviews identified the volunteer who could be best fit for this project.
  - Working on a follow-up meeting to review data and conduct the mission launch kick off.
4. **337 - Trevor's Trek Foundation (Phase II) - Kelly/Wincy**
  - Phase 2 is focusing primarily on optimizing existing survey
5. **333 - Crisis Communications Catalog - German - on hold**
  - [Experience Builder Platform](#)
  - Still in the planning phase. NAPSG finalizing development and QA/QC workflows.
  - GISCorps will provide QA/QC vols.
  - On hold until activity increases enough to warrant volunteers
6. **332 - National Cleanup Day - Kelly**
  - Ready for beta on one website/brand (Trashtag) by next Wednesday and will test for 2-3 weeks
7. **331 - [BC Marine Trails](#) - Wincy**
  - Closeout in progress - waiting for project report
8. **330 - [In America: Remember](#) - Shoreh**
  - The project was wrapped up on 10/1. Sent feedback form to volunteers and the PA.
  - I will work on the web report next.
  - The PA offered to send a "Thank You" item to volunteers. Will collect and send her mailing addresses.
9. **329 - [Direct Relief Global Midwives Hub](#) - Troy**
  - Direct relief just got permission to use the WHO data
  - They will be testing the automation scripts and contacting Dymaptic if there are any issues.

10. **327 - [Mountain Province QGIS Training](#) - Wincy/Kelly**
  - Currently obtaining data from other agencies, digitizing, and cadastral mapping
11. **325 - [The Protected Area Management Solution \(PAM\) Partnership](#) - SAWC Mentorship - Shoreh**
  - Asked Shawn and Paul for an update.
  - Here's a copy of the [executed funding agreement](#).
  - The latest version of the Charter is [posted here](#).
  - The PAM AGO can be accessed [from here](#).
12. **324 - [Kisatchie-Delta RPDD](#) - Troy**
  - Needs assessment is in progress but there is a lot of support work that needs to be done.
  - This project may need another volunteer that can do some basic GIS work for KD
13. **323 - [Trevor's Trek Foundation](#) - Kelly/Wincy**
  - We will wrap up Phase 1 (website post, certificate, etc. next Monday)
14. **322 - [Climate Cost Project](#) - Nadine**
  - Nadine met with Sieren and Mike to go over review comments, which involved some map edits, so they may take 2-4 weeks to complete the project.
15. **321 - [SOS Meals on Wheels](#) - Konrad**
  - No updates since last month. The volunteer has completed the move to Phoenix and is still getting her home life resettled.
16. **[318-NAPSG 2021 FireMappers](#) - German**
  - [Experience Builder](#)
  - GISCorps will end its involvement in December. Handful of volunteers want to stay on in unofficial capacity. Will leave willing vols [in Slack with active AGO accounts](#) (4-5 AGO accounts)
  - Will delete Google Group and MailChimp list, consolidate Slack channels
17. **[317-2021 Photomappers Admin Team](#) - Erin**
  - Standing team on call for crowdsource project.
  - No October activations.
18. **[316-COVID Vaccination Stories](#) - Shoreh**
  - No activities this month (still at 279), Will close the project. Asked the volunteers to send feedback. Will finalize the report as well.
  - One of our vols (Songmei) built a [Dashboard](#) for the project and Holly included it in the [Covid Hub site](#).
  - Link to the public [vaccinations](#) site.
19. **[315-Mission Blue](#) - Nadine/Kelly**
  - Waiting on final report from volunteer.
  - Have not heard back from either PA or volunteer regarding closing.
20. **[276/314-The SEA People Hub](#) - Troy**
  - Project is going well. There was a hiatus as Arnaud was back in France for a bit. During that time they held their annual meeting. They are back in Raja Ampat again and gearing up for field/GIS work.
21. **[307-ESJ](#) - Konrad**
  - Hub site partially live: <https://urisa-pro-equity-anti-racism-hub-urisa.hub.arcgis.com/>
    - Not all pages public yet
    - Still working on the mobile version of the site and updated content
  - Talks concerning governing documents have begun to prepare for handover
  - Caitlyn McNabb working with the volunteer regarding technical training for maintaining the hub site.

- PEAR Committee wants to submit a request for another project following this one.
- 22. **303-Growing the Table - Wincy/Nadine**
  - Continue to work with farmers and add data to the GIS database.
  - Work presented to CA Dept of Food & Agriculture and CA Farm to School Working Group
  - Anticipating running current and new pilots until June 2022 - Volunteer willing to provide support and continue working with the PA.
- 23. **297 Global MapAid Ethiopia - Troy**
  - Same as previous month. Project seems to be going well but Jay may not be available for a period of time.
- 24. **285 - Warehouses4Good: Troy**
  - This project is closed.
- 25. **283 - COVID-19 Lost Loved Ones and Stories of Recovery - Shoreh/Konrad**
  - Now that In America - Remember project is closed, we can close this project as well. Asked the volunteers to send feedback. Will finalize the report as well.
  - 4 submissions for the recovery stories (no change).
- 26. **282 - COVID-19 Testing Sites - Holly**
  - Project was closed out on October 16th after 18 months due to declining usage and participation.
  - Notified volunteers, partners (including states of CA and TX). Updated Hub site, layers, apps.
  - Over 43,000 testing sites and 37,500 vaccination sites mapped
  - Certs and letters sent, though more feedback forms could still come in
  - Hub site:  
<https://covid-19-giscorps.hub.arcgis.com/pages/contribute-covid-19-testing-sites-data>
- 27. **256, 257, 258, 259, 263 - Mountain Rescue Association: Erin**
  - Still working to get the new layers up in the Dashboards.
  - Archive data compilation is close to being complete.
  - Customer service part is in progress.
  - The survey is finished for 2021 and the layers have been completed. Need to double check that Caroline has made the necessary changes for the CalOES survey.
  - Spoke with Paul and Monty about closing projects and reapplying for those that need to be continued on.
  - Paul also spoke about the possibility of training up MRA members to do some of the basic GIS tasks like updating things and the customer service part.
- 28. **218 and 291 - Tanzania Development Trust: Troy**
  - Slow lately due to probably being dropped from the UN's volunteer opportunities website.
  - Need to contact some volunteers to see if they want to continue.

#### **Other business**

- **Meeting with Esri Humanitarian Team**
  - Meeting will be scheduled for week of Oct 25.
- **Body of Knowledge (BoK): Shoreh/German**
  - Accepted; still awaiting publication.
- **Documentation: Program Coordinator (updated by Holly)**
  - Kenny created new [README - Chrome Browsers](#) help doc
  - Incorporated Kelly's step-by-step guide to creating new project posts on Wordpress into the Website SOPM
  - Created new [Google Workspace Administration SOPM](#)



- Created new [Slack tutorial video](#) (more to come [here](#))
- Made updates (many of them minor) to these docs:
  - SOPM - Onboarding/Offboarding
  - Individual Core Committee Onboarding Template
  - Onboarding and Offboarding Tracking Sheet
  - Core Committee Training Items
  - Mission Management SOPM
  - 1 - Mission Checklist
  - README - Volunteer Feedback
  - README - Letters and Certificates
  - SOPM - Website
  - How to add GISCorps staff/volunteers to the website
  - SOPM - MailChimp
- Reference Document Directory
- **URISA update - Steve Steinberg, 2021-2022 URISA Board Liaison**
  - Staying on as board liaison
  - Will be sharing one pager with board
- **URISA update - Wendy**
  - \$2000 in donations collected at conference
  - Next conference in Boise, ID
  - Upcoming GIS leadership academies (next one in two weeks in FL, then in Minneapolis)

Meeting adjourned at 12:53 p.m. EDT

**Next call:** Thursday, November 18, 2021 at noon EDT