

# WAURISA

## WASHINGTON STATE CHAPTER OF THE URBAN & REGIONAL INFORMATION SYSTEMS ASSOCIATION

### Board of Directors' Meeting Meeting Minutes

**Date of Meeting:** August 14, 2007

**Meeting Venue:** King County GIS Center and Via Conference Call (Courtesy ESRI)

**Recorded by:** Greg Babinski, August 16, 2007

#### **Attendees:**

##### Board Members:

- Angela Johnson, President
- Dean Tatham, Vice President
- Steve Schunzel, Treasurer
- Rick Lortz, Past President
- Don Burdick
- Lurleen Smith
- Donna Wendt
- Greg Babinski, Secretary

##### Volunteers:

- Marty Balikov
- Matt Stull
- Bob Wendt

##### Sent Regrets:

- Amanda Taub
- Jitka Kotelenska

#### **Agenda Items:**

##### **1. Introductions**

The meeting commenced at approximately 12:05 pm. Angela Johnson called the meeting to order and roll call was taken, as reflected in the list of attendees, above. A quorum was present.

##### **2. Acceptance of Minutes from Previous Meeting**

Angela asked if there were any changes or corrections to the draft minutes of the July 10, 2007 Board meeting as posted by Greg on the Chapter Bulletin Board. Greg asked if anyone could identify the unknown volunteer from CH2M Hill who participated in the last meeting.

Don moved that the July minutes be approved as written; Rick seconded. All members present approved the minutes as written.

##### **3. Treasurer's Report:**

Steve Schunzel reviewed the July Financial report as posted on the Bulletin Board. He pointed out that two (2) \$5,000 CD's have been purchased from B of A, one for the new scholarship fund and one as the beginning of our Conference Reserve fund. These new 8-month CD's will mature in March 2008, and renew automatically. There were no questions related to the Treasurer's report.

##### **a. Changes to Signature Authority**

Steve stated that after the Board meeting, Angela Johnson and Greg Babinski would be added to the signature card at B of A, as authorized signers for our checking and savings accounts. (Note: Rick Lortz and Jaime Crawford were also subsequently removed as authorized signers.)

**b. Tax Status Change**

Steve reported that he continues to work on paperwork necessary for our IRS change from 501(c)(6) status to 501(c)(3). Steve will discuss this process with other chapters at the URISA conference in Washington, D.C., later this month.

**4. Committee Reports:**

**a. Education (Lead: Don Burdick)**

Don reported that the Committee is moving forward with planning for a URISA certified Maintenance Management workshop. Details for the planned workshop include:

- Date: Tuesday, October 9, 2007
- Venue: Holiday Garden Inn Hotel, Issaquah.
- The Instructor has been confirmed for the workshop.

Discussion items included:

- Is it OK to sign the URISA license agreement? The consensus of the Board was that this is OK without formal Board approval, because the workshop plan has been approved.
- Don is working with the Northern Rockies chapter to possibly offer a second workshop with the same instructor a day or two after the Issaquah workshop. However, Northern Rockies Chapter has not yet decided to go ahead with this plan for a joint workshop. The consensus of the Board was that we should not hold up our planning while Northern Rockies decides, but that we would still be supportive of a joint workshop.
- There was discussion related to a possible survey-monkey questionnaire proposed to be sent to our mailing list to solicit input on workshop topics, venue, and cost. The idea was to use this survey to gauge how much potential attendees would want to pay for a workshop. Don hoped to get this survey out, completed by members, analyzed, and discussed before the end of the month, before deciding on workshop cost and starting our marketing for the October workshop. The Board discussed this proposed survey and the consensus was to wait till after the October workshop, and use it as a future workshop planning tool.
- The workshop cost was discussed. Don indicated that the range of possible costs are \$100 to \$120. Someone asked why the cost was higher than the Developers Workshop. Don explained that costs for this workshop, which we didn't have for the previous workshop, include the Instructors travel costs, workbook reproduction, the hotel venue, and food. In addition, future workshops may also include URISA workshop license fees (this class license will be free to Waurisa). Don indicated that we would likely break even on this work shop at a \$100 (member) fee with about 40 attendees. Don asked the Board for direction on the workshop price. Rick moved that the member price for this workshop be set at \$100; Greg seconded. All present voted to approve the \$100 member price.

Don agreed to proceed with planning for the October workshop with a member cost of \$100. Don will work with Matt, Heather, and Steve to get Thriva set up to allow registration to open and marketing to begin on our website, bulletin board, and via email announcement.

Don will also work in parallel with Northern Rockies regarding the possible joint follow-on workshop in Spokane.

**b. Conference (Lead: TBD)**

Angela reported that she is soliciting volunteers to be 2008 Conference Lead. She is also talking to the Seattle Convention Bureau about possible venues for 2008.

**c. Membership (Amanda Taub)**

Amanda was absent.

**d. Technology (Lead: Matt Stull)**

Matt reported that he has completed some updates to the website, including listing new Board members and volunteers. The current sponsor list needs to be revised as well. Matt has a website plan that he will review for status and updating.

Steve said that he would get the Thriva link to Matt once the workshop registration is ready.

Angela indicated that she will be talking to Thriva regarding renegotiating our contract.

**e. Finance/Scholarship (Lead: Steve Schunzel)**

Steve mentioned that he has sent the deposit check to the Hilton Hotel for the October workshop. Also refer to the Treasurer's report, above.

**f. Marketing (Lead: Greg Babinski)**

Greg reported that work is in progress for Issue 9 (Fall) of *The Summit*. Content will likely be smaller than most previous issues, and due to his vacation schedule will likely not be ready until mid-October.

Once the Thriva registration is ready on the website, Greg will send out a marketing email for the October workshop in Issaquah. Greg has gotten agreement with PNW Chapter of GITA for reciprocal marketing of our October workshop and GITA's September Conference in Whistler.

**g. Nominating Committee (Lead: Rick Lortz)**

Rick had nothing to report but committed to gear up on this.

**h. Outreach Committee (Lead: Amanda Taub)**

Amanda was absent, but had provided Angela the following report in advance:

*I need volunteers to research the vacation schedules for colleges and universities we have identified with GIS programs for this school year and next year. I am also looking for volunteers to liaison with said colleges & universities. In the past, we have contacted: Central Washington University (I will do this one), Columbia Basin College, Eastern Washington University, Everett Community College, Lake Washington Technical College, Washington State University, Whitman College, Clover Park Technical College, Green River Community College, Pacific Lutheran University, Tacoma Community College, University of Puget Sound, Bellingham Technical College, Grays Harbor College, Skagit Valley College, Evergreen State College, Olympic College, Western*

*Washington University, University of Washington - Tacoma, University of Washington GIS Certificate Program, University of Washington - Seattle.  
I have contact information for all the colleges & universities except for Columbia Basin College.  
Does anyone have a contact there? Have we missed any colleges or universities with GIS programs? If anyone is interested in helping me with these projects, then please e-mail me at ataub@co.douglas.wa.us or call me at home at (509) 548-3466.*

*-Amanda*

**5. Old Business:**

**None**

**6. New Business:**

**a. Vote on donation to URISA for social event at the national URISA conference this month (we have budgeted \$750 for this)**

Angela explained the proposed donation to URISA to defray some of the costs for a social event at the National URISA Conference. This money was included in the approved 2007 budget. Don moved that the \$750 donation to URISA be approved; Steve seconded. All Board members present approved the motion.

**b. Discuss Proposed Volunteer Policy (Steve and Greg)**

Angela asked if there were any questions or discussions about the draft policy posted to the Bulletin Board. None being heard, Steve moved that the policy be approved; Rick seconded this motion. All Board members present approved the motion.

**c. Ideas to Take to the Chapter Leaders Forum (Angela and Steve)**

Angela and Steve asked if there were any items that Board members or volunteers would like raised at the Chapter Leaders Forum (CLF) they would attend next week at the Annual URISA Conference in Washington, D.C.

Greg suggested that the concept of having URISA include a chapter membership option be included on URISA membership applications and renewals. This would involve giving URISA members the option to sign up for Chapter membership (at added costs). URISA would collect the extra membership fees and send these to the chapters periodically. Greg estimates that about 50% of URISA members in Washington are Waurisa members. This 'check-off' concept is used by other national organizations and would help solidify the relationship between Chapters and URISA International. Angela and Steve agreed to raise this concept at the CLF.

**Next Meeting**

Tuesday, September 11 at 12:00 Noon, via conference call. Greg notified the Board that he will be on vacation for much of next month and that a volunteer will be needed to take minutes in September.

**Adjournment:**

Rick moved that the meeting be adjourned; Don seconded. Angela adjourned the meeting at 12:45 pm.