

**WAURISA  
WASHINGTON STATE CHAPTER OF THE  
URBAN & REGIONAL INFORMATION SYSTEMS ASSOCIATION**

**Board of Directors' Meeting  
Meeting Minutes**

**Date of Meeting: September 11, 2007**  
**Meeting Venue: via Conference Call**  
**Teleconference # 1-800-944-8766**  
**Participant Passcode #2: 20311**  
**Recorded by: Amanda Taub, September 11, 2007**

**Attendees:**

**Board Members:**

Angela Johnson, President  
Dean Tatham, Vice President  
Steve Schunzel, Treasurer  
Rick Lortz, Past President  
Amanda Taub, Secretary ProTem  
Donna Wendt  
Heather Spates  
Lurleen Smith

**Volunteers:**

Bob Wendt  
Matt Stull  
Jitka Kotelenska  
Cort Daniel  
John Rose  
Daryn Brown  
Neil Berry

**Agenda Items:**

**1. Introductions & Roll Call**

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

**2. Acceptance of minutes**

Angela Johnson asked if there were any changes or corrections to the minutes of the August Board meeting as posted by the Secretary on the Chapter Bulletin Board. Since no objections were made, Rick L. moved to accept August's minutes and Steve S. seconded their acceptance. The minutes were accepted.

**3. Treasurer's report (Steve S)**

See report on Bulletin Board.

## 4. Committee Reports

### a. Education (Don Burdick)

An excellent team effort has resulted in what Don B. considers a rather smooth workshop arrangement so far. He can't say enough about how great everyone has been just pitching in when things need to get done and getting them done very quickly. So far (Monday noon) we are almost 50% full with 24 registrations for the workshop. Here are some specific accomplishments over the past month:

Contract for venue and catering with Hilton Issaquah/Seattle complete - Rick, Greg & Angela

Contract with URISA international complete - Don & Angela

Instructor travel arrangements are complete - Don/Jason (instructor)

Marketing announcement in the Summit complete - Greg

Marketing e-mail announcement sent - Greg

Workshop announcement/flyer - Don, Greg, Rick, Matt & Steve

Workshop web page posting - Matt & Heather

Thrive registration setup - Steve & Angela

Rick reported that a local hotel has offered ½ price rooms for folks staying the night. Steve will send note out.

### b. Conference (Angela Johnson)

Steve and Angela met to discuss conference planning roles and responsibilities. The draft will be discussed at the first conference meeting scheduled for Tuesday, September 25. 12 – 1 PM. She read the draft roles of the conference coordinator as an example. She will send out a draft of all conference planning roles.

Tacoma Convention Center is scheduled for April 2008 as a back-up site.

RFP went out for 2008 conference venue. She should have contracts to review by the end of the month.

### c. Membership (Amanda Taub)

Amanda T. will call for a membership committee meeting to discuss the following:

1. The need for a Membership database for those years not in Thrive. Who has the data and what sort of database can we create to store it for ease of retrieval?
2. We need to revise the Membership Policy to clearly delineate conference speakers/presenters rights
3. We need to get Thrive to recognize vendors and their designated representatives as members

Amanda may be stepping down as Membership Committee Lead. She is looking for a deputy to assist her and ultimately to step up as Lead. She will write up a blurb on what are roles of the committee. There was a little discussion on possibly moving the Membership Committee to ad hoc status, but no decision was made.

### d. Technology/website (Matt Stull)

Matt S. has added a log in to Thrive on the web site. He has also added the Fall workshop; tweaked the Education page; and updated the Sponsors page. He will put up the committee roles, probably on the About Us page.

Steve & Greg have talked about the problem of membership and sponsors.

The Volunteer Policy needs to be added to the web site on the About Us page.

Send survey out after Fall Workshop about

1. How people felt about workshops

2. Attendance of workshops, as in the past or future attendance?
  3. How far are people willing to travel for workshop & destination vs. central location?
- Will upgrade Survey Monkey and start paying for it. Keith Masse from City of Medford wants to piggy back on our survey for ORURISA.

**e. Finance (Steve Schunzel)**

Steve S. talked to a number of chapter treasurers from back east at the national URISA conference. The chapters are mostly designated as 501(c)6. They discussed the difficulty of changing to 501(c)3 status.

After the Fall workshop, Steve will submit the 2008 budget for review.

WAURISA provided \$750 to URISA for the national conference.

**f. Marketing (Greg Babinski)**

Not present

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

Really good thing to get summary together of what committee does.

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

Amanda has asked committee members to volunteer to be the point of contact for the colleges & universities WAURISA contacts. Currently, 5 people have volunteered to contact 6 of the 21 colleges & universities. Amanda also requested that committee members gather their schools calendars for the next 2 school years. Cort volunteered to contact TCC, UPS & UW-TACOMA. Amanda will send out another e-mail asking members to sign up for a contact.

**5. Old Business**

none

**6. New Business**

**a. Summary of CLF/URISA D.C. Conference (Steve & Angela)**

Steve & Angela reported that the Chapter Leaders' Forum at this year's URISA Conference in Washington, DC was productive, but not as productive as last year's. They presented Greg's report on Education & Outreach. Georgia presented their on-line membership database. Steve & Angela met URISA's new board. John asked about national & local dues. Steve Angela reported that topic was washed over as it was brought up at the end of the Forum. Everyone felt it was definitely worth pursuing. Amanda brought up how the Association of Women Geoscientists (AWG) does it with national collecting the dues and then rebating to local chapters a portion of the dues. There seems to be a disconnect between local chapters & national URISA. Steve & Angela think issues will be worked out. National is trying to work out better resources for all chapters. The first day of workshops at the Conference was really good, with many quality workshops. National URISA is a good resource for workshops down the road. Angela thought that the Survey, Ethics, Mobile apps workshops were well put on.

**b. Discuss the proposed (working) cancellation policy**

Steve reported that since WAURISA did not have a cancellation policy, we have had difficulties with conference participants not showing or canceling at the last second. Steve had to negotiate with the no-shows to receive some sort of payment. He consulted various sources to create the working policy. Thriva is good about applying funds to next event for cancellations. Amanda asked about the 10 days for notification of cancellation: Could we narrow the timeframe to 5 or 7

days? Steve agreed that we could go with 7 days. Neil asked about the canceller canceling in Thru instead of through mail, e-mail & fax? Steve will look into this. This policy is in effect for the Fall Workshop.

c. 2009 conference WA-APWA brief

The American Public Works Association Washington Chapter (WA-APWA) would like to combine conferences for 2009. The venue would be Tacoma Community College in April 2009. We need to start thinking about various questions. What are the possibilities, risks? Will this be a one time event? What will be the benefits to us?

d. All Committee Leads need to sum up tasks of each committee before next meeting and send the summaries to Angela.

**Next Event: Workshop, Tuesday, October 9, 2007**

**Next BOD Meeting: Thursday, October 11**

**Adjournment:** Amanda moved for adjournment & Steve seconded the motion. The meeting was adjourned at 12:56 PM.