

# WAURISA

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

### Board of Directors' Meeting Meeting Minutes

**Date of Meeting:** November 13, 2007  
**Meeting Venue:** Via Conference Call (Courtesy ESRI)  
**Recorded by:** Greg Babinski, November 30, 2007

#### **Attendees:**

##### Board Members:

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

##### Volunteers:

- Neil Berry
- John Joseph
- Matt Stull
- Bob Wendt

##### Regrets

- Don Burdick

#### **Agenda Items:**

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

The meeting commenced at approximately 12:02 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 October 11, 2007 Board meeting as posted by Greg on the Chapter Bulletin Board. Greg mentioned that Amanda had identified a few typographic errors, which have been corrected. No other corrections were heard.

Rick moved that the October minutes be approved as corrected; Steve seconded. All members present approved the minutes as corrected.

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

Steve asked if there were questions or comments regarding the October Treasurer's Report posted to the forum. Steve pointed out that there are still about \$1,200 in outstanding Workshop invoices as of 10/31. Greg asked about interest from our two new CD's. Steve said that interest would be included starting with the next report. Hearing no other questions or comments, Angela accepted the Treasurer's report for October 2007.

#### 4. Committee Reports:

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

Don Burdick was absent, but submitted the following report:

*Education committee report - November 2007*

*Based on the results of the Survey Monkey questionnaire I have requested an instructor for the Cartography and Map Design workshop from URISA.*

*This is based on the assumption that we will be offering the Project Management workshop as a pre-conference workshop. I found out that the workshop has not been offered very recently so it is uncertain what true status of the course is. I have contacted the past instructor for our options but I have not heard back.*

*I would like to get some feedback from the board on a couple of items:*

*What would a possible second choice for a workshop be; Open source GIS Software, Internet GIS, or GIS Analysis (KC GIS)?*

*Should we still shoot for the first or second week of February as was originally suggested?*

*Thanks,*

*-Don*

Angela then led a discussion regarding Don's report:

- Amanda thought that an Internet GIS class would be a good alternate option.
- Angela asked if February is still the consensus time frame. Steve said this seemed a good time. Amanda agreed, noting that March will get busy with other events and conference preparation.
- Greg suggested that Don contact him to discuss the KCGIS Analysts class.
- Neil suggested a UW Cartography class as an alternate workshop.

Angela requested that any other feedback be sent directly to Don.

##### b. Conference (Lead: Neil Berry)

Neil submitted the following report on 2008 Conference Committee activity:

*Held conference kickoff committee meeting Nov 23<sup>rd</sup> , 10 members in attendance. Highlights of the meeting:*

- *48% of respondents to the survey indicated that Seattle was the top choice with Bellevue second. Advantage to Seattle.*
- *Other survey monkey results seem to indicate that there were too many technical presentations and not enough on GIS integration.*
- *Theme, to be selected by survey monkey from a list comprised of last year themes, URISA topics, and new suggestions from the committee. What was mostly heard were comments about GIS integration with business rules/legacy databases. The decision was to offer one track on GIS Program Management/integration and a second track for technical presentations. Use URISA workshop topics as a general direction for the mgt/integration topics.*
- *Dates of other GIS and related conferences meant that WAURISA would have to be held sometime in the first two weeks of May.*

- *Volunteers stepped forward to work on subcommittees:*
  - **Business Development:** Mike Dana, Jamie Crawford, Russ Michaels, Marti Balikov
  - **Scheduling:** Donna Wendt, Dave Brown, Russ Michaels
  - **Registration:** Bob Wendt
  - **On-site Registration:** Steve Schunzel, Bob Wendt
  - **Program Development:** Heather Spates
  - **Exhibitor Marketing & Coordination:** Greg Babinski
  - **Conference Marketing:** Angela Johnson, Dave Brown
  - **Social Event Coordination:** Greg Babinski
  - **Dick Thomas Award:** Amanda Taub
  - **Posters:** Angela Johnson
- *Sub-committees without volunteers:*
  - Workshops
  - GIS Person of the Year

*Since the kickoff here's what's happened:*

- *Date selected: May 5-7, 2008*
- *Location: Seattle Center Northwest Rooms*
  - *Ample space for vendors, receptions, registration, breakout rooms, lunch functions, and plenary/closing sessions*
  - *Parking availability*
  - *Location in Seattle with access to downtown via the monorail and bus.*
  - *Many hotels and restaurants nearby for out of town attendees*
  - *Baseline cost for rooms/tables/seating approx \$6730*
- *Keynote speaker*
  - *Thanks to Greg Babinski, we have the keynote speaker, Susan Johnson, President of URISA.*
  - *She will also instruct one of the pre-conference workshops on Program Management.*
- *Theme: Integrating GIS Into the Enterprise*
  - *By hair based on the survey, but lends itself to a logo and related marketing ideas, think Starship Enterprise. Plus, it may lead to a natural social event at the Science Fiction Museum on the Seattle Center Campus.*
- *Logo design: Thanks to the efforts of Lurleen Smith, we have a graphic artist to work on the logo for marketing purposes. Actually, it was the artist who misunderstood Enterprise in the theme as the USS Enterprise and started Greg on a roll. But I think I might draw the line at custom shirts for the cast.*
- *Hotel room offers:*
  - *Joan Magnano-Damm of the Seattle Convention and Visitors Bureau has sent a request out to 13 hotels to secure a conference rate for us. This went out 11/2 and I've heard from one of on the list, Homewood Suites @ \$199/night (includes breakfast) vs \$219/night rack rate. Have a quote from Comfort Inn at \$114/night. Hopefully more will be responding this week.*

Neal reported that he will next get the Seattle Center contract to Angela for review, approval, and signature. The vendor room at Seattle Center will accommodate 25 - 10' x 10' booths, or 20 booths with room for refreshments and a vendor function at one end of the room.

Lurleen reported that their graphic designer is working on Logo designs based on the 'GIS into the Enterprise' theme.

**c. Membership (Amanda Taub)**

Amanda reported that the Membership Committee held a conference call on November 8 attended by herself, Angela, Steve, and Rick:

- The Committee is working on revisions to the membership policy. One change being considered is changing the membership year to a calendar year basis (similar to URISA), versus the current 'conference to conference' basis, but the transition would be a challenge.
- Another challenge is vendors as members – they are not showing up in ThriVa.
- Membership documentation and booking keeping is recognized as a challenge. This is an issue for verifying GIS-certification related participation. Ultimately members and participants should be responsible for maintaining their own records.
- Amanda announced that she is stepping down as Membership Committee lead to concentrate on the Outreach Committee. Angela Johnson will assume the Membership Committee lead.

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

Matt reported on recent Technology Committee activity:

- The web site has been migrated by our vendor to a new server, which should result in faster response and more stability.
- Matt asked if the 2007 WAURISA survey results are ready to be posted to the web site. Angela suggested that a summary of the results could be put on the web site.
- Matt is still waiting for the Committee descriptions to be finalized, for inclusion on the web site.
- Greg suggested that 2008 Conference information be posted as soon as possible.

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

Steve reported that the Finance Committee will hold a conference call on Friday 11/16 to discuss the proposed 2008 Budget. The goal of the call is to develop a draft budget that can be sent via email for review prior to the December BOD Meeting. Hopefully the budget can be voted on for approval at the December meeting.

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

Greg reported that the Fall issue of *The Summit* would be emailed on November 15. It would be a small issue (12 pages) but it will include the 2008 conference announcement and call for papers.

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

Rick had nothing to report.

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

Amanda reported that the Outreach Committee met via conference call on November 1, with Neil, Angela, Cort, Rick, and Amanda in attendance:

- More volunteers are needed for contacting colleges.
- Amanda is compiling a list of school academic schedules.
- The Committee discussed the prizes for the 2008 Dick Thomas award and recommended increasing the second and third place prizes as follows:  
First place: \$1,000  
Second place: \$500  
Third place: \$250
- Neil will discuss these prize levels with the Finance Committee.
- Judges will be needed for screening abstracts and judging papers. Rick Lortz has volunteered to be an abstract judge.
- Amanda is working on an announcement packet for the 2008 Dick Thomas award. Greg will send Amanda the WAURISA letterhead for drafting announcement letters.

**5. Old Business:**

**a. Discuss Cancellation Policy and how it worked in practice during the October workshop (Steve Schunzel):**

Steve reported that the cancellation policy seemed to work reasonably well during the October workshop. There were four (4) no-shows – one of which 'negotiated' a refund. There were some glitches with the waiting list – people on the list got notification that they could attend too late for them to take advantage. Overall the cancellation policy worked well and the existence of a policy helped keep people responsible. Angela agreed that it is good to have a policy in 'black and white' versus just an informal policy.

**b. 2009 Conference with WA-APWA.**

Angela deferred this item to the future.

**6. New Business:**

**a. Holiday Party (Angela):**

The event is scheduled for Saturday, December 8. The venue could be either Julia's or Seraphina. There will be a group reservation with a limited menu. WAURISA will budget \$30 for Board members and volunteers and \$15 for a guest for each BOD member or volunteer. Angela will coordinate and get a head count to finalize planning.

**b. Survey Results (Angela):**

Heather sent the complete results to Angela. Angela will compile the results for the web site. Neil suggested adding the results to the next issue of *The Summit*. Greg suggested that the results be circulated to BOD members for comments and observations.

**c. 2008 ACSM Conference (Rick Lortz)**

Rick reported that Gary Kervalis has reserved a room for WAURISA during the 2008 ACSM conference on March 8 in Spokane. Rick asked how we should take advantage of this. Greg suggested that we get more details – how big is the room, how long will we have access, etc.? Rick said he would get more information from ACSM and report back.

**Next Meeting**

Tuesday, December 11 at 12:00 Noon, via conference call.

**Adjournment:**

Angela adjourned the meeting at 12:52 pm.

**GB:** Waurisa:meetingnotes:BOD20071113.doc December 14, 2007