

## Hawaii Geographic Information Coordination Council

### Meeting Minutes

August 25, 1998

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Rod Low and Ken Schmidt facilitated the meeting, and Vicki Lukas recorded meeting minutes

I. The Charter, Strategic Planning, and Communications/Website Committees held meetings from 10:00 - 12:00. At 1:00 the general meeting was called to order. Minutes from the last meeting were distributed by Craig Tasaka.

II. NSGIC meeting and poster - Vicki Lukas will attend the National States Geographic Information Council (NSGIC) annual meeting in Annapolis, Sept. 12 - 17. Vicki offered to introduce the Hawaii GICC at the role call of states at the opening of the meeting, to let the other states know that we're well on our way to establishing our council. Vicki would also like to present a poster with information on our membership, mission, vision, goals, etc. The group approved this effort. Vicki will forward a copy of the poster to Craig Tasaka.

### III. Committee Reports

A. Charter committee - At the last meeting, boilerplate Articles of Incorporation (which are general purpose, and won't change) were developed, including a purpose statement and list of original directors. Now the committee is working on by-laws that will contain customized

information and can be changed more readily in the future than the Articles. The committee used the by-laws of the California Geographic Information Association (CGIA) as a model to work from. A draft of a partial set of by-laws was distributed to for group review.

The group reviewed "Article I General Provisions" and "Article II Purpose, Section 1. Mission." Most of the information in these was established at previous HIGICC meetings, so there was little discussion on these parts. Next the group went through each objective in "Article II Section 2. Objectives" and reprioritized and revised them.

For Article III Membership, the committee proposed a change in membership types and dues from what was established at the last meeting. Last time the following model was approved:

Organization - \$100 first year/\$100 subsequent years - 1 vote  
Individual - \$40 first year/\$20 subsequent years - 1 vote  
Associate - \$20 first year/\$20 subsequent years - non-voting  
The following new model was proposed by the committee:

Organization or Individual - \$100 - 1 vote  
Associate - \$25 - non-voting

The committee proposed the change because of concern that in the first model, there would be no incentive for organizations to join at \$100 per year when they could simply sign up an individual on their staff for \$40 then receive reduced rates of \$20 in subsequent years. The second model would give both organizations and individuals an incentive to join at the \$100 level. It was noted that for the HIGICC to be successful, the support of our organizations will be more useful than the support of individuals. However, some stated that their organizations would not pay for them to join, so they would join instead as individuals. The second model was unacceptable to them because they would have to personally pay more money to have the right to vote. It was agreed that voting is an important activity that makes members feel like they have a voice in the HIGICC.

It was suggested that there be only an individual membership and no provisions for organizations to join, but it was acknowledged that this would turn the HIGICC into a professional society instead of a coordinating council. The group agreed that we did not want to establish another professional society that would not be able to achieve our coordination goals.

It was suggested that a compromise is required at this time. The far-reaching goal is to obtain the support of all organizations, but we acknowledge that not all organizations are at that point (hopefully they will want to join when they see the success of the HIGICC and the level of support from other agencies). The compromise developed in the original model both provides for organizations and gives better rates to those who will have to join as individuals. It also encourages students to become involved by offering reduced associate rates. It was agreed that the reduced rate for individuals in subsequent years should be dropped, to make it less tempting for organizations to sign up their staff as individuals. The following new membership model was approved by the group:

Organization - \$100 first year - 1 vote  
Individual - \$40 first year - 1 vote  
Associate - \$20 first year - non-voting

The parts of the by-laws approved today are appended at the end of these meeting minutes.

The Charter Committee developed the following timeline/to-do list with help from the group:

1. Expand and revise the by-laws - The committee will weave together the results of this meeting, the earlier drafts, the California By-laws, and notes from the previous meeting.
2. Receive final comments from the group on the by-laws by October 1, 1998
3. Revise by-laws based on comments received
4. Next meeting - discuss and adopt articles and by-laws - (Oct. 14, 9:00 -12:00)
5. See lawyers
6. Set first annual meeting date - after next meeting
7. Create and distribute membership application (and brochure?)

#### B. Strategic Planning Committee

1. The committee distributed the mission (approved at the last meeting) and draft vision statement. The draft vision statement was reviewed by the group. The primary point of discussion was the use of the Hawaiian term "aina." The committee had used it to give the vision a local flavor. However, it was noted that those who do not know about the Hawaiian language would not understand the term, including persons in the United States and those from the Pacific Basin where other languages are common. The term "environment" was suggested as an alternative. As had happened at the committee meeting, discussion ensued on whether "environment" connotes only physical and not cultural or manmade features. It was suggested that some groups like facilities management or real estate GIS users might feel excluded by the use of this term. Finally, because of the lack of a better term, the group accepted the term "environment" to include all cultural, manmade, and physical features.

It was also noted that as a part of the by-laws discussion, the abbreviation HIGICC was approved, so the use of "GICC" in the vision was changed to reflect the new acronym.

The vision statement was approved as follows:

The Hawaii Geographic Information Coordinating Council is a leader in the Pacific Basin in coordinating and advancing the use of geographic information. The HIGICC facilitates effective and timely communication among its members and with the public and decision-makers. In our region, geographic information is widely available and data sharing is commonplace, with metadata publicly accessible and geographic data conforming to established standards. GIS is recognized and effectively used as an invaluable tool to assist our diverse community in exploring, understanding, and managing our environment.

The mission statement approved at the last meeting stands as follows:

To bring together and continue to build the geographic community into a cohesive, recognized coordinating body that facilitates the use, development, sharing, and management of geographic data and communicates the value of geographic information to citizens and decision-makers.

2. Strategic Planning Committee next steps include:

1. Outline goals and objectives

2. Create draft action plan - including logistics of establishing an organization, funding, meeting schedule, timelines, etc. - by the next meeting

3. It was reiterated that the inclusion of the "Pacific Basin" in our vision statement means we are open to Pacific Basin membership and interests. For example regional issues would be under the HIGICC's purview. Our definition of the Pacific Basin is not limited to U.S. territories. The HIGICC does not purport to be the representative or only GICC in the vast Pacific region, nor does it plan to take over local Pacific Basin coordinating efforts.

4. Ken Schmidt distributed the "Directory of Cooperating Groups in Partnership with the Federal Geographic Data Committee." The directory includes several websites for other state GICCs, which may prove useful as background for HIGICC's deliberations.

#### C. Communication/Website committee

1. Webpages - The committee informed the group that Brian Farm has put together a draft website that is ready for review and comment. Scott Splean will set up a email list server at MHPCC and will distribute either a URL or the webpages themselves to the group to review. Comments should be submitted via email.

2. Website host - The committee is considering two potential hosts for the HIGICC website: the Maui High Performance Computing Center (MHPCC) and the state's Information and Communications Services Division (ICSD). Currently, MHPCC would be able to host something simple (no CGI scripts). Brian or someone else could maintain the website on MHPCC's server. In the future, MHPCC will have a GIS webserver, and could potentially allow for a more sophisticated HIGICC website. ICSD can allow CGI scripts, but does not provide for maintaining space intensive services such as archives. Brian or someone else could maintain the HIGICC website at ICSD. The ICSD Administrator's approval for this is still pending. It was suggested that the GISMap website may be another possible place to host the HIGICC webpages. The committee will continue to research these possibilities.

3. Scott Splean distributed a newsletter from the New Mexico Geographic Information Council, Inc., for background information.

#### IV. NEXT MEETING

Wednesday, October 14, 1998, 9:00 AM - 12:00 PM, location TBD.

The committees will meet on an as-needed basis. The Strategic Planning Committee may try to meet on Tuesday, October 13.

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#### ARTICLE I - GENERAL PROVISIONS

##### Section 1. Name:

The name of the body shall be the Hawaii Geographic Information Coordinating Council (hereinafter "HIGICC").

## Section 2. Location:

The principal office of the HIGICC shall be in a location that is determined by the Board of Directors and occupied by the Secretariat. The HIGICC may have other offices as may be designated by the Board of Directors.

## ARTICLE II - PURPOSE

### Section 1. Mission:

The mission of the HIGICC is to bring together and continue to build the geographic community into a cohesive, recognized coordinating body that facilitates the use, development, sharing, and management of geographic data and communicates the value of geographic information to citizens and decision-makers.

### Section 2. Objectives:

#### A. Representation and Leadership

1. To represent the shared interests in geographic information and technology issues for organizations and individuals working with and using geographic information in Hawaii and the Pacific Basin.
2. To achieve recognition as leaders in geographic information use in Hawaii and the Pacific Basin by government entities (Federal, State, County and other sovereign entities).
3. To promote and review legislative and administrative actions which contribute to or effect the distribution and use of geographic information in Hawaii and the Pacific Basin.
4. To promote the use and creation of geographic information and technology as an invaluable tool for planning, decision-making and problem-solving processes by government, professional, academic, and private organizations and individuals.
5. To identify high-priority, public geographic databases and promote their development, spatial integration, maintenance and distribution.
6. To apply for grant programs to further the goals and objectives of the HIGICC.
7. To actively promote geographic information integration and systems development.

#### B. Communication and Coordination

1. To provide a forum for cooperation and communication in matters related to the use and development of geographic information in Hawaii and the Pacific Basin. The HIGICC may establish or promote geographic information clearinghouses, development of a Hawaii and the Pacific Basin Geographic Information Newsletter, and an annual State GIS Conference.
2. To promote sharing of geographic information by developing and promoting standards, model agreements, clearinghouses, newsletters, metadata/data and other appropriate information sharing actions.
3. To facilitate cost-sharing and collaborative arrangements to develop and maintain geographic data bases.

4. To foster partnerships with other organizations, such as the National States Geographic Information Council, the American Planning Association, the American Public Works Association and the Urban and Regional Information Systems Association.

5. To participate in the development of the National Spatial Data Infrastructure.

6. To facilitate the distribution of geographic data.

#### C. Research and Professional Development

1. To study issues affecting the use and sharing of geographic information and to disseminate this information to the membership and other organizations.

2. To provide a forum for examining new geographic information and technology issues and ideas.

3. To provide opportunities for professional development through the support of activities such as conferences and seminars.

#### D. Education and Public Outreach

1. To promote the understanding of geographic information and technology to organizations and the public in Hawaii and the Pacific Basin.

2. To promote education and training curriculums for geographic information within all levels of education.

3. To promote the dissemination of information to institutions, such as public libraries or institutions of learning.

### ARTICLE III - MEMBERSHIP

#### Section 1. Eligibility:

HIGICC membership is open to all persons and organizations with an interest in supporting the mission and objectives of the HIGICC, including:

Federal, State and local governments,  
Non-profit organizations and community groups,  
Private sector for-profit organizations,  
Academic, educational and research organizations, Individuals.

#### Section 2. Membership Types:

##### A. Organizational Membership:

An organization can become an Organizational Member by filling out an HIGICC Membership Application and paying the appropriate Organizational Membership dues (currently \$100 per year). An Organizational Member receives all benefits of membership including, but not limited to, receiving all notices and information sent out to the membership and eligibility for one person to receive any discounts to HIGICC activities that may be available. For matters requiring a vote, the member organization shall designate in writing a representative to cast their vote.

## B. Individual Membership:

An individual can become an Individual Member by filling out an HIGICC Membership Application and paying the appropriate Individual Membership dues (currently \$40 per year). An Individual Member receives all benefits of membership including, but not limited to, receiving all notices and information sent out to the membership and eligibility for any discounts to HIGICC activities that may be available. For matters requiring a vote, the individual may cast their vote but cannot transfer this right to anyone else.

## C. Associate Membership:

An individual can become an Associate Member by filling out an HIGICC Membership Application and paying the appropriate Associate Membership dues (currently \$20 per year). An Associate Member receives all benefits of membership including, but not limited to, receiving all notices and information sent out to the membership and eligibility for any discounts to HIGICC activities that may be available. Associate members cannot vote on any matters requiring a vote.

Attendees:

REMINDER - NEXT MEETING

Wednesday, October 14, 1998, 9:00 AM - 12:00 PM, location TBD.

The committees will meet on an as-needed basis. The Strategic Planning Committee may try to meet on Tuesday, October 13.