

# Hawaii Geographic Information Coordinating Council Start-up Meeting Meeting Minutes

Manoa Innovation Center

July 7, 1998

Attendees:

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I. The group broke up into the subcommittees (Charter, Strategic Planning, and Webpages) for about an hour.

II. Reports from the committees:

## A. STRATEGIC PLANNING COMMITTEE

The Strategic Planning committee has developed a mission statement 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.

The mission was approved by the group in attendance.

The Strategic Planning committee also developed core ideas for a vision statement as follows:

1. Members are organized, recognized by the state government, and are leaders in the Pacific Basin
2. Geographic data are widely and easily distributed
3. Metadata for all data are easily accessible
4. Data are shared between all organizations
5. GIS data and technology are used for planning and decision-making, problem-solving
6. Standards are defined and implemented for all data
7. Communication is well established with the public and within the group

The ideas in the following statement should also be included in the vision:

In the State of Hawaii, GIS is recognized and effectively used as an invaluable tool by the government, business and the citizens for understanding and managing our aina (land). The Hawaii GICC is a shared mechanism for the diverse community to identify, explore, and solve problems with geospatial information.

Vicki Lukas will write a draft vision statement based on the above ideas for the committee to review.

## B. CHARTER COMMITTEE

The Charter committee distributed information on the legal aspects of establishing the GICC and presented the following items for decision and discussion:

1. STRUCTURE - The group may choose to be unincorporated or incorporated in the State of Hawaii. An unincorporated organization doesn't exist legally and individuals are liable if someone sues the group. When incorporated, the group becomes a legal entity, personal liability is removed, the group can purchase insurance (insurance is needed for such events as conferences), and the structure of the organization is formalized. The Charter committee recommend incorporation. The group present approved incorporation.
2. ARTICLES - To incorporate the group, a document containing boilerplate articles must be submitted. The document must include a Purpose (Article IV - could be tied in with the mission and vision statements), address (not sure if a PO Box would suffice), initial board of at least three members (article IX - names must be given). The articles are filed once and should last for a long time, so they should not include jargon that may change over time.

It takes several months to be approved by the State for incorporation. Afterwards, the group must apply to become a not-for-profit 501(c)(3). There are many types of not-for-profits, but the large majority are 501(c)(3), with the benefits of being tax exempt, qualifying for reduced postal rates, and the ability to accept grants.

The group present approved the recommendation to incorporate and to become a not-for-profit

### 3. BY-LAWS

By-laws must be written for the group to become not-for-profit. By-laws should include information about membership (individuals, organizations) and board membership (representation, election, terms, duties), and other details.

The subcommittee provided a draft Purpose for the articles as follows:

To provide for individuals and organizations concerned with geographic information of the Hawaiian Islands and surrounding areas:

1. A forum for discussion
2. A means of establishing coordination, standardization, and communication
3. The representation of their interests
4. Opportunities for professional development, education, and community outreach

The group did not make a decision about how or if the Pacific Basin Interagency Spatial Data Users' Group (PBISDUG) is related to the Hawaii GICC.

The purpose above was approved as a draft (the purpose may have to change as the lawyer reviews it, etc.).

### C. WEBPAGE GROUP

The Webpage committee views their activities as the short-term implementation to communicate GICC activities.

1. The committee determined that webpages should include the following:

- an information page - what the GICC is, who the partners and members are (with links to them), information for members, and how non-members can join
- a listserver to subscribe to for dissemination of information - what's new (discussion of issues of current concern to GICC ) - a search engine to search metadata
- articles of technical interest
- toolbox of algorithms for datum conversion etc. - metadata
- education section with glossary, FAQ (can be done to a large extent with links to existing pages)
- GICC agendas, minutes, events (old and new - keep an archive)

2. Before webpages can be created, the following issues need to be resolved:

- Where will webpages be housed? Three possibilities are the Maui High Performance Computing Center (MHPCC), the Information and Communications Services Division (ICSD, a State agency that is part of Accounting and General Services), or the University. The committee will find out what policies these agencies have on access and costs. It may also be possible to host webpages on a commercial site like pixi.net.

- Who will maintain it?

- How would it be funded? As a not-for-profit, we could allow advertising on 25% or less of our pages.

3. The Webpage committee will start some draft webpages for feedback from the membership.

III. The group broke up into committees.

IV. The group readjoined at 1:45 for a final session lead by the Charter committee on details for the by-laws:

#### A. MEMBERSHIP

The group approved the Charter committee's recommendations that there be two categories of membership, individual and organization. When an individual or organization joins, they must specify a hui. Huis are federal, state, county and other. Each hui will elect representative to the board of the GICC.

#### B. BOARD

The board will consist of two representatives for each hui with staggered terms (in the initial election, the representative in each hui with the most votes will have a 3 year term to offset the elections). A category called "at large" will have three positions (again, the representative with the most votes will have a three year term).

OFFICERS: The elected board will select officers: president, vice-president, secretary, and treasurer. The group agreed that there will be no limitations on how many years a member may serve in an officer position, and the board will determine the officers each year, with one-year terms for all officers.

A "chairperson pro tem" was suggested to act for the president in case he or she isn't available (this suggestion was not discussed or approved).

#### C. VOTING

Members will vote on board elections, resolutions, and by-law changes.

Members vote for one candidate in their respective hui election and also vote later for the at large positions. This arrangement was approved by the group present.

Organizations and individuals have one vote per membership. Organizations must select the representative who will vote. Associate members will not vote.

Nominations can be made for the board but nominees can reject the nomination.

The group present agreed that voting will be done by mail and fax and will be signed by the voter. In the future, the group may determine a secure way vote by email.

#### D. DUES

The following dues were recommended by the Charter committee:

\$40/20 individual (initial year \$40, \$20 thereafter) \$100 organization

\$20 associate membership (associates cannot vote; benefits include receiving newsletters, attending meetings, and paying no initial year charge)

E. TEMPORARY BOARD - the group present approved Royce Jones (other), Craig Tasaka (state), Ken Schmidt (county), Rod Low (federal), and Dan Dorfman (at large) for the temporary board, until the first elections can take place according to the by-laws. The temporary board will be used for the articles only and will not have other decision-making authority (the entire group will continue to vote on decisions as the GICC is established).

F. TEMPORARY ADDRESS - if P.O. Boxes are acceptable in the Articles, we will use the GISMAP P.O. Box (Ken Schmidt manages it).

G. NAME - "Hawaii Geographic Information Coordinating Council" was approved by the group present as the official name.

H. STANDING COMMITTEES - all GICC members are encouraged to email Royce Jones with comments on what standing committees there should be. So far committees include membership, standards and data coordination, education/professional development, PR/communication. The Charter, Strategic Plan, and Webpage committees are still in effect and have work to finish, but may disband or change membership later.

I. Scott Splean will set up a listserv at MHPCC for the group to try out.

V. NEXT MEETING - August 25, 10:00 - 12:00 committee meetings, 1:00 - 3:00 general meeting of the entire group. Location TBD.