

Hawaii Geographic Information Coordinating Council

March 23, 2000

DOT Division of Airports Conference Room

Meeting Minutes

There were 16 members in attendance.

OLD BUSINESS.

Interim Executive Directors were identified:

President, Royce Jones

Vice-President, Sherry Amundson

Treasurer, Goro Sulijoadikusumo

Secretary, Ken Schmidt

NEW BUSINESS

Item 1. Federal Geographic Data Committee (FGDC) Grant proposal

Craig Tasaka opened the meeting. Craig distributed copies of the FGDC National Spatial Data Infrastructure (NSDI) Fiscal Year 2000 Cooperative Agreements Program, Program Announcement #00HQPA0004, referred to as the FGDC Grant Proposal. Craig presented an overview of the HIGICC committee actions occurring on the Grant Proposal. The overview included the following:

1. FGDC Committee members, Tom Giguere and Shannon McIlvaney excused themselves from overseeing the development of the grant proposal due to potential conflicts of interest.
2. HIGICC was more likely to obtain grant funding for FGDC NSDI program, than from National Clearinghouse programs.
3. The FGDC Grant Proposal has 5 categories of funding awards.
4. The current National Cadastre Conference was currently on-going [on the mainland] with representatives from the University of Hawaii and Maui County in attendance.

Craig then proposed the following for the content of the HIGICC proposal to the FGDC:

1. The proposal focus on the first category "Don't Duck Meta-Data".
2. The proposal should pursue on-site training for meta-data training. To acquire training services that would provide local (in-State) training for groups that have data in need of documentation. Then to have follow-up workshops after training is complete, and those groups have had opportunities to work on their data sets.
3. That a meta-data node that serves the documented meta-data onto the Internet, potentially using local agencies that have available computing systems.

Group discussion ensued, with the following comments and issues raised:

1. That the grant could also provide funding for hiring services that could perform the meta-data documentation for those agencies that could not commit the resources necessary to perform the documentation.
2. The HIGICC and organizations should recognize the value of keeping the meta-data up to date.
3. Katie Tamashiro of Army Corp of Engineers has funding for sending 2 staff members to FGDC training.
4. Connection to previous FGDC and Clearinghouse grants should be presented in the proposal.
5. Training and grant funding could help in creation of HIGICC meta-data guidelines and handbook,
6. Funding shouldn't be used for hiring services to perform meta-data documentation, but to potentially train individuals/organizations that could provide services. (Debate ensued)
7. HIGICC should develop "certification" of those layers that have been appropriately documented.
8. Workshops should focus on the "issues" associated with meta-data

documentation. A series of workshops could be performed that raise and address issues such as documentation tools or certification procedures. Intent of HIGICC should be to raise the professional standards and recognition of the data being produced. Proposal should focus on process of education.

9. Corp of Engineers offered assistance in training individuals or organizations on the use of available software tools for meta-data documentation.

Craig will proceed with the development of the FGDC grant proposal based on the comments and discussion that occurred. The grant proposal will be authored by the HIGICC and must be sent by April 15.

Item 2. Status review of creation of HIGICC and the submittal of paperwork.

Ron Cannerella presented an overview of the status for the Articles of Incorporation:

1. Paperwork is completed and Articles are being submitted to DCCA today. A notice of receipt should be provided to HIGICC in about a week (this would provide sufficient documentation to formally recognize the HIGICC) with full acceptance and processing to take approximately 1 week.

2. Following acceptance of the Articles, then HIGICC needs to prepare paperwork for being granted Non-profit Status. This paperwork needs to be submitted to the IRS no more than 6 months from the acceptance of the Articles.

3. Included in this paperwork must be the following information

- * What activities are being conducted

- * A 2 year Budget Plan.

- * A 3 year Program Plan.

- * A fund raising plan.

- * Evidence of the 1st Annual meeting with an elected Board of Directors.

4. Once a acceptance receipt of the Articles from DCCA is received, the HIGICC can meet to adopt by-laws.

Rod Low then distributed a draft version of the HIGICC By-Laws and then presented the following issues (which are followed by consensus decisions made to the issue):

1. Membership form must be created. Goro Sulijoadikusumo will create membership form, and was provided an example membership form.

2. Quorum requirements needed to be defined. A quorum will be based on total number of members in attendance.

3. Recommend that meeting notification be set at 30 days. Was determined that notification time frames be not explicitly set, and would be determined by the Board of Directors.

4. How should "Secretariat" be described? Was determined that reference to "Secretariat" be deleted, and that Board of Directors would determine support entities.

5. How should ad-hoc committees be formed and structured. It was determined that the Board of Directors would determine structures of committees.

6. Was determined that the filling of vacancies in Board of Directors would be performed by the Board of Directors.

7. Members recommended that removal of Board of Directors would be at the discretion of the Board of Directors.

8. Need to clarify Board of Director Hui structure. Defined as 2 people each for Federal govt., State govt., County/Local Govt., Private Industry, and 3 people elected as At-Large representatives.

A list of nominees for the Board of Directors was determined by the members (in attendance) and that nominations can be submitted up to and including the day of the next meeting. The list of nominees will be posted on the HIGICC web page.

Rod was then authorized to develop final draft of By-laws, with any additional comments to be sent to him by May 1. A final document will be presented at the next meeting for adoption.

Item #3. Things to occur at the next meeting.

1. Adopt Articles of Incorporation
2. Adopt By-Laws
3. Hold election of Board of Directors (membership to be distributed to identify members and hui selection).
4. Adopt system for maintaining records.
5. Authorize tax exempt status.
6. Discuss development of program plan and collection of dues.

Next meeting was scheduled for Wednesday May 17, 2000.

Item #4 Other announcements

1. Cover of March 2000 PE&RS journal had CIR aerial image of agricultural lands of Oahu created by Emerge in support of USDA digital orthoquadrangles.
2. Royce Jones has some RGB terminals and a pen plotter available for free to anyone who is interested in taking the equipment.
3. The City and County will have an FTP site available by April 15 where City GIS data can be downloaded for free.
4. DLNR DOFA has scanned and georeferenced the CIR aerial photographs for the Island of Oahu, and for other portions of the State. Data can be request through Ron Cannarella.
5. The USFWS will be having a NASA ER-2 plane in Hawaii starting April 1st to begin acquiring images of the Northwest Hawaiian Islands, and other locations in the State for use in identifying alien plant species.

Next Meeting is scheduled for:

Wednesday May 17, 2000 from 9:00 am to 12 noon at the DOT Airports Division Conference Room.

Meeting adjourned.