

HIGICC Board Meeting Notes
December 14, 2006
USGS Office, Ala Moana Blvd
12:00 - 1:30pm

2006 - 2007 Board Members

1. Harry Beatty
2. Joan Delos Santos
3. Royce Jones
4. Darcee Killpack
5. Brian Loomis
6. Rhett Rebold
7. Ron Salz
8. Ken Schmidt
9. Craig Tasaka
10. Susan Vogt
11. Henry Wolter

Current Board Officers – 2006/2007:

President – Henry Wolter
Vice-President – Royce Jones
Treasurer – Joan Delos Santos
Secretary – Darcee Killpack

In Attendance:

Joan Delos Santos
Darcee Killpack
Brian Loomis
Ron Salz
Craig Tasaka
Henry Wolter
Tom Giguere

On Phone:

Royce Jones
Craig Clouet

Motion Summary:

- 1) HIGICC Board approves Arakaki to have a limited power of attorney to talk with the IRS and State on behalf of HIGICC.
- 2) The HIGICC Board approves joining HANO for one year, at \$150. The Board will evaluate the benefits at the end of the membership before joining for another year.

Old Business

1) Meeting Minutes

- Last meetings minutes were approved by email on December 1, 2006 and posted on the web site.

2) Pacific Geospatial Conference 2006 Close-out (Susan Vogt)

Susan provided a report of the conference. The highlights include:

- *What went well*
 - Combining the conference with HCPO (financially, attendees, joint sessions, etc.) However there are implications in combining, need to think more about how to share the costs and income.
 - Additional speakers and lunch awards.
 - PRC was great picking out the food, entertainment, etc.
 - Convention Center was a good locale.
 - The costs and income were reasonable, as HIGICC is estimated to be in a positive cash flow situation.
- *What can be improved*
 - Poster session was not clearly indicated. It was in the back and no dedicated time was provided for authors to be at posters.
 - Closing ceremony needs to be improved. It was better in 2004. Snacks need to be provided at ceremony, more prizes given, etc. Needs to be a better ending.
 - Pre-conference workshops were not well attended. More work needs to be put into advertising them; give attendees more time to pick them. Hands-on workshops worked.
 - If do again with HCPO, need to factor in their time line and the different processes for getting information out to potential attendees.
- *Thoughts on the future*
 - Board needs to decide on one of the following strategies:
 - 1) Dedicate all authority to the planning chair.
 - 2) Board acts as the planning chair and makes all the big decisions then gets committees (program, food, etc) to handle the other decisions. Would still need a conference lead to make sure the actions of the committees happen.
 - The Board should start thinking and deciding now on 2008 conference's date, location, theme, and keynote speaker. Then the rest of the details can be given to the planning committee.

Outstanding issues:

Susan is still waiting on a report out from PRC on the evaluations and the final budget.

MOTIONS: None

3) GIS Day Final Report (Brian Loomis)

GIS Day was successful. Brian Loomis coordinated the day and is finishing up a few tasks after the event. Mary Francis/HIGICC received a thank you letter for GIS Day. Brian will circulate to the Board once he gets it. Brian will compile the pictures taken of the event and post to the web site, along with additional resource materials. Brian has agreed to compile all of this year's information to pass off to the 2007's coordinator. Already have interest from a few schools. Estimated expenses totaled \$167.37 for the event.

Highlights from discussion on next year:

- Consider for next year only having one session. Would allow each session time to be expanded.
- Switch the computer and hands-on stations.
- Consider special need students and how to accommodate.

MOTIONS: None

4) Treasurer's Report (Joan Delos Santos)

- Henry signed the contract with Allen Arakaki's firm. Joan provided all the files and information. They estimated 2-4 weeks to produce draft forms.
- Joan will set up a meeting with the Board when Allen can come and inform everyone about our status, the latest rules, and tips for tracking income and expenses.
- Joan and Darcee have started to compile the many lessons learned and to do's for new officers into an orientation binder. Will continue to add throughout this process and provide to the board for review and additional input.

MOTIONS: None

New Business

1) Imagery Management Initiative (Tom Giguere)

- Tom Giguere, from Intergraph, provided a presentation on the TerraShare technology to support serving imagery over the Internet. Tom is looking to prepare a CAP grant proposal for \$50,000 to purchase the software and complimentary hardware for pilot application. Tom will coordinate with Office of Planning. If external funding is not found, Tom will come back to the board for next steps.

Actions:

- Tom will send out draft proposal to Board for review.

MOTIONS: None

2) Treasurer Topics (Joan Delos Santos)

Power of Attorney

To expedite the development of our tax forms, Arakaki has requested HIGICC sign a limited power of attorney to provide him the ability to talk with the IRS and State on HIGICC's behalf. The power is limited to only this and he does not have the power to sign tax returns or checks.

Actions:

- Henry will sign Power of Attorney Form.

MOTIONS:

HIGICC Board approves Arakaki to have a limited power of attorney to talk with the IRS and State on behalf of HIGICC.

Approved unanimously.

Hawaii Alliance of Nonprofit Organization (HANO)

It was suggested by Allen Arakaki that we look into joining HANO (hano-hawaii.org). It is \$150 a year and they are said to have discounts on Board Liability Insurance.

Actions:

- Need to check on getting HIGICC general liability insurance.
- Need to talk to NGO lawyer about by-law changes (especially scholarships) and conflict of interest forms
- Joan will send actual expenditures for FY2006 to Henry to use as the basis for his draft FY2007 budget.
- Henry will call another Board meeting to discuss just tax and legal issues.
- Henry will send draft budget to the Board for input.

MOTION:

The HIGICC Board approves joining HANO for one year, at \$150. The Board will evaluate the benefits at the end of the membership before joining for another year.

Approved unanimously.

3) FGDC/NSDI Grant Update (Henry Wolter)

Actions:

- Henry will send out draft proposals for Board review by 2nd week in January.

MOTIONS: None

4) 2007 HIGICC Scholarship Process (Craig Clouet and Susan Vogt)

- Craig and Susan will construct a plan for the next round of scholarships, including dead lines, amounts, and selection process.
- They will be ready to discuss at the next Board meeting.

MOTIONS: None

Items for Next Board Meeting Agenda

- 2006-2007 Budget
- 2007 HIGICC Scholarship Discussion
- HIGICC Website
 - I-Plan Page
 - Logo Contest
- Board Officer Transition Book
- 2008 PacGeo Planning

- Future meetings:
 - Mid-February

Meeting Adjourned