

**HIGICC Board Meeting Notes**  
November 3, 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:

Henry Wolter  
Ken Schmidt  
Brian Loomis  
Darcee Killpack  
Royce Jones  
Craig Tasaka  
Joan Delos Santos

On Phone:

Rhett Rebold  
Ron Salz

**Motion Summary:**

- 1) Pursue estimates from a few tax accountants to help determine current tax status and filing of IRS forms and to help develop a plan for future tax needs.
- 2) Pursue research and quotes on liability insurance for HIGICC and board members.
- 3) Draft new web site and send out for review by Board.
- 4) Have HIGICC logo contest (open to all members and interested parties) with a \$100.00 prize. Form a committee to work on contest rules, criteria, and judging protocols

**Old Business**

Last meetings minutes were approved by email on 9/11/06. However one error was still found. Harry Beatty's name was misspelled. Corrections have been made to the minutes and posted to the web site.

**New Business**

- 1) **HIGICC Finance Report (Joan Delos Santos)**

Joan provided a current status of HIGICC finances and status. A summary of issues and actions:

- Current balance as of 10/31/06 is \$68,345.79. [Note: PacGeo expenses have not all be reconciled; final balance is still underdetermined.]
- HIGICC never filed IRS Form 8734 to provide permanent status as a public charity.
- IRS Form 990 for FY06 is due November 15. A 90-day extension was filed. The new due date is now February 15, 2007.
- IRS Form 990 for FY02-05 may need to be filed. Further investigation is required.
- State of Hawaii DCCA 2005 forms and payment were not recorded. Henry Wolter sent in the 2005 form and check on October 20, 2006. Record not posted on DCCA web site as of November 3, 2006.

*Actions:*

- Check with Jon/PRC on how profit from PacGeo is being split among HCPO and HIGICC.
- Form 8734 needs to be filed.
- Form 990 for 2005-2006 Fiscal Year needs to be filed by February 15, 2007.
- Determine which back Fiscal Year Form 990 is required to be filed and file.
- All Board members are to look through previous year files and deliver any financial or membership information to Joan.
- Royce and Henry will look into prices for tax accountants that are familiar with non-profits.

**MOTION:** Pursue estimates from a few tax accountants to help determine current tax status and filing of IRS forms and to help develop a plan for future tax needs.

Approved unanimously.

**MOTION:** Pursue research and quotes on liability insurance for HIGICC and board members.

Approved unanimously.

## 2) **GIS Day (Brian Loomis)**

Brian is coordinating GIS Day for HIGICC this year. Overall the coordination is going well. Items of interest:

- Currently have 11 of 40 volunteers.
- Have 17 confirmed laptops. Still getting licenses from ESRI.
- Correspondence with Mary Frances on schools and logistics being handled.
- Sacred Hearts Academy may not be able to participate so the 2<sup>nd</sup> session of the day may only be half-filled.
- Interest from a 3<sup>rd</sup> grade school to participate. Brian will respond and say we can do something custom for the school next calendar year, but 5<sup>th</sup> grade is the lowest grade for participating in the standard GIS Day event.

*Actions:*

- All Board members are to help get volunteers and send information to Brian.
- Brian's next steps:
  - Create a press release and send to local newspapers and TV stations.
  - Create a pre-event packet and send to schools by the 15<sup>th</sup>.
  - Brian will set up coordinator call either November 8 or 9<sup>th</sup>. Need summary of station events by November 14<sup>th</sup>.
- Darcee will get Rob to put announcement of GIS Day on HIGICC web site. Brian will send Rob information on GIS Day events to post on web site.
- Joan will give Brian a CD/DVD of 2005 GIS Day packets and data.
- Henry and Royce are compiling a GIS Day Packet for the teachers to include ESRI GIS Day materials, CD of workbooks and data, and other materials.

**MOTIONS:** None

**3) FGDC/NSDI Grants/Hawaii I-Plan/Business Plan (Ron Salz, Henry Wolter, Royce Jones)**

Henry and Royce have volunteered to work on HIGICC's Business and Strategic Plan. They are proposing to apply for a FGDC CAP grant to get professional services to complete the Business and Strategic Plan. Henry and Royce will draft up proposal and send to Board for review. Proposals are due January 19, 2007.

Ron would like to revisit the Hawaii I-Plan. He will work with Rob to post each individual chapter on HIGICC's web site so the revisions/updated chapters can be posted as well.

Reference web sites:

- Category 3 Fifty State Initiative Awardees for FY 2006:  
<http://www.fgdc.gov/grants/2007CAP/2007CAPschedule>
- <http://www.fgdc.gov/policyandplanning>
- [www.nsgic.org/hottopics/fifty\\_states.cfm](http://www.nsgic.org/hottopics/fifty_states.cfm)
- [www.nsgic.org/hottopics/strategic\\_planning\\_process\\_map.pdf](http://www.nsgic.org/hottopics/strategic_planning_process_map.pdf)

*Actions:*

- Henry will send out announcement for CAP grants to the Board when released by USGS.
- Henry and Royce will draft up CAP proposal and send to Board for review.
- Ron will work with Rob on the I-Plan web pages.

**MOTIONS:** None

**4) Outreach (Darcee Killpack)**

Rob James has now taken over as the HIGICC web master. The pages have been changed to reflect this. HIGICC needs to have a unified identity, with a common logo and look on the web site. Once a logo is created, the web site will be updated with a more scalable design to account for growth in the organization.

*Actions:*

- Darcee will work with Rob on a draft web site re-design.
- Darcee will put out a call for a HIGICC Logo contest

**MOTION:** Draft new web site and send out for review by Board.  
Approved unanimously.

**MOTION:** Have HIGICC logo contest (open to all members and interested parties) with a \$100.00 prize. Form a committee to work on contest rules, criteria, and judging protocols.

Approved unanimously.

**Left Over Items**

- PacGeo Geospatial Conference 2006 Close Out
- Future meetings:
  - Before the end of 2006, but after December 7<sup>th</sup>.
  - Mid-January.

Meeting Adjourned