

HIGICC Board Meeting Notes

April 11, 2007

USGS Office, Ala Moana Blvd

11:30 - 1:30pm

2006 - 2007 Board Members

1. Harry Beatty
2. Joan Delos Santos
3. Rob James
4. Royce Jones
5. Darcee Killpack
6. Brian Loomis
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
Rob James
Ron Salz
Craig Tasaka
Henry Wolter
Susan Vogt
Royce Jones
Ken Schmidt

On Phone:

Brian Loomis

Motion Summary:

- 1) HIGICC will co-sponsor the Greg Asner presentation on Monday May 14th with DLNR and Office of Planning with no financial obligation.

1 **Old Business**

2 **1) Meeting Minutes**

3 Last meetings minutes were approved by email on March 16, 2007 and posted on the
4 web site.

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6 **2) Treasurer Report (Joan Delos Santos)**

- 7 ▪ HIGICC received permanent 501-c(3) status from the IRS.
- 8 ▪ HIGICC received a State General Excise Tax License; Tax ID = W58364853-01
- 9 ▪ Current HIGICC financial balance is approximately \$41,391.96
- 10 ▪ No response on 990 tax filing have been received from IRS.

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12 **3) HIGICC 2007-2008 Board Elections (Henry Wolter)**

13 Henry appointed Darcee Killpack to lead the 2007-2008 Board election process. Henry
14 will send all previous materials to Darcee by April 20th. Henry would like the new
15 board to be elected and officers selected before June 28th, the end of HIGICC's fiscal
16 year.

17 *Actions:*

- 18 ○ Darcee will send an email to membership about upcoming membership renewal
- 19 dates, as all membership ends June 30, 2007.
- 20 ○ Darcee will send an email to membership about the upcoming election process.
- 21
- 22
- 23

24 **4) PacGeo 2008 (Susan Vogt)**

25 2006 Close Out:

26 As of March 30, HIGICC and HCPO have a positive income from the conference.
27 There are still some outstanding deposits. Susan would like to hold off any
28 conversation with HCPO on potential income till after all expenses and incomes are
29 resolved.

30 *Actions:*

- 31 ▪ Susan will work with PRC to try to resolve all outstanding issues by
- 32 June 30, the end of HIGICC's fiscal year.
- 33

34 2008:

35 The discussion revolved around 4 topics: potential dates, theme, keynote, and
36 venue.

37 *Date:*

- 38 • Other known conflicts were presented (including NSGIC, ESRI, and
- 39 AAG, ASPRS, etc.) Susan will look into conflicts and propose some
- 40 possible dates for the conference and also talk with PRC about their
- 41 availability and the convention center.
- 42
- 43 • Henry presented to the Board that the National States Geographic
- 44 Information Council (NSGIC) is interested in have a joint conference with
- 45 HIGICC in 2010 to coincide with their annual meeting. The Board agreed

46 to write a letter of support to explore the interest and cost of a join
47 conference. Henry will take the lead.
48

- 49 • The discussion turned to combining the conference with HCPO again.
50 There was discussion both pros and cons. Some of the topics included:
51 ○ Timing: If we started earlier we can avoid some of the
52 timing.
53 ○ HIGICC not big enough to have at convention center on
54 own.
55 ○ HCPO helped to pull in sponsorship.
56 ○ Familiar with organization, so know more of what to expect.
57 ○ Work on better scheduling of pre-conference workshops and
58 field trips.
59 ○ Need to Question on who is hosting HCPO in 2008.
60 ○ Need to look at 2006 evaluations to see what participants
61 thought.

62 *Actions:*

- 63 ■ Susan will look into conflicts and propose some possible dates for
64 the conference.
- 65 ■ Susan will check with PRC on convention center conflicts in 2008
66 (between June – November.)
- 67 ■ Henry will talk with NSGIC exploring a joint conference in 2010.
- 68 ■ Joan and Craig will look into who is hosting HCPO in 2008. –
69 Addition: State is not hosting in 2008, will be on Maui.

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72 **5) Budget Expenditures Revisited (Royce Jones)**

73 Royce expressed some concerns about cash flow for HIGICC. With the trip to NSGIC,
74 the scholarships, payments to accountant and attorneys, HIGICC needs to look at how
75 to draw in income and plan for out year funding needs. Some ideas were to bring in
76 grants (such as FGDC), generate more membership income through recruitment (and
77 providing more benefits to members such as student resume opportunities, data,
78 networking opportunities, etc.), and possibly raising the Organizations membership
79 costs. There was some discussion about having sponsors of HIGICC, similar to
80 NSGIC sponsors.

81 Henry will look at the

82 *Actions:*

- 83 ■ Henry will look at the by-laws and propose at the next Board meeting
84 strategies for membership recruitment, benefits, and current dues structure.

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87 **6) New HIGICC Logo (Royce Jones and Rob James)**

88 Royce announced that Rob James submitted the winning HIGICC logo. Thank you
89 Rob and all those that submitted. Talk about having a few more options (like a
90 transparent background, etc.) Rob will work on a few more options. More ideas on
91 use of the logo through products and materials will be discussed at next board meeting.

93 **New Business**

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95 **1) 2007 FGDC Grant Review (Henry Wolter)**

96 Henry sent out the reviewer's comments. He talked with USGS/FGDC staff about the
97 proposal. The major comment was the conflict with Henry being the PI on the grant
98 and the USGS Liaison. Some areas of improvement are:

- 99 • Need letter of support form USGS liaison
- 100 • Need detailed budget in grant write up in addition to the budget form.

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102 *Actions:*

- 103 ○ Henry will send the Board a few of the winning grants for review. These
104 include FL, CA, and SD.

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107 **2) 2007 NSGIC Mid-Year Report Out (Ron Salz)**

108 Ron Salz attended the NSGIC mid-year conference in Annapolis, MD representing
109 HIGICC. Costs equaled \$2,294.69. Ron will submit an official trip report to Board by
110 April 20th. Ron presented some of the highlights of the conference to the Board.
111 FDGC released templates for strategic plans; the links will be posted on the HIGICC
112 web site for reference. Ron called for the Board to start planning for the FDGC CAP
113 grant (2008) now to support HIGICC developing a strategic plan. Ron suggested
114 having an initial meeting to talk about 1) roles and how we work together, both
115 HIGICC and the State in coordinating activities with the community, and 2) if we need
116 to have a strategic plan or how to develop a plan for HIGICC. If a grant application is
117 submitted, HIGICC needs to clarify the goals of the plan, individual roles, the role of
118 Board, etc. The grant needs to be concise and clear on why we need it, what roles
119 organizations will play, and how it will get it done.

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121 *Actions:*

- 122 ○ Ron will send out trip report and presentation to Board by May 4th.
- 123 ○ Henry will create an ad hoc committee to talk about the strategic planning
124 process in HIGICC through a separate follow up meeting.

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3) HIGICC Web Site (Rob James)

Rob added a Google application to HIGICC’s web site to provide web stats. Rob presented the initial report and also the draft structure for the redesign of the web site.

Henry mentioned the Geospatial One Stop Version 3 will be released at the end of April. He suggested HIGICC develop a Hawaii community on the site, and also have links from HIGICC web site to GOS and have a HIGICC link on GOS.

Rob and Brian will work together to determine functionality of web site, including log in capabilities, active user input, etc.

Actions:

- Rob will send out redesign structure to Board for input by April 20th.
- Rob will draft up the new site and send out to Board for review by the end of May. Comments and exchange will be done by email.

4) Greg Asner Presentation (Joan Delos Santos)

Joan asked the Board if HIGICC would like to sponsor the presentation by Greg Asner. HIGICC will look to follow up with Greg to present a more technical presentation when he comes to Hawaii again.

Actions:

- Joan will send out announcement to HIGICC and membership list about presentation.

MOTION:

HIGICC will co-sponsor the Greg Asner presentation on Monday May 14th with no financial obligation.

5) Hawaii Legislation

Craig and Joan said the State Legislation to the GIS Program has headed to conference but no word on outcome.

6) HIGICC Scholarship Program (Craig Clouet, Susan Vogt, and Ron Salz)

The scholarship committee sent out initial guidance to the Board for review. Final will be submitted by April 25th for vote.

Actions:

- Committee will send final guidance document to Board by April 25th for email vote.

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7) Announcements

- Darcee suggested having more meetings than once a quarter as the amount of material at each Board meeting can not be covered in 2 hours. Royce suggested using the committees more as they could do more of the background work and the Board just approves or makes decisions.

Action:

- Henry will put out a call out to membership to volunteer on various committees. The chair of the committee must be a Board member, but other members do not.

- Ken Schmidt announced that he will be resigning from his County seat on the Board.

Items for Next Board Meeting Agenda

- Membership
- Volunteer GIS Corps (Ron Salz)
- 2008 PacGeo Conference Planning Follow-Up (Susan Vogt)
- Logo and HIGICC Products

- Next proposed meeting dates:
 - TBD

Meeting Adjourned