

## **HIGICC Board Meeting Notes**

December 5, 2007

NOAA Pacific Services Center, 737 Bishop St, Suite 2250

11:30 - 1:40pm

### 2007-2008 Board Members:

1. Arthur Buto
2. Joan Delos Santos
3. Barbara Gibson
4. Rob James
5. Royce Jones
6. Lea Kaiaokamalie
7. Carol Kennedy
8. Brian Loomis
9. Ron Salz
10. Susan Vogt
11. Henry Wolter

### Current Board Officers:

President – Ron Salz  
Vice President – Royce Jones  
Treasurer – Joan Delos Santos  
Secretary – Rob James

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### In Attendance:

1. Royce Jones
2. Rob James
3. Carol Kennedy
4. Melia Lane-Kamahele
5. Brian Loomis
6. Ron Salz
7. Patricia Shade
8. Adam Stein
9. Susan Vogt

### On the Phone:

1. Joan Delos Santos
2. Henry Wolter
3. Barbara Gibson

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## **Old Business**

- 1) Meeting Minutes – Rob James
  - Last meetings minutes were approved by the Board via email on October 7, 2007 and posted on the website.
- 2) Treasurer's Report – Joan Delos Santos
  - Current balance: \$41,836.01
  - Taxes: 2006-2007 tax forms were sent via Certified Mail, Return Receipt requested, on 11/5. No return receipt has been received as yet, so because Joan was concerned, she called the accountant, who advised her to call the IRS. The IRS agent said that the system does not show our return being received, but that it can take up to 8 weeks to show up in their

system once it's been received. She advised NOT to resend the return, and to call again after 8 weeks had passed. Joan will call the IRS at the end of December / beginning of January.

- Our accountant has mentioned several times that it's important for us to develop a Conflict of Interest Policy. The latest HANO newsletter seemed to confirm its importance as well. Joan will circulate to the Board via email a sample Conflict policy provided by accountant, and will find out what the proper mechanism for adopting a policy (once formulated) would be.

3) Indigenous Names Grant Administration – Henry Wolter

- Renee Louis and Craig Tasaka will post all work completed to date to the Coeur d'Alene tribe's GNIS website
- Henry will forward an email to the board describing the development of a website for indigenous names.
- HIGICC can expect a quarterly status report at the end of December 2007.

4) GIS Day – Brian Loomis, Arthur Buto, and Adam Stein

- Next meeting will be Friday December 7<sup>th</sup> at the YAP in the Hamilton Library at UH from 1200 –1400.
- The committee is progressing towards developing a mapping-related curriculum to support teacher's existing lesson plans. This will be centered on a "Map Your Field Trip" theme and include sections covering 1) general map reading and comprehension, 2) coordinate systems in GIS and GPS, 3) linking features with data, and 4) Seeing patterns and relationships. They are taking into consideration 18 national geography standards.
- Committee also reported meeting with Lauren Apiki, director of the Lanikai Elementary Technology Lab. Lauren is currently running a program focused on the mapping of Kawai Nui Marsh in Kailua involving 600 students from 5 or 6 schools located in Windward Oahu. Committee will explore possible short-term and long-term partnerships with her.
- Suggested that contact be made with the KCC GIS Lab.
- NOAA grant funds maybe available locally via the B-Wet program. Grant application is in August; consider for funding source next year. Adam to provide more information on this program.
- Other groups should be included in the targeted outreach, including Boy/Girl Scouts, 4H, and other community type programs.
- Maui will host a Geography Day in lieu of a GIS Day this fall.

5) PACGEO – Susan Voigt

- Final survey results from the PACGEO conference have been tabulated and circulated to the board via email.
- HCPO has requested that their portion of revenue sharing from the last PACGEO conference be sent to the American Planning Association Hawaii Chapter. Joan and Susan are working to determine if APA Hawaii is a 501(c)(3) organization.

- 6) HIGICC Scholarships – Susan Vogt, Henry Wolter, and Craig Coulet
  - Only one application was received this year for the scholarship program.
  - Outreach strategies need to be revisited to increase participation.
  
- 7) Website – Rob James
  - Barbara has some photos of kids using GPS that can be incorporated into the website.
  - Susan will also look for photos that may be usable.
  - Rob will send Barbara a copy of the old newsletter to help her develop a new quarterly web/email based news letter for members.
  
- 8) Data Summit – Ron Salz, Carol Kennedy and Susan Vogt
  - A Data Summit is being planned for March 2008 that will hopefully coincide with a planned state-wide ESRI meeting.
  - Possible topics include available datasets, standards, data sharing and use restrictions. Meeting could be structured around the Hawaii IPLAN and updates.
  - Other parties interested in helping to organize this event are encouraged to contact Ron, Carol, or Susan.
  
- 9) Luncheon Speaker Series – Alex Jacroux-Biggs and Ron Salz
  - Planning is underway for the continuation of the Luncheon Speaker Series in February 2008.
  - Location, time, and subject matter to be announced later.
  - SOEST has offered that they have a couple of people who might be interested in providing an informative talk.
  
- 10) CAP Grant – Ron Salz and Henry Wolter
  - Ron will circulate a draft of the grant early in the week of December 10<sup>th</sup>. The grant seeks to initiate a strategic planning process for HIGICC to better serve the Hawaii geographic information community.
  - Tom Harrington and Mike Turner from Applied Geographics have offered to review last year's proposal/critique and provide feedback on this year's submission. They have experience with the CAP Grant review process.
  - Letters of support are being requested. Letters should be on official letterhead and scanned to PDF.
  - Grant is due on December 18<sup>th</sup>; Ron will begin online submission on December 14<sup>th</sup>.
  
- 11) HANO – Ron Salz
  - Ron attended the 2007 HANO (Hawaii Association of Non-Profits) Annual meeting.
  - They offer members a one stop shop for non profit resources and workshops such as grant writing, board best practices, strategic planning, and risk assessments.

## **New Business**

### 12) HIGICC Survey – Susan Vogt and Henry Wolter

- A draft survey was presented to better gauge what members want from HIGICC.
- Survey will be hosted on SurveyMonkey.com and be circulated to the membership email list once finalized.
- Revamped draft survey will be redistributed to the Board for more comments.

Meeting adjourned at 1:40 p.m.