

## **HIGICC Board Meeting Notes**

February 7, 2006

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  
Brian Loomis  
Rob James  
Ron Salz  
Craig Tasaka  
Henry Wolter

### On Phone:

Royce Jones  
Craig Clouet  
Susan Vogt  
Ken Schmidt

### **Motion Summary:**

No motions were passed.

1 **Old Business**

2 **1) Meeting Minutes**

3 Last meeting's minutes were approved by email on January 17, 2007 and posted on the  
4 web site.

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6 **2) FGDC Grant (Henry Wolter)**

- 7 ▪ Grants.gov information was updated and entered into the system (including DUNS  
8 number, etc.).
- 9 ▪ CAP #3 grant was submitted for \$50,000 to support a comprehensive HIGICC  
10 strategic plan.
- 11 ▪ Copy of the grant application is in the HIGICC file cabinet
- 12 ▪ Notification of award will be made around March 1st. If awarded, funding would  
13 be received by end of March.
- 14 ▪ The grant requires a representative to attend the mid-year NSGIC meeting in  
15 Annapolis, MD in mid-March.
- 16 ▪ Henry will propose through email sending someone from HIGICC to the mid-year  
17 meeting regardless of getting grant funding.

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20 **3) FY 2006-2007 Budget (Henry Wolter)**

21 Henry passed out a proposed 2006-2007 budget. There were some questions on the  
22 accountant costs and adding costs for an attorney to review HIGICC By-Laws and any  
23 other changes in NGO laws in the past few years. Those estimated costs will be added  
24 to the budget and sent out to the Board for approval via email by Henry.

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26 *Actions:*

- 27 ○ Henry will send out final budget for vote to Board via email.

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30 **4) 2007 HIGICC Scholarship Program (Craig Clouet, Susan Vogt, and Ron Salz)**

31 The scholarship committee has proposed to create a 2 page guidance document that  
32 outlines the scholarship reason and purpose, the timeline, the eligibility, the guidelines  
33 on forming the selection committee, proposal format, criteria for award, and awardees  
34 requirements. The committee will send a draft of this document to the Board for  
35 review and comment by March 10 via email.

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37 *Actions:*

- 38 ○ Committee will send draft document to Board by March 10.

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41 **5) HIGICC Web Site**

42 **Redesign (Darcee Killpack and Rob James)**

43 The web site committee is still working on a redesign of the web site. They are  
44 waiting for the logo contest award to help focus the design elements of the web  
45 site. Rob, as the webmaster, will begin to draft up some ideas and present them to  
46 the Board by the next Board meeting in April.

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- One request was to ensure that information is easier to find on the new site.

I-Plan (Ron Salz and Rob James)

Ron and Rob have updated the I-Plan web pages. Each chapter is now available separately, in addition to the entire document. They will be working in the next month to make available the updated chapters.

Logo Contest (Royce Jones, Susan Vogt, and Darcee Killpack)

The team encouraged everyone to advertise the logo contest to ensure broad exposure for the contest. Submissions are due February 23, 2007.

**6) PacGeo 2008 (Susan Vogt)**

Susan asked to defer the topic till the next board meeting, but ask that it to be placed at the top of the agenda.

**7) HIGICC Board of Directors Transition Book (Darcee Killpack and Joan Delos Santos)**

Darcee and Joan reminded the Board that they are starting to compile a transition book to help with new board members, transition of officers, yearly requirements, and better record keeping of HIGICC events/activities. They requested help from previous officers to complete the book. No date has been set on a draft booklet.

**8) GISDay 2006 (Brian Loomis)**

Brian passed around the thank you notes from the GISDay students to HIGICC. They will be scanned and added to the web site as some point. The originals will be kept in the HIGICC file cabinet.

81 **New Business**

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83 **1) Allen Arakaki**

- 84     ▪ Allen Arakaki, CPA talked to the Board about his findings and status related to  
85     HIGICC's taxes and forms. He also answered specific questions from Board  
86     members. A brief summary of the discussion is available upon request. Contact  
87     higicc@higicc.org.

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89 **2) Hawaii Legislation**

90     Craig and Joan updated the Board on a piece of State legislation to support the GIS  
91     Program. The Administration bill would update their statutory language from 1990,  
92     support an enterprise license agreement for the State, and recreate a special fund to  
93     allow more sharing of resources toward data collection and management efforts in the  
94     State. Craig and Joan agreed to send out the link to the Bill language to the Board and  
95     then further discussion will take place via email.

96     *Actions:*

- 97     ○ Joan will send out link to bill language.

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100 **3) National Hydrography Dataset Workshop**

101     Henry mentioned that Pat Shade will be attending the workshop for Hawaii and will be  
102     sending a trip report to the Board on her travels.

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105 **4) Homeland Security Information Protocol (HSIP)**

106     Henry and Craig T. mentioned the delivery of 22 GB of data for Homeland Security  
107     needs.

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110 **5) HIGICC 2007-2008 Board Elections**

111     Henry will be asking for a volunteer to lead the 2007-2008 Board elections. He would  
112     like to have the new board selected by July 1<sup>st</sup> and then conduct the first Board meeting  
113     to elect officers the day of or next day (potentially the Annual meeting date, which is to  
114     be determined.) Will add to the next Board meeting agenda.

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117 **Items for Next Board Meeting Agenda**

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119     - 2007-2008 Board Election (Henry Wolter)  
120     - 2008 PacGeo Conference Planning (Susan Vogt)  
121     - Volunteer GIS Corps (Ron Salz)  
122     - Budget Expenditures Revisited (Royce Jones)  
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124     - Next Board Meeting:

- 125     ▪ April 11

126 Meeting Adjourned