

## HIGICC Board Meeting Notes

June 6, 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. Lea Kaiakamalie
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  
Ron Salz  
Craig Tasaka  
Henry Wolter  
Susan Vogt

Royce Jones  
Brian Loomis  
Ken Schmidt

### On Phone:

Lea Kaiakamalie  
Rob James

### **Motion Summary (Approved):**

- 1) HIGICC will hire our accountant to complete and file the GE semi-annual tax form for 2007 (and only 2007) as long as the total cost is \$500 or less.

1 **Old Business**

2 **1) Meeting Minutes**

3 Last meetings minutes were approved by email on May 7, 2007 and posted on the web  
4 site.

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7 **2) Election (Darcee Killpack)**

8 Election nomination announcement will be sent by June 8<sup>th</sup>. A reminder to pay for  
9 membership for the 2007-2008 year will also be sent out.

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11 *Actions:*

- 12 ○ Darcee will send an email to membership asking for Board nominations and  
13 conduct the election.

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16 **3) HIGICC Scholarship (Henry Wolter)**

17 Henry will send out announcement to all the HIGICC email lists and others at UH, etc.  
18 Henry will ensure that the scholarship team/review committee will be revisited with the  
19 new Board in July.

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21 *Actions:*

- 22 ○ Henry will send an email to membership, the HIGICC List, and others about the  
23 scholarship.

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26 **4) Volunteer GIS Corps (Ron Salz)**

27 Ron will explore the interest in a GIS Corps in Hawaii. He will contact the Board to  
28 look at interest or potential opportunities, and the HIGICC membership to ask about  
29 interest, ideas, etc.

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31 Any ideas should be sent to Ron directly.

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34 **5) PacGeo 2006 (Susan Vogt)**

35 Susan will send the Board the final numbers on PacGeo 2006. There are still some  
36 outstanding questions about sponsor income, sponsoring other conferences, and  
37 working with HCPO to resolve positive income from the conference.

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39 Susan will talk about PacGEO 2008 at the next Board meeting.

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41 *Actions:*

- 42 ○ Joan will talk to accountant to find out (1) whether sponsorship income is  
43 subject to GE tax, (2) whether we are permitted to sponsor or be exhibitors at  
44 other conferences, and (3) whether we are permitted to share positive  
45 conference revenues with HCPO.

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**6) HIGICC Logo and Products (Ron Salz and Henry Wolter)**

Need to have conversation about managing the use of the new HIGICC logo and products. There are still some questions for the accountant on consequences of selling products with the HIGICC logo.

*Actions:*

- o Joan will contact accountant to find out whether we are permitted to sell logo products and under what circumstances

**7) PacGeo 2010 and NSGIC(Henry Wolter)**

Henry mentioned that NSGIC has an RFP posted to look for meeting spaces. Jon and Lee-Ann from PRC are helping to gather information. Henry will bring up the topic again to the Board once more information is known.

**8) NSGIC Report (Ron Salz)**

Ron's report will be posted on the HIGICC web site.

**9) HANO Meeting (Royce Jones)**

Royce presented on the HANO one day conference for NGOs. He mentioned it was suited for larger NGOs and those with more permanent staff, but interesting information was shared. An Emergency Succession Plan was presented and Royce will email to the officers to use as a starting point for creating HIGICC's transition booklet.

*Actions:*

- o Darcee will set up a meeting of the officers to draft a Transition Plan. The draft will be presented to the Board for input and review.

**10) Treasurer's Report (Joan Delos Santos)**

Joan reported a current balance of \$42,856.96 (as of June 5, 2007). Joan will present a financial report to the membership at the Annual Meeting being held in July/August.

HIGICC has received the State of Hawaii General Excise License. We are now required to file semi-annual GE tax returns. Joan will work with the accountant to get the first year's forms filed.

**MOTION: Approved**

HIGICC will hire our accountant to complete and file the GE semi-annual tax form for 2007 (and only 2007) as long as the total cost is \$500 or less.

At time of the meeting, there was no response from the IRS on the Form 990s. Since the meeting date, one notice has been received and a response letter sent to the IRS.

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94 A detailed discussion was held on the Annual Budget and the approval process for  
95 spending money within the budget and outside of the budget. Further discussion is needed,  
96 especially on what the Board is voting on when the Budget is approved, especially the  
97 miscellaneous category.  
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99 *Actions:*

- 100 ○ Royce with the help of the new Treasurer will investigate what it means to  
101 approve a budget for similar organizations.  
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105 **MOTION: Approved**

106 If a miscellaneous expense was in the current fiscal year budget, the  
107 receipt/reimbursement goes to the Treasurer. If there is a question or issue, it will  
108 be sent to the Officers for resolution. If further resolution is needed, it will be sent  
109 to the entire Board. If the Treasurer is making a purchase, he/she will get approval  
110 from at least one other Officer.  
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113 **10) Travel for non-Oahu Board Members (Henry Wolter)**

114 The Board was reminded that money had been budgeted to pay for non-Oahu Board  
115 members to attend Board meetings.  
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117 **MOTION: Approved**

118 HIGICC will pay travel expenses for Kauai Board member Lea Kaiakamalie to  
119 attend the 2007 annual meeting.  
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122 **New Business**

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124 **1) HIGICC By-Law Review (Darcee Killpack and Joan Delos Santos)**

125 The Board was reminded that we should hire a lawyer to review our By-Laws for  
126 changes in the State and Federal laws and **to ensure that** any programmatic changes  
127 (such as the scholarship) are documented in the By-Laws.  
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129 *Actions:*

- 130 ○ Royce will send out the list of lawyers from HANO that specialize in NGOs.
- 131 ○ Joan will ask the accountant for recommendations as well.  
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134 **2) HIGICC Liability Insurance (Darcee Killpack and Joan Delos Santos)**

135 The Board needs to investigate insurance (both liability and officer's insurance.)  
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137 *Actions:*

- 138 ○ Royce and Joan will contact a few companies and get back to Board.

- 139                   ○ Royce will talk with HANO to get any recommendations.  
140                   ○ Henry will follow up.

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### **3) 2007 Annual Meeting**

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HIGICC needs to hold the 2007 Annual Membership meeting in July. Because  
145 HIGICC does not have liability insurance, some facilities are not available.

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#### *Actions:*

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- Henry will talk to Board members and looking into facilities.

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- Henry will call the meeting end of July/early August, as the membership needs  
150 30-day notice of the meeting.

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### **Items for Next Board Meeting Agenda**

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- Officer Reports

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- Elections (Henry Wolter)

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- Treasurer (Joan Delos Santos)

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- Scholarship (Susan Vogt, Ron Salz, Craig Clouet)

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- PacGeo 2008 Conference Planning Follow-Up (Susan Vogt)

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- Lawyer and Insurance Follow-Up (Henry Wolter, Royce Jones, Joan Delos Santos)

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- Transition Plan

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- Next proposed meeting date:

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- Annual Meeting (Late July/Early August)

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Meeting Adjourned