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August 20, 2008
HIGICC Meeting Minutes
11:30 a.m. to 1 p.m.
NOAA offices 737 Bishop St. Pacific Guardian Center - Mauka Tower Suite 1550

Attendees:

- Arthur Buto
- Ron Salz
- Brian Loomis
- Adam Stein
- Royce Jones
- Alexa Jacroux Biggs
- Carol Kennedy – via phone

Not in attendance:

- Joan Delos Santos
- Salim Mohammed
- Henry Wolter
- Adrian Fitzgerald

New items:

1. Board composition

- Some Federal (Dept. of Commerce) agencies have rules that prohibit their employees from serving on boards with a fiduciary role. As a result, Adam Stein has resigned his position on the Board creating a vacancy for a Federal representative. Ron, as President, has authority to appoint someone to fill the remainder of Adam's term. Ron will approach the person who received the second most votes in the last election about filling the position.
- It was suggested that the idea of government liaisons be part of the strategic plan discussions with an eye towards making changes to the bylaws to accommodate non-voting government representatives. Also check with Steve Anderson on what other GICCs are doing. Coastal America may have a model that we can learn from also.
- MOTION (Royce) to create a temporary non-voting NOAA liaison position for Adam for this fiscal year. Ron seconded. Vote was unanimous in favor.

2. Budget

- We discussed generalities of income through grants. There should be little variation on the expense side. The exceptions are attorney fees, tax liabilities and the increase in interisland airfare.
- The budget supported three luncheons this year to date.

- 47 3. Participation in activities [*attach matrix*]
48 • Annual membership should be accepted shortly through Wild Apricot and PayPal.
49 Each member has a login. Salim is still working on this.
50 • There are many openings on the matrix to sign up for various activities. Ron will
51 update the legend for the matrix. Adam volunteered to head the Bylaws. Alexa
52 volunteered for Membership, Transition binder and the Strategic Plan.
53 • Training on Wild Apricot takes time to get up to speed. Adam will send out
54 information about Joomla, software for managing websites.
- 55 4. Job postings on the web site
56 • This would require some website modification.
57 • Consideration of a dedicated webmaster to manage the website.
- 58 5. Inventory of Pacific data
59 • NOAA has recommended an inventory of data similar to the one done for the Gulf of
60 Mexico. This is a good partnering opportunity; possible partners are the Army Corps
61 and HIGICC.

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63 **Old items:**

- 64 1. Committee Reports
65 a. Lunches
66 • September presenter backed out. Adam volunteered a few topics from NOAA
67 and the training room. This can be scheduled for the end of September.
68 • Ken Schmidt (or one of his staff) can give a presentation on the new city GIS
69 website in the October-November time frame.
70 • Another lunch will be scheduled for late January.
71 • We need a calendar of events to ensure no overbooking of activities occurs.
- 72 b. Newsletter
73 • A newsletter is anticipated in 1-2 weeks.
74 • As Barbara (Annie) is no longer on the board, is she still interested in putting
75 together the newsletter and how often?
- 76 c. Curriculum
77 • The second draft of the GIS curriculum was passed around. Lisa will revise
78 the third draft to correspond with the teaching materials Isla left. It is
79 anticipated that the third draft will be ready in time for the Oahu teachers'
80 training at the end of September. Lisa is getting a stipend for this work.
81 • NOAA (Christine Feinholz) is working on a curriculum geared toward grades
82 three through six for marine science.
83 • Astronaut Day at Punahou
- 84 d. Scholarship
85 • There are a handful of questions that can be answered via emails. Art will
86 contact Susan Vogt.
- 87 e. Membership and Wild Apricot
88 i. Email and Web Hosting

- 89 2. Review of annual meeting
90 • The meeting went well. Chris Chiesa did a good job presenting. Lunches
91 were good. The location downtown was good which negated some parking
92 issues. Past comments for lunches was to allow time for networking. A
93 possibility for next time is introductions.
94 • Results of the election were announced and the new board installed.
95 3. Grants
96 • Reporting is in.
97 • The check from Group 70 was deposited.
98 4. Strategic Plan update
99 • Boxed coffee and muffins will be offered at the Maui workshop.
100 • Steve Anderson of Applied Geographics arrives on Friday. Ron will pick him
101 up at the airport. He will stay at Henry's during the workshops, then at the
102 Hilton for the weekend. Each workshop will start with an introduction and
103 description of the process, then go into the facilitated discussions. The
104 afternoons are an opportunity for individuals to discuss things with Steve.
105 • There have been 55 responses to the survey so far. Responses are diverse.
106 • The workshops provided a great opportunity to gather data for each
107 island/county.
108 • Ron is working on the FGDC report. Target date for completion of the
109 process is February – March. This is the planned schedule:
110

111 **September, 2008**

- 112 • Hold final stakeholder meeting in Honolulu.
- 113 • Continue phone interviews with interested parties and stakeholders.
- 114 • Summarize and distribute initial findings to Steering Committee, County Coordinators and
115 HIGICC Board.
- 116 • Hold a Steering Committee meeting to review initial findings.
- 117 • Identify Business Plan concepts.

118 **October 2008**

- 119 • Draft the Strategic Plan.
- 120 • Finalize the Business Plan concept.

121 **November 2008**

- 122 • Draft the Business Plan(s).
- 123 • Get feedback on the draft Strategic Plan.

124 **December 2008 – January 2009**

- 125 • Get feedback on the draft Business Plan(s).
- 126 • Final review and acceptance of Strategic Plan.

127 **January 2009 – February 2009**

- 128 • Final review and acceptance of Business Plan(s).
- 129 • Publication and distribution of final reports.
- 130 • Meetings and teleconferences to present the final plans and discuss the steps for implementation
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