

HIGICC Board Meeting Minutes
May 7, 2008
USGS Office, Ala Moana Boulevard
1130 - 1315

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

In Attendance:

1. Royce Jones
2. Ron Salz
3. Rob James
4. Joan Delos Santos
5. Brian Loomis
6. Henry Wolter
7. Barbara Gibson
8. Arthur Buto
9. Salim Mohammed

On the Phone:

1. Alexa Jacroux-Biggs
2. Carol Kennedy
3. Susan Vogt

Old Business

- 1) Meeting Minutes – Rob James
 - **Motion** to approve past meeting minutes. Proposed by Ron, Seconded by Joan, Board voted 8-0 in favor.
- 2) Membership Report – Rob James
 - HIGICC currently has 80 members (9 organizational).
- 3) Treasurer's Report – Joan Delos Santos
 - Current balance: \$36,962.23
- 4) GIS Day – Brian Loomis and Arthur Buto
 - No new report.
 - Brian will organize the next meeting via email.

- 5) HIGICC Scholarships – Susan Vogt
 - Susan will reconvene the scholarship committee and seek to increase participation via an email to membership.
 - Susan will draft an email and send to Ron for distribution.

- 6) Data Discovery Day (D3) Review – Carol Kennedy
 - The Data Discovery Day was held March 6th at the McCoy Pavilion.
 - 25 evaluations were submitted.
 - Recommendations included: shorten the meeting, provide more comfortable chairs, better acoustics, smaller lunches, more time for networking, provide a job/recruitment table, plan for recycling, use online registration to better predicted turn out, print out the agenda, and provide some type of internet connection.
 - No complaints about the price.

- 7) Luncheon Review – Alexa Jacroux-Biggs
 - Rob O’Conner presented his Shoreline Access mapping program at the Honolulu YWCA on April 29th.
 - 25 evaluations were submitted.
 - Recommendations included: provide better table configurations to watch the speaker.
 - Ron will send a thank you letter to the speaker’s employer.
 - Ron and Alexa will work to have one more luncheon speaker series before the end of the FY, perhaps at the Annual Meeting.

- 8) CAP Grant – Ron Salz and Henry Wolter
 - \$35,000 is the correct value of the proposal from Applied Geographics.
 - Primary data providers at the county, state, and federal levels will be asked to create an Ad Hoc Advisory Committee for the project, but final decision making authority will remain only with HIGICC board members serving on the steering committee.
 - **Motion** to accept the Applied Geographics proposal and move into contracting talks with them. Proposed by Ron, Seconded by Henry, Board voted 8-0 to approve.

- 9) Board Alive Training – Royce Jones and Joan Delos Santos
 - Royce, Joan, Ron, and Susan attended the Board Alive training by the Hawaii Alliance of Non-profit Organizations (HANO).
 - The training focused on effective board management including conflict of interest issues, whistle blower protections, and document retention policies.
 - The section from the training materials on Board Responsibilities should be made available to all potential board members prior to the next board elections.
 - **Motions** to accept the full conflict of interest statement Joan authored for HIGICC and the annual one page signing document (Summary Sheet)

and adopt them as board policy. Proposed by Royce, Seconded by Joan, Board voted 8-0 in favor.

10) HIGICC Newsletter – Barbara Gibson

- Salim, Carol, Alexa, and Ron will be submitting articles for the summer newsletter.
- Rob will submit pictures of the Luncheon.
- All text and pictures need to be sent to Barbara before the end of May for inclusion.

New Business

11) Contact Management Site – Rob James and Ron Salz

- Rob and Ron have been researching new ways to organize and manage the HIGICC membership database and organizational emailing.
- HIGICC has stood up a demo site at Wild Apricot.com to test some of the functionality. To make it permanent, it would cost \$50.00 per month to support a database with 500 records, or \$100.00 per month for up to 1000 records.
- Currently there are about 140 records in the community email list, but the CAP Grant process could greatly increase this.
- **Motion** to authorize signing up for Wild Apricot's online service at \$50.00 per month for the next 12 months. Proposed by Henry, Seconded by Arthur, Board voted 8-0 in favor.

12) Annual Meeting – Henry Wolter and Ron Salz

- The HIGICC Annual Meeting is planned for 1130 to 1330, June 25th and is open to all membership.
- Location is to be determined and notification sent to membership no later than May 27th.
- Meeting agenda is set by the by-laws and may include the addition of a lunch speaker.
- Ron will work with Alexa to find a speaker.
- Salim will check to see if Gary Fitzpatrick would be interested in giving a talk.
- Royce requested the new board meet immediately following the luncheon to select executive officers.

13) Elections – Henry Wolter and Ron Salz

- Henry will be coordinating the board elections this summer and will provide milestones and a timeline via email.
- Voting can be done either online (via email) or at the Annual Meeting
- Rob and Ron will coordinate with Henry about emailing to membership.

Meeting adjourned at 1315.