



HIGICC Meeting Minutes

11:30 a.m. to 1.30 p.m.

USGS Water Resources Conference Room 677 Ala Moana Blvd Suite 415

Attendees:

Arthur Buto
Ron Salz
Brian Loomis
Royce Jones
Alexa Jacroux Biggs
Sandy Magriter
Salim Mohammed
Henry Wolter
Adrian Fitzgerald

Not in attendance:

Carol Kennedy; excused, travelling.

Listening in:

Adam Stein

1. Minutes from Last Meeting: The minutes from the August 20, 2008 board meeting was approved.

2. Treasurer's Report:

a. Cash on Hand We currently have a balance of 48,367.64. The main reason we have a high balance is because of grant monies. Usually we front grant monies, but this time we have grant monies up front; form 990 was sent to accountant.

b. Conflict Policy: Joan emphasized that all of need to read and sign the conflict policy and sign the disclosure statement. Salim requested that these statements come to him via pdfs.

3. Budget: Ron went through the budget, line by line.

a. We did the luncheons payments on-line this year, which is a big accomplishment. Salim needs to go in and change statuses so that those who paid by cash show up as paid; We should make it a point to pay for the speakers' lunches;

b. Newsletter – this is a no cost item, but we'll keep it at \$100; Scholarship at \$1000, we are likely to give one scholarship this year;

- c. With NSGIC membership, instead of \$3,000 which we more than we can afford, one individual membership at \$250 is doable. It was decided we'll keep continue to be a member as it is a great place to learn of funding opportunities;
- d. Activity Insurance – We currently don't have any; when enquired last, our group was too small, and our event at McCoy was covered under the city policy.
- e. Hano Membership – Well worth it for their workshops alone, esp. "Board Alive" which covers a lot of legal stuff.

4. Cap Grant

Cap Grant - \$4,400 reflects our 10%: Side Track: We got lots of positive feedback on this; we are on schedule, have the \$\$\$, and have sent a mid-term report to FGDC.

Action Point: Next Weds is a WebX meeting with Steve of AppGeo with the steering committee; we'll be handing out writing assignments; so far the strategic plan outline is 10 pages; will go over it during this meeting...

5. GIS Curriculum Update – Brian

Brian did a GIS career presentation at WEWTP teachers workshop along with Isla Young. These teachers use AJEE, a free ESRI product and are very interested in our curriculum; Diana Papini who works with Isla is very interested in having our curriculum involved in their work.

Action Item 1: Brian is to e-mail Salim a summary to attach to the minutes along with a sign-up sheet at the presentation so that we can add them as community members.

Action Item 2: Brian is to give Salim the sign-up sheet so we can add the teachers as community members of HIGICC.

6. Web/IT committee (Arthur)

Arthur had a conference call with Adrian, Ron and Salim to head a Web/IT committee to address technical concerns with respect to our two websites and to get more folks involved; look into inter-island capability, the issue of ".gov" addresses and the moving our domain for a-tech to wild apricot; look into e-mail solutions that work, etc; also these technical issues were taking a lot of time.

Ron made a motion to form the committee, seconded by Henry... and the motion passed.

Action Item: Ron asked that Arthur send a "status document" to the Board.

7. Wild Apricot/Membership (Salim)

Salim reported on membership numbers: 57 individual members, of which 40 have paid up for this year. Among Organizational Memberships:37 members, 20 of which have paid up for this year.

WA is fairly complex and there are perhaps more categories than we need; need to focus on members and making more organizational members into paying members.

Action Item: The membership database needs to be cleaned up, agreed that Joan and Salim need to get together to ensure that the database is accurate.

8. Lunches (Alexa)

We had a good luncheon at the NOAA offices and the lunch purchases worked out even though there were a few that had not registered; We have to make sure we have the right room number next time; older events need to be changed from pending to complete on the wild apricot site.

9. Names Grant

Ron signed the letter extending a no cost extension; we received an additional \$5,000 from Group 70; Group 70 does not require any status update or report...

10. Scholarships (Arthur)

Ron asked if Sandy could take the lead with respect to the scholarship committee. He reiterated that a meeting is not necessary, but we need to work with e-mail to establish the amount, set deadline dates and publicize the event. Sandy agreed to take the lead and get the scholarships committee going.

12. Outreach ideas

We discussed having Alexa as our Events Coordinator. The position was voted on and passed.

13. Modification of membership form

We discussed surveying folks about their interests with HIGICC, and to establish some kind of database or add to their membership information things they were interested in;

14. Transition book

Joan is putting together a transition book; we also discussed a co-treasurer elect position. Henry announced that he has asked for a \$50,000 grant to hire someone to help with administering HIGICC. This could help tremendously in having a treasurer-in-training; We will need to change the by-laws to make this happen.

13. Fiscal Accountability Workshop

Arthur attended; he reported that the focus was on governance issues; noted that we had paid staff that we make sure we file form 990, IRS form for non-profits; workshop also talked about conflict of interest and whistle-blower issues.

Action Point: We need to have links to sample policies on our website – Arthur will write a summary.

15. Monthly update email

Discussed a monthly e-mail as a possibility for keeping members updated; While there was no resolution, we discussed moving towards adding to a webpage periodically.

Action Point: Meanwhile, Ron will try out a monthly update to the membership.

16. Newsletter

The newsletter has not come out this past summer because Barbara Gibson got exceptionally busy with her summer program. We discussed continuing the newsletter as it's a nice Public Relations piece to hand out to folks who don't know much about HIGICC and that we continue to try and get it out 3 times a year.