



## 2010-2011 URISA Oregon & SW Washington Chapter Maturity Assessment



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## REVISION HISTORY

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
02.28.08	v1	2007-2008 URISA Chapter Maturity Assessment	Danielle Ayan
03.10.09	V2	2008-2009 URISA Chapter Maturity Assessment	Luke Boggess
02.28.10	V3	2009-2010 URISA Chapter Maturity Assessment	Karen Brandt
3.25.2011	V4	2010-2011 URISA Chapter Maturity Assessment	Tripp Corbin

April 6, 2011

Hello Chapter Leaders,

It is that time once again; time to complete the annual Chapter Maturity Assessment. The Assessment is one of the primary tools the URISA Leadership uses to evaluate not only the state of the local chapters but also what they can do to better support the local chapters and GIS profession. So we do hope you will take the time to fill it out in its entirety.

The Maturity Assessment is also used to help chose the Chapter of the Year Award. The Chapter of the Year receives special recognition on the URISA Website and has bragging rights with the other chapters. Last year's chapter of the year was Oregon. This year it could be you! All chapters are eligible for consideration, large or small makes no difference. Factors that influence the choice are did you reach your goals for the year, have you grown, what have you done to service the needs of your members, and do you continue to improve consistently as a whole. Believe it or not it is actually easier for the smaller chapters to win this award.

As an added incentive all chapters that get the Assessment completed and turned in by the deadline (June 30, 2011) will receive a free admission to the 2011 GIS Pro Conference (<http://www.urisa.org/gispro2011>). Don't forget about the chapter leaders forum on the Afternoon of Oct 31. All chapters are ask to send at least one representative from their board to take part. This is a great chance to meet the leaders of other chapters, discuss issues that affect us all and talk directly with the URISA Board. If there is any topic of specific importance you would like to see addressed during the Forum please let me know. Last year we had the IRS give a presentation of Not for Profit Tax Law.

Again thanks for taking the time to complete the Annual Chapter Maturity Assessment. If you have any questions please contact your CRC Liaison or me. Hope to see you all at the GIS Pro Conference.

Sincerely

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Chair, Chapter Relations Committee  
URISA  
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# 2010-2011 URISA CHAPTER MATURITY ASSESSMENT

## EXECUTIVE SUMMARY

### **Mission of this Document:**

The mission of this document is to develop a matrix for measuring the maturity of a single URISA chapter and the composite maturity of all chapters at a snapshot in time (annually) and over time. Although there will be many areas where individual chapters vary, the intention is that this assessment can be leveraged by URISA International and all chapters by targeting focus toward those chapters and those areas needing assistance.

## OREGON & SW WASHINGTON URISA PROFILE:

Chapter Mission/Vision/Overview:

Area served: Oregon and Southwest Washington  
Active since: 1992  
Current Lead Chapter Officer (must be URISA member):  
Bob Haas, Co-President; Bob Pool, Co-President

Annual reporting period: 2010 - 2011

Total membership (end of last reporting year): 1,186 members in our website contacts list

Total membership (end of reporting year prior to last):

Membership fees:

\$ 0 Individual

\$ 0 Student

\$ 0 Sponsor

\$ 0 Corporate

\$ 0 Other (Identify organization membership category)

The Oregon & Southwest Washington Chapter does not charge any membership fees. We rely on Conference registration and sponsorship fees as our funding sources.

**(A)** Top three chapter goals for the upcoming year (3 points)

- I. To launch a Young Professionals Special Interest Group modeled after the Australian SSSI and URISA International YP group structures.
- II. To continue to evolve the Virtual Teams that we created in the prior year to conduct the operations of the Chapter.
- III. To focus on defining our membership profiles and assure that we are aligned with the desires of our membership to assure our relevancy.

**(B)** What three training and educational programs would you like URISA to develop over the next 5 years? (3 points)

- IV. A knowledge based exchange program that takes advantage of new social media
- V. A service/capability on the URISA International website that is focused on applications and that promotes the sharing of applications among jurisdictions
- VI. The conversion of existing URISA educational programs to "virtual" editions that would eliminate the need for travel.

**(C)** Do you have a wish list for URISA International (i.e., areas where your chapter needs assistance, collaborative ideas that would benefit many chapters and URISA International, other)? (3 points)

In reality, I believe that our local chapter continue to be pretty self-sufficient. We respond well to local requirements and believe that we are responsive to our member's needs. One service that could be beneficial would be if the International Organization had a financial auditing service whereby at a local chapters option, our finances could be audited to assure that we are in compliance with non-profit requirements and furthermore, to assess whether our financial practices are sound.

**(D)** Why should your Chapter be considered as the URISA International Chapter of the Year? – Criteria: innovation, outreach, education, community service, and achieving last year's goals. (5 points)

Our chapter is robust and expanding, even during these challenging financial times. Our chapter's strengths are:

- We have an organizational structure that operates successfully in a large and diverse bi-state area.
- We have 9 local Sections that are subdivisions of the chapter, serving members in the separate regions of the state.
- We have three Special Interest Groups that serve unique needs of members and that include a Women in GIS SIG, an Oregon GIS Association SIG, and a Open Source SIG.
- We are developing a Young Professionals Special Interest Group that is modeled after the URISA International YP group.
- The Special Interest Groups and Sections are closely affiliated with the Oregon Chapter and conduct a wide range of educational and service related activities; we as a parent organization provide funding to our Sections and Special Interest Groups and provide a hosted CMS solution to assist them in conducting their activities. Our hosted membership database enables these local groups to offer focused professional networking capabilities.

In addition to the local activities, we conduct Conferences and workshops that are targeted at our bi-state membership:

- This structure has allowed the Chapter to continue to expand since our origination in 1992 and we now are more successful than at any prior time.
- In addition to our local URISA activities, members of our Board also actively participate at URISA International and are on the organization's leadership team.
- Our Board of Directors is very active and several new initiatives are underway to support our membership base and to maintain organization relevance to members and their employers.

This past year we accomplished the following:

1) Continued to evolve a Wild Apricot hosted website that has proven to be extremely successful and this solution is used to conduct the majority of chapter business.  
[www.orurisa.org](http://www.orurisa.org)

2) Hosted the chapter's annual two day GIS In Action Conference. It was held and cosponsored

by ASPRS and Portland State University. It was attended by almost 300 individuals and included elected officials and advisory board members of the Oregon State office of the Governor, as keynote and closing speakers. The program was diverse and one of the strongest offered during the many years this conference has been held. The presentations were high-quality, with an emphasis on interaction and networking.

3) Development of six Virtual Teams, which will continue to carry out our activities. These teams include:

- Programs and Events
- Finances, Communications
- Marketing and Social Media
- Business
- Member Support
- Scholarships

Information about these teams and their activities can be accessed at:  
<http://www.orurisa.org/teams>

4) Granted one tuition Scholarship to a student at an area University and granted one research scholarship. The recipients were selected based on an open competitive process.

5) Sustained healthy Chapter finances and are currently developing a sustainable funding model that will secure our resources into the future.

6) Leveraged Wild Apricot to enhance the Chapter's membership database. The solution is proving more useful for event promotions and announcements than the previous outdated list. The contacts database also provides the capability to contact only selected members based on their participation in any of the Sections or SIGS.





CHAPTER 2010 MATURITY ASSESSMENT CARD		5 – Fully Implemented 4 – In Progress – Fully Resourced to Complete 3 – In Progress – Partial Resources Available 2 – Planned – Resources Assigned 1 – Not Planned – No Resources Assigned 0 – Not Applicable
5	1. The chapter is an established non-profit organization with an active Federal ID number. <u>Comment:</u> We have maintained this status for well over ten years	
5	2. The Board has filed its most recent year IRS Form 990 (if a non-profit organization) or other appropriate IRS form for the organization. <u>Comment:</u>	
5	3. The Board abides by chapter By-laws that have been updated within the last 5-years. <u>Comment:</u> We have adopted By-laws that are periodically reviewed. We have established a Business team that is charged with reviewing the by-laws and recommending amendments to the Board	
5	4. The chapter has regular Board and member meetings. <u>Comment:</u> The Board meets approximately every 2 months through virtual teleconference meetings and annually in person at our GIS In Action conference. Meetings are documented. We also conducted a full-day Board Leadership Retreat in February	
5	5. The chapter offers an annual/biennial conference(s). <u>Comment:</u> We hold an annual GIS In Action Conference, in conjunction with ASPRS. We also hold meetings throughout the state that are sponsored by our many Sections and Special Interest groups. Information about the conference may be observed at: <a href="http://www.orurisa.org/GIS_In_Action">http://www.orurisa.org/GIS_In_Action</a>	
5	6. The chapter coordinates and collaborates with URISA International (including the CRC) or other allied organizations. Please elaborate with comments. <u>Comment:</u> Our Chapter has been aligning with URISA International in maintaining Chapter roles and new Young Professional/Vanguard Committee initiatives. One of our Board members, Cy Smith, is the President of the International organization and is a valued link to its larger mission. Another of our members, Amy Esnard, is the Chapter Relations Committee Associate Chair.	
4	7. The chapter offers workshops and other educational opportunities. Please elaborate with comments. <u>Comment:</u> Our Sections and Special Interest Groups frequently conduct regional GIS user meetings throughout the state. A list of past events may be observed on our website at: <a href="http://www.orurisa.org/Events">http://www.orurisa.org/Events</a>	
4	8. The chapter offers communications (website, surveys, newsletters). Please provide links to online resources. <u>Comment:</u> We actively update a Chapter website that is based on the Wild Apricot solution. This CMS- based solution is used by all of our Sections and Special Interest Groups. We have also enabled on-line event registrations and epayment opportunities. We conduct	

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	<p>follow-up surveys for conferences and events. We do not currently publish a newsletter but are looking at various opportunities to utilize social media to communicate with our membership base.</p>
4	<p><b>9. The chapter has initiatives that positively impact our community. Please elaborate with comments.</b>  <u>Comment:</u> We participate in GIS Day activities, have educational conferences, and offer input upon request to state legislative committees on issues affecting the profession. We also supported GIS legislative actions in the state of Washington.</p>
4	<p><b>10. The chapter actively recruits new members. Please elaborate with comments.</b>  <u>Comment:</u> We rely on our website and its contacts database for membership promotions. A membership team was also created this year and is in the process of developing a recruitment plan and the newly formed Young professional/Vanguard Committee are tasked to outreach to SIG's and Sections.</p>
3	<p><b>11. At least 20% of chapter members are URISA International members.</b>  <u>Comment:</u> As we are currently undergoing a membership assessment, we are unsure of the percentages at this time. Although we are unsure of whether we meet this target, we continue to promote membership at events and have information about the International Organization on our website. We also frequently post information about URISA International meetings and programs.</p>
5	<p><b>12. The chapter collaborates with K-12 schools and universities and pursues outreach to students. Please elaborate with comments.</b>  <u>Comment:</u> We participate in GIS Day activities at schools. We have a scholarship program and work with schools to promote our tuition reimbursement and research scholarships. We have Portland State University as a co-sponsor of our annual GIS In Action conference.</p>
5	<p><b>13. The chapter collaborates with local, state/provincial, or federal agencies. Please elaborate with comments.</b>  <u>Comment:</u> Our membership has participants from these organizations and our Board of Directors has members from these organizations. We also support the Oregon GIS Association (a chapter Special Interest Group) and the State GIS Council, which deals with issues pertinent to these parties.</p>
4	<p><b>14. The chapter's membership has increased over the last reporting year.</b>  <u>Comment:</u> Our contacts list has grown by approximately 10 % during the past year, and as mentioned – we are improving our membership profiles by outreach activities, which will expectedly return more members.</p>

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<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p><b>15. The chapter has a formal relationship with the State GIS Council or equivalent entity.</b>  <u>Comment:</u> Our Board has three representatives who are members of the State GIS Council.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p><b>16. The Board maintains the following Executive board positions: Immediate Past President, President, Vice President, Secretary, and Treasurer.</b>  <u>Comment:</u> We have all of these positions with the exception of Vice President</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p><b>17. The Board has current job descriptions for each position.</b>  <u>Comment:</u> The Chapter's charter defines the roles and responsibilities of these positions. In addition, there are seven separate Virtual teams that deal with various Chapter issues. Our philosophy is to involve as many individuals as possible versus just having a few individuals handle all the work. The Virtual teams are identified on our website at:  <a href="http://www.orurisa.org/teams">http://www.orurisa.org/teams</a></p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p><b>18. The chapter's member database is online and accessible by the Board and members.</b>  <u>Comment:</u> Our membership database is part of our website and may be observed at:  <a href="http://www.orurisa.org/Default.aspx?pagelid=459067">http://www.orurisa.org/Default.aspx?pagelid=459067</a> It is fully searchable and we have established a number of groups we can contact through the application.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p><b>19. The chapter promotes GISCI and GISP Certification by providing information or workshops.</b>  <u>Comment:</u> We have a link to GISCI on our website, and have promoted GISCI activities via membership and events outreach. We also have a member of our organization on GISCI's leadership team.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p><b>20. The Chapter maintains active communication with URISA international by attending Chapter Leader Quarterly Conference Calls, talking with Chapter Liaisons, attending the Chapter Leaders Forum at the GIS Pro Conference or other methods.</b>  <u>Comment:</u> We actively attend the URISA GIS Pro Conference and Chapter Leader Quarterly Conference calls. A member of our Chapter (Amy Esnard) is the Chapter Liaison as well as the CRC Associate Chair. This past year, we attended the Chapter Leaders Forum and made a presentation on the Wild Apricot solution at the Orlando meeting.</p>