

# ORURISA BOARD MEETING

Thursday, June 16, 2016

12:00 PM

## ORURISA BOARD MEETING AGENDA

12:01 pm	Welcome, agenda review and changes as needed – Molly Vogt
12:05 pm	Brief news and announcements – All
12:10 pm	Chapter news & updates – Molly Vogt <ul style="list-style-type: none"><li>• Meetup account</li><li>• Quorum rules follow-up</li></ul>
12:15 pm	Board priorities and planning – Discussion facilitated by Molly <ul style="list-style-type: none"><li>• Poll results review</li><li>• Do we need committees for these efforts?</li><li>• How many committees should we have? Note that we already have a UMM work group.</li><li>• Do the scores reflect our priorities?</li><li>• Is anything missing?</li><li>• Identify committees that will move forward</li><li>• Next steps</li></ul>
12:55 pm	Adjourn with time to transition to your 1pm meetings

## APPROVED MEETING MINUTES

### Attendance Record

#### Officers

President: Molly Vogt, City of Gresham [Email](#)

(absent) Treasurer: Keith Massie, Lane Council of Governments [Email](#)

Communications Director/Secretary: Theresa Burcsu, State of Oregon [Email](#)

Past President: Dean Anderson, Polk County [Email](#)

#### Section Board Members

(absent) Robb Kirkman, Portland Area GIS Users Group [Email](#)

(absent) Amy Esnard, Gorge Area GIS Users Group [Email](#)

(absent) Mark Scott, Columbia Pacific GIS Users Group [Email](#)

## APPROVED

(absent) Colleen Miller, Central Oregon GIS Users Group [Email](#)  
(absent) Laura Gabel, Central Coast GIS Users Group [Email](#)  
(absent) Lesley Hegewald, Willamette Valley GIS Users Group [Email](#)  
(absent) [open] Umpqua Basin Users Group [Email](#)  
(absent) Karim Naguib, Southern Oregon GIS Users Group [Email](#)  
John Bragg, South Coast Users Group [Email](#)  
(absent) Chris Wayne, Klamath Basin Users Group

### **Special Interest Group Board Members**

Alexa Todd, Young Professionals [Email](#)  
Dean Anderson, Oregon GIS Association [Email](#)  
David Percy, Portland Open Source Geospatial User Group [Email](#)

### **At Large Board Members**

Richard L'Esperance, Campbell Group [Email](#)  
John Sharrard, ESRI [Email](#)  
(absent) Cy Smith, State of Oregon GEO [Email](#)  
Matt Freid, City of Portland [Email](#)

## Welcome, agenda review and changes as needed – Molly Vogt

A number of last minute absences were noted. No changes were made to the agenda.

## Brief news and announcements – All

None

## Chapter news & updates – Molly Vogt

### Meetup account

Percy has okay to sign up from Keith

**Action item:** Percy to initiate ORURISA Meetup

### Quorum rules follow-up

- Quorum Rule - majority required. This is half the number of Board Members + 1 =  $(20/2) + 1 = 11$
- Molly suggested that the group see how things go with the new board and attendance.
- Dean noted that the Board can propose decisions at meetings/phone calls, call meetings where quorum is not met "work sessions", and hold votes by email. This is consistent with the by-laws as they stand at present.

Discussion:

It was suggested that for regularly absent Board Members that there be rules for their removal. Brief discussion followed, and the outcome was agreement. Action may be necessary, especially, if this is not already identified in the by-laws.

## Board priorities and planning – Discussion facilitated by Molly

Molly thanked everyone who participated. There were 16 participants and many good comments were made on the Google form/spreadsheet. Molly explained that she assigned names to the leads based on topical interest, desired role as indicated in the poll as well as current time commitments to ORURISA (current duties, roles, and responsibilities) to help ensure that no one person will be spread too thin as a group or team leader. To initiate the discussion, Molly asked for thoughts on the priorities and the amount of effort required in context of creating a work group (i.e., is the creation of a work group necessary or is there a simpler solution?), and paraphrased the remaining questions she provided in the draft agenda.

Several questions and comments were raised.

*Question: what is the "Events" group about?*

The discussion that followed revealed that the "Events" priority was unclear. A number of comments were made about what the "Events" priority consists of and there was quite a bit of diversity. For example, one person felt "Events" might refer to local events, which are being handled well by the special interest and local groups. GIS in Action, while an event, should probably not be lumped into an "Events" committee. Another example was that "Events" could be a group of people who are available to aid the other work groups when necessary. Event planning may be more of a board member skillset/interest that can be applied to a variety of projects, rather than a Board priority of its own. Website may be similar.

*Comment: "Policy" seems out of place in the priorities group. It may be better placed as its own special animal. It may require a more in-depth discussion in a face-to-face meeting among Board Members.*

Molly then gave some background on the "Policy" priority, mentioning among other things, the Data Sharing legislative concept happening at the State level and the need for learning and communication about other policy issues that emerge and affect the broader ORURISA membership.

Molly then noted, that in her opinion, having too many committees may be problematic because people could be spread too thin. The suggestion was made by Matt Freid to group New Audiences, Training/Education, Events, and GIS In Action into a larger category of Outreach. It was noted that three priorities have no lead and may form a natural group or should not be priorities this year. Another comment was to use the Total Score to focus the work and sort the

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list. Overall the general opinion was that the scores reflect the group's opinions. Accolades were given to Molly for putting together the Priorities document and organizing the group.

Molly noted that the current 10 topics could be aggregated into 2 or 3 broader committee topics. A few topics such may not merge but instead each Board member would consider them as part of standard Board member responsibilities. She also suggested that any resulting groups may benefit from having a structure that includes subcommittees and co-leads, and asked for feedback on that idea. The discussion that followed included the following points:

- General agreement given about workgroup > subworkgroup and lead > co-lead > subgroup lead organization.
- Specific goals for the groups should be developed. Lots of positive responses given around this idea.
- Question posed: If we have 10 committees, how many [committees] can people really participate in?
- An Outreach committee was proposed. After some discussion, the consensus was that external outreach would be its focus.
- An Internal organizational committee was proposed. After some discussion, the consensus was that this internal group would be tasked with handling and improving internal communications and operations of the Board. It would include the website and board communication pieces identified in the proposed priorities list.
- Reminder that clearly defined goals, tasks, and measures of success are needed to accomplish things. These should not be too numerous.
- Once goals, etc. have been defined, then follow-ups can be made and discussed in board meetings to track and communicate progress.
- It was noted that there are lots of web tools for organizing and communicating on projects, and we should consider some of these, such as Slack. Slack is web tool for communication. Sort of like a modern wiki site. Or collaborative workspace. The web site is: <https://slack.com/is>

### **Decision point: form two committees**

1. An Outreach committee to handle external outreach
2. An Internal committee to handle and improve internal communications. Incl. website, board communication pieces.

**Action item:** Molly will take first stab at outlining this decision point, working offline with Board members to confirm committee assignments and roles as well as the general goals of the two committees. The committees will be tasked with working amongst themselves to define specific objectives, measures of success, action plans, and timelines.

## Meeting minutes approval – Theresa

Agenda item added at the end of the Priorities discussion

Typically minutes are considered “draft” until approved by the Board at the following meeting. Meeting minutes were posted to the ORURISA web site and an alerting email distributed to the Board on June 13 with the web link. The notes can be found on the Board page (<http://www.orurisa.org/Board>).

**Decision point:** approval vote to occur by email ballot.

### Action items:

1. Please review notes and vote when the ballot is circulated.
2. Please submit comments, changes should to Theresa.
3. Molly will include ballot in her follow-up with other decision points from this meeting.

### Action Items Recap:

1. Percy to initiate ORURISA Meetup account
2. All Board Members to review meeting minutes, submit comments/changes to Theresa, and vote when the ballot is received.
3. Molly will send out follow-up ballot for decision points and any necessary supporting information using Google, Wild Apricot, or other electronic means. Decision points that will be included are:
  - a) Formation of two committees: external outreach and internal communications
  - b) May 2016 meeting minutes approval