

**ORURISA Board Meeting**

August 21, 2019

Teleconference

Attendees:

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| Theresa Burcsu, President  |
| Matt Freid, Treasurer  |
| (absent) Tara Kaur, Communications Director/Secretary                    |
| Molly Vogt, Past President   |
| Keith Massie   |
| Robb Kirkman, Portland Area GIS Users Group                              |
| (absent) Amy Esnard, Gorge Area GIS Users Group                          |
| Mark Scott, Columbia Pacific GIS Users Group                             |
| Colleen Miller, Central Oregon GIS Users Group                           |
| (absent) Laura Gabel, Central Coast GIS Users Group                      |
| Lesley Hegewald, Willamette Valley GIS Users Group                       |
| (absent) Karim Naguib, Southern Oregon GIS Users Group                   |
| (absent) John Bragg, South Coast Users Group                             |
| (absent) Chris Wayne, Klamath Basin Users Group                          |
| Shivon Van Allen, Emerging Professionals                                 |
| (absent) Dean Anderson, Oregon GIS Association                           |
| (absent) "Percy" David Percy, Portland Open Source Geospatial User Group |
| Jennifer Zumbado-Hannibal, Member-at-Large                               |
| Alexa Todd, Member-at-Large  |
| Sean Carroll, Member-at-Large  |
| Mike McDaniel - Member-at-Large  |

ITEM - Quorum to approve last month's agenda. No requested changes.

Motion to Approve by Colleen Miller, second by Alexa Todd .

No further discussion.

Motion Passed - Notes from July are Approved.

Funding request from Alexa Todd.

Reports and Updates:

ITEM - Treasurer Update.

- we have a PO Box

PO BOX 14518  
Portland, OR 97293

Please use this address for all future mailings and update any registrations with it.

- we are up to date with our business registration with the Oregon Secretary of State's office until 4/1/2020
- working on full access to USBank account and getting materials from Keith
- Will set up Zelle and create a summary report for next meeting

Motion Proposed to Approve Financial Report by Alexa Todd, Seconded by Robb Kirkman

Vote - All in favor

Motion Passed.

ITEM - Introduction of Mike McDaniel

Mike is interested in becoming the new at-large board member since is open as Matt Freid has moved to Treasurer. He has capacity now that he is not as busy with the Peace Valley School Board and is interested in getting more involved with ORURISA.

Bio :

Founding Board Member for Peace Valley School Board

- Small private, non-profit school
- Board governs school
- Budget of school: ~\$60 - \$100K

Mike's experiences related to the Peace Valley School Board

- Former Board President
- Finished his tenure on the board in June of this year
- Filed for non-profit status
- Took a couple of accounting classes at community college to facilitate running the school

Mike's experience with ORURISA

- Member since early 2000s
- Member of WVUG

Mike is currently self-employed as a GIS consultant for the Oregon hazelnut industry. He has worked as a GIS technician and geospatial analyst for the City of Portland Bureau of Transportation, Sanborn Map Company, U.S. Department of Agriculture and Northwest Natural Gas Company.

Theresa likes his previous board experience, and his long standing work in the GIS community.

New Business :

Submitted Motions -

ITEM - Nomination of Michael McDonald for at-large Board Member. He would serve an interim term for the remainder of Matthew Freid's term through April 2020.

Motion from Theresa to vote on approval, Seconded by Jenn.

Opened up for discussion - none offered.

VOTE - All approved.

Motion is passed.

ITEM - Colleen Miller is proposing using volunteers to increase our capacity to complete our goals. We have been doing this to some degree already, with some people helping out with GIS in Action and Wild Apricot management. She is interested to see if the board would like to formalize our Board Volunteer Program. Colleen has a colleague that would like to work on communications projects such as a newsletter, etc. but she is not sure on what is the best way to involve him. She proposes voting to formalize an initiative for volunteer involvement with the board. Alexa voiced support, and Molly agreed stating that it would help us with board tasks.

Colleen asked about issues around board meeting attendance, access to documents, etc. and she suggests referring this task to an existing committee or possibly to a new ad hoc committee for this specific task. Molly thinks since it came up independent of the existing board committee

it could be a specific task, Theresa suggested that it could go to Existing Relations Committee, but that they are busy now and could discuss how they would like to handle it. She would also like some discussion on how they communicate back to the board. Molly sees possibility of using other committees.

Theresa asks that we vote on the item and that Colleen then take the lead on finding a new or existing group to implement it. Colleen is willing to take the lead, and Alexa suggests that reps from other overlapping committee participate. Ask for volunteers from other committees:  
Business Committee - Theresa, Molly will also participate.

Action Item - Group will work on proposal for formal volunteer structure.

Motion to have a committee form to create a formal structure for volunteers to work on board tasks and work with board committees.

Vote - All approved. None against.

Motion approved.

ITEM - add Molly Vogt as past president to the bank account as a signatory. It is recommended that there be three signatories, and this needs to be formally stated as an approved committee motion so the bank can add her.

Motion brought by Theresa Burcsu, seconded by Alexa Todd

Vote - All approved, none against.

Motion approved.

ITEM - Chapter maturity assessment has been submitted for our yearly approval by URISA. It is available for review, mostly the same as last year but there were a few changes. Theresa worked with Molly and Matt on fine tuning a few changes. She did not have capacity for submitting a Committee of the Year application, and suggests that we work on that earlier next year.

ITEM - Reminder that we did not capture all of the output from the break-out groups at our yearly retreat. Please add the action item that your group came up with to the agenda of this meeting so we can discuss them in coming meetings and report progress. If you have any questions you can mail the to Theresa.

ITEM - Tara cannot attend this month, but submitted her report. She is researching websites for other URISA chapters and other GIS organizations and is compiling a report of her findings. This report will be presented at the next board meeting in September.

ITEM - Molly's goal is focus on goals where she can provide specific value rather than filling gaps, so moving forward she is going to be selective with her task commitment to ensure she can follow on them fully.

SIG and Section Reports -

ITEM - EP Mentorship program. Shivon Van Allen - since last month not much has changed. Eight mentors selected and confirmed. There will be a kick-off event in October, currently they are working on planning the next steps. They will have more details in September and a report on the kickoff in October.

Committees -

New Audiences - no reports

Existing Relationships - Alexa Todd. They met on 8/20 and they are working on a plan to meet with all the Sections and SIGs hopefully in early October. They are working on the meeting agenda which will list the input they are looking for. They are also discussing whether or not the contacts database will be the right fit for their committee and if it can be used for Sections/SIGS can use it for outreach and announcing speakers, etc. There is a link in the agenda to the survey they are sending out.

Board Business and Communication - Molly Vogt and Theresa Burcsu. No meeting, working on how they can move it forward. Tara is working on Communication agenda along with website survey report.

SIGS Updates -

Mid Willamette Valley - Leslie. Summer meeting 8/28 in Salem at the MWV offices. Dean, Cy and City of Salem will present. Submitted funding request for meeting refreshments.

At-Large Members - Jenn attended meeting with Theresa on 8/21 with URISA. They talked about Theresa attending to represent ORURISA at the International conference. They are looking for volunteers, especially students. We reported that we have a new Treasurer as current business.

ITEM - Letter to URISA in response to their letter to us. We sent a letter on 6/18, they responded on 9/19 to which we responded that we want to continue to use our current dues structure. A link to the latest URISA response is in the agenda and is editable by the board - please review and comment by 8/30/19.

ITEM - Lesley reported on a meeting with Molly, Dean, Theresa and Colleen on the subject of not being able to send out announcements to contacts. Since members are now defined as people that have been active in the last year, but SIGs would like to contact a wider list of people. They proposed involving a volunteer after Dean retires next year since his current employee is doing that now. The proposal is to send out an email to all contacts explaining how to re-activate their membership, which will be sent out by Theresa. Keith asked about moving to a three year activity standard rather than one year to make it easier to stay active and get ongoing communications. Part of the challenge comes from not understanding on how to use contacts vs. members for communications, Dean and his team are going to research and provide feedback on what the options are.

Theresa asked if the board wants to have the board review it and add comments, and she indicated that they will do so. The discussion will also involve a discussion on formalizing the membership standards.

ITEM - Wendy Nelson with URISA contacted the board and would like us to look at the link in the agenda for the GIS Leadership Academy and see if anyone wants to attend if it were in Oregon. Please review and let us know if you or anyone in your organization would like to attend.

ITEM - Lesley is asking for \$75 for refreshments at their August meeting.

ITEM - Keith is asking for \$100-200 for refreshments at their August meeting.

Theresa will review on how to process the funding requests and respond directly to them after the meeting.

Action Items Compilation - these need review and update for next meeting.

| <b>Who</b>    | <b>Item</b>   | <b>Deadline</b> |
|---------------|---|-----------------|
| Theresa       | Respond to funding requests from Keith and Leslie.                                      | August 23       |
| Board Members | Please review the GIS Leadership Academy dates and provide feedback to Robb and Theresa | August 28       |

|                       |   |              |
|-----------------------|---|--------------|
| Board Members         | Review letter from URISA and response. Add comments   | August 30    |
| All retreat attendees | Please add the action item that your group came up with to the agenda of this meeting so we can discuss them in coming meetings and report progress. If you have any questions you can mail the to Theresa. | September 13 |
| Theresa               | Finalize OneURISA position letter to URISA  | September 10 |
|                       |   |              |