

SOUTHERN CALIFORNIA CHAPTER OF URISA BOARD MEETING
Wednesday, April 9th, 2003 - 12:00 to 2:30 pm
Palm Springs Spa Resort Cafe
Recorded by Lorenda Lee

In attendance:

Kim Mathis
Lisa Lubeley
Ingrid Bruce
Dan Henderson
Mike Calandra
Lorenda Lee
Rob Ball representing Central CA Chapter

ITEM 1: GREETING AND INTRODUCTIONS

ITEM 2: CHAPTER REORGANIZATION

Marketing Tools for CalGIS Conference

- **Video:** Kim, Lisa, Dan, Tobias Wolf and Suzann Leininger helped and participated in the video. The conference will open with the revealing of the video.
- **Survey:** Completed by Laszlo. The Survey contains five questions on interests to improve workshops and member benefits. Surveys will be placed on every chair prior to opening session of conference. Kim will ask attendees to respond and return to SoCal representatives at door (Lorenda and Mike).
- **Conference Program Flyer:** The flyer was not created. Raffle tickets will be distributed with program (in place of flyer) to be turned in at SoCal booth. The drawing will be held during the Soiree, with Dan Henderson presiding.
- **Booth:** Manned by Kim, Ingrid and Laszlo at key times.
- **Membership Packets:** Kim demonstrated the membership packet, to be given out to prospective SoCal members at the booth. There are similar handouts to be distributed to enquirers from other areas (e.g., Central and Northern CA).

Promote New Board Positions

- We need these positions filled! Promote advisory committee and vacant positions, especially those staffing the SoCal booth. Vacant positions include Membership Chair, Programs Chair, and Newsletter Editor.
- Dan suggested consolidating the Scholarship Chair responsibilities into the Vice Presidents responsibilities, since it is a limited term position. Dan also suggested including a scholarship contact, possibly from LA, Orange, Inland Empire, so we can access more applicants in our service area. A university contact would be ideal.
- Vacant board positions are announced in the video.
- Board members are asked to promote new positions and membership to conference attendees from areas with low membership including: LA, Orange, and Inland Empire.

3-D Visualization Workshop

- Promote June 11th workshop. Location is Orange County Sanitation District. Lorenda and Ingrid will be working the door to ensure attendees are paid members. Mike to bring membership forms for non-members.

- Lorenda will compile list of current members.
- Dan will handle workshop books/handouts.
- Mike will find sponsor(s) for food. The workshop flyer can be revised to include sponsor logo(s). Suggested foods include: orange juice, bagels, coffee, cookies and sodas.
- Kim will send a letter to the current members via email explaining reorganization, benefits, and upcoming events, including the workshop.
- There will be a fee to National for the workshop.
- Dilemma: Dan will get the materials (to get workshop certified) to National soon, but how long will it take them to approve the workshop? In the case that it is delayed, or not approved, we will remove *URISA Certified* from advertisement.
- Dan has waived his instructor's fee for conducting the workshop.

Consolidation of Section Membership Databases

- Lorenda will combine membership databases until Membership Chair is appointed. Databases should be sent to Lorenda by **April 25th**, to organize and get to Kim by **May 5th**.
 - Eric to send Orange membership database (done)
 - Laszlo to send Orange membership database (or contact appropriate person)
 - Tobias to send San Diego membership database

Letter Closing Sections and Section Bank Accounts

Two template letters need to be created for Section Presidents/Treasurers.

- **Letter 1:** From Section President to Chapter President closing Section, acknowledging that all current members in the Section will now be part of the SoCal Chapter and surrendering all funds from their bank account bank. A check number and total bank account amount should be acknowledged in the letter.
- **Letter 2:** From Section President or Treasurer (whoever is on signature card for account) to Section bank, closing the account of zero balance.
- Checks to be made out to Chapter and sent to Kim.

ITEM 3 AND 4: TREASURER REPORT AND TRAVEL BUDGET

- Balance down over last three months due to number of board members attending National URISA Conference last October.
- Examine what we can do to remedy rapid depletion of funds:
 - Everyone submit projected conference expenditures for the year by **April 30th**.
 - Award one scholarship per year at CalGIS. Approved by Board.
 - Solicit the other Chapters to participate in the scholarship program.
- Preliminary spending report:
 - Lisa is committed is to 3 or 4 meetings with National per year.

ITEM 5: TAX ISSUES

None at this time.

ITEM 6: NEW BUSINESS

- We may need to reexamine the contract for future conferences. The Central CA Chapter will be added to the contract for 2005.
- Kim is updating the Chapter bylaws to remove any reference to the Sections and updating Board Officer Duties.

NEXT MEETING JUNE 11, 2003

Dinner immediately following the workshop.

ADJOURN