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*Southern California chapter of the International Urban and Regional Information Systems Association*

## BOARD MEETING MINUTES

Thursday, June 19, 2008

4:30pm – 6:00pm

HDR Office ~ 8690 Balboa Ave., SD, CA 92123

### Meeting Notes

**ATTENDEES:** Tobias Wolf, Lorenda Lee, Yuying Li, Tim Craig, Blanca Quintero

#### 1. Incoming Board Members

Chapter President Tobias Wolf announced the newly appointed Executive Board positions in addition to vacant Board positions.

- a. Melisa Caric will assume the Vice President position (Southern Region), Blanca Quintero will assume the Secretary position.
- b. We are still in need of a Treasurer and Newsletter Chair, and there may be a need to adopt a new Marketing Chair position.
  - a. Yuying will send an e-mail out to current members soliciting their interest in our vacant positions.
- c. A new draft of the Benefits of Membership and Board Member participation will need to be composed in order to clearly define SoCal URISA's intent, and to also promote an interest in joining.
- d. It was agreed that we should address the possibility of reorganizing the Board, Board titles, and respective duties and responsibilities. Tobias will review the roles of each Board Member position and the Chapter By-Laws and we will meet to discuss.
  - a. A potential new Marketing Position was discussed to incorporate the many relative duties and responsibilities required for successful Chapter promotion including but not limited to: Organize/Maintain a calendar of events, activities and deadlines; graphic designs, standardized form formats, letterhead, photos; promotional items (i.e. shirts, ball caps, various tokens), Board Participation Plaques, Sponsorship materials, Workshop materials, CalGIS Conference and URISA Int'l Conference materials and displays, Membership Drive/Annual Holiday Party assistance/Coordination, etc. This position would be the core for functional resources, archives, and graphic assistance... The possibility of incorporating many of these duties into the Secretary's position was discussed, and also the development of more subcommittees to assist in these efforts was mentioned. Blanca will work with Tobias to develop an initial plan and the Board will meet to discuss further.
  - b. A closer look at the Program Chair's responsibilities was also discussed. There has been some difficulty in developing events/workshops to accommodate our large territory. It was suggested that perhaps we assign VPs/Leads in various sections with their own respective Program and Membership Chairs in order to streamline efforts locally.

- e. Tobias expressed his gratitude to Dan Henderson for his past participation as Vice President, Southern Region, and mentioned that Jim Kniss, although no longer with Ventura County Fire, would like to remain on as Vice President, Northern Region.
  - f. Lorenda informed the Board that she and Ingrid Bruce officially announced their retirement from CRC Board, however both of them have agreed to extend their support if needed.
2. New Cal GIS Conference Manager Update
- a. URISA National has been named as the new CalGIS Conference Manager. Wendy Francis will work closely with the Chapters to achieve a successful outcome of the 2009 Conference to be held in Sacramento, CA
3. CONFERENCES
- a. ESRI ~ Events/Meetings
    - a. Tim Craig advised the Board that a room has been reserved for the Geography Showcase Awards, but inquired whether there was an interest in meeting at the Host Booth in the Map Gallery instead. He will need to know as soon as possible in order to make the necessary arrangements. He also explained that the maps belonging to the winners can be physically moved to the Host Booth area for this event. This would provide for an opportunity to take pictures and promote SoCal URISA membership
    - b. National URISA Conference will be held in New Orleans in 2008. SoCal URISA board members attendance is yet to be determined
4. SUBCOMMITTEE FOLLOW-UP
- a. Programs for 2008 – 2009
    - a. Still need to address
  - b. Membership
    - a. Will need to send out email to update memberships
  - c. Website
    - a. Still need to address
  - d. Newsletter/Contest
    - a. Contest for renaming the SoCal URISA Newsletter was implemented, but little feedback was received. This was a learning experience for the Board, as it required a great deal of effort and coordination. It was suggested that perhaps a budget for the Newsletter be established with primary responsibility and approval left to the Newsletter Editor and subcommittee members.
5. FUTURE BOARD MEETINGS
- a. Will try to schedule monthly and alternate between in-person and phone conference call
6. STUDENT SCHOLARSHIP
- a. Still need to discuss
7. OTHER BUSINESS
8. NEXT MEETING DATE
- a. ESRI conference, no time/place set yet.
9. ADJOURNMENT