

## **SWIG Steering Committee meeting notes**

11/9/06

Present: Anne Kawalec, Nathan Bentley, Diane Holloran, Sharon Anderson, Jimae Haynes, Jay Young, Charlla Adams

### **Agenda:**

- IGUM/SWIG coordination
- Brainstorm ideas for making the SWIG meetings better
- Review and approve the revised SWIG Organizers Guide
- Vendor booths
- GISP contribution points for SWIG presenters and volunteers
- SWIG Steering Committee elections
- Other topics?

### **IGUM/SWIG COORDINATION**

The group agreed that a joint IGUM/SWIG meeting once a year is worth continuing. The following points were also made and agreed upon:

- The joint meeting will be two days; with one day focusing on Federal and State issues and on topics of broad scope, and the other day focusing on issues related to local government, geotechnologies in the SW Idaho region, and of a narrower, perhaps more detailed scope. The goal here is to offer complimentary, but not overlapping, subject matter.
- Nathan will be the lead for organizing the meeting at the State and federal focus.
- SWIG organizers will be the lead for organizing the meeting at the regional focus.
- The two groups will interact on the notification process (all emails and other methods of notifying attendees will be done together as a unit) and on selecting and sharing a meeting location.
- For the joint meeting, Nathan will take the lead in securing a meeting location that will be appropriate for both meetings and available for both days.
- In regards to the location – access to the Internet is critical.
- The joint meeting will be scheduled for sometime in the last week of October or the first week in November. Wednesday and Thursday are the preferred meeting days.
- The organizers of the Oct SWIG meeting should contact Nathan very early on in their organizing efforts and stay in contact with him throughout.
- We all agreed that arranging a training session or workshop to be offered in conjunction with the IGUM/SWIG is a good idea. Some ideas on that topic are:
  - Training could be offered on either Tuesday or Friday or both.
  - If training is to be offered, someone not on the crew already organizing the IGUM/SWIG meetings should coordinate it. The IGUM/SWIG organizers should not be responsible for also organizing the training.
  - A possibility is to have URISA do a training session one day, and have BSU or other vendor offer training or workshops for the other day.

### **BRAINSTORM IDEAS FOR MAKING THE SWIG MEETINGS BETTER**

Ideas included:

- Maintain a list of people who have already presented (use past agendas?) at the SWIG so that organizers can clearly tell who has already done a presentation and be aware to not ask them again.

- Build a list of people who are interested in presenting at a SWIG. Ideas for gathering volunteers included:
  - Have a sign up sheet of some sort at the registration table so that people can volunteer as they register at one of the SWIG meetings.
  - Outreach – have the steering committee and SWIG organizers contact potential presenters and keep a running list going.
- Have a strong topic or presentation scheduled for immediately after lunch as a way to encourage people to return for the second half of the day.

### **REVIEW AND APPROVE THE REVISED SWIG ORGANIZERS GUIDE**

Because this meeting generated content that needs to be added to the Organizers Guide, we are postponing this discussion until the new content has been added and the Steering Committee has had a chance to review the changes.

### **VENDOR BOOTHS**

Everyone agreed that dealing with vendor booths is more trouble than we want to deal with, so the recommendation to our organizers will be to not do vendor booths. However, presentations by vendors/private firms are welcome – as long as they are informational (ie relevant and project or product related) and not a blatant sales pitch. The Steering Committee will draft a statement to that effect that can be used when arranging presentations by vendors/private companies.

### **GISP CONTRIBUTION POINTS FOR SWIG PRESENTERS AND VOLUNTEERS**

The SWIG Steering Committee fully supports the GISP certification. The following ideas were offered as ways that SWIG can help people earn points towards their certification or re-certification.

- Use the agendas as documentation for presenters (be sure all presenter's names are included on the agenda); the agenda can be the document used to document GISP points.
- Use the agendas as documentation for the meeting organizers (include a section thanking the organizers by name); the agenda can be the document used to document GISP points.
- Use the sign-in/registration sheet as a means of documenting the people who attended the meeting. Send each person who attended an email thanking them for their attendance and include the pertinent information, such as date, in the email; the email can be the document used to document GISP points.

### **SWIG STEERING COMMITTEE ELECTIONS**

The SWIG steering committee serves an essential function in keeping the SWIG meetings going; however, the roles and structure of the steering committee is still being nailed down. The committee has been visualized with four members; it currently has 3. The group discussed methods for inviting nominations and selecting committee members. A proposal was to call for volunteers for the committee via mass emails; and to hold elections for empty seats at SWIG meetings. Further discussion and formalization on this subject is probably a topic for a future steering committee meeting.

### **OTHER TOPICS**

- Charlla volunteered to create a database for storing the email/contact list for SWIG. Currently Anne is tracking this info in a spreadsheet.
- Sharon reported that the donations for the coffee and snacks netted approximately \$47. Currently Jimae is handling the SWIG funds (which total about \$53, with the \$47 included).