

SWIG Steering Committee meeting notes

1/5/07

Present: Becky Rose, Jimae Haynes, Jay Young, Charlla Adams, Diane Holloran, Rick Lovel

Agenda:

- SWIG Steering Committee elections
- Review and approve the revised SWIG Organizers Guide
- SWIG contact list and emailings
- Feb SWIG meeting
- Other topics?

SWIG STEERING COMMITTEE ELECTIONS

We have received 3 volunteers/candidates for the 1 open SWIG steering committee seat. Per the steering committee charter, an election should be held at the Feb SWIG meeting to select a single person from the pool of candidates to add to the committee; however, the process of running SWIG elections is ill-defined. The current steering committee members discussed the election situation; with everyone agreeing that, rather than turning away motivated people, we would be better off to add all three of the candidates to the committee. If/when the SWIG reaches the point where well-defined and formal elections are necessary, the topic will be revisited; until then, we will work on a more informal basis. Jimae will contact all 3 candidates and see if they are still interested in working on the steering committee and if they are ok with the plan.

REVIEW AND APPROVE THE REVISED SWIG ORGANIZERS GUIDE

All proposed revisions were approved. Jimae will make the final updates to the document and distribute that to everyone on the steering committee.

MANAGING THE SWIG EMAIL/CONTACT LIST

Anne turned over the SWIG contact list to Charlla, and Charlla has created a database to store the list. After some discussion regarding the list, the committee appointed Becky to be the lead person in charge of all things related to the contact list. At this time, Charlla will continue to refine the database and manage the data; Becky will handle all mass emailings and contacts to the SWIG membership.

FEB SWIG

Diane Holloran and Rick Lovel, from HDR Inc, are the organizers for the Feb SWIG meeting. The Feb SWIG will be held in the Commissioners Room at the Ada County building. They have a draft agenda and are working to confirm the last few presenters. Becky offered to see if the Northern Rockies Chapter of URISA will sponsor a lunch for this SWIG as they have done in the past. Parking may be an issue, and the parking situation may need to be researched and clear instructions for attendees included with the notifications.

OTHER TOPICS

- The concept of doing a financial report to the SWIG membership at large was proposed. Currently the SWIG funds are a total of \$43; of which Sharon Anderson still has \$37 from the Oct SWIG.
- We discussed and agreed to expanding the SWIG database to include data on meeting organizers and presenters. The idea is that this will help future organizers from asking the same people to present over and over; and it allows us to easily track and report on GISP related

contributions. Previously we had agreed that the past agendas would serve to document organizers and presenters; however, the consensus was that finding specific info documented in 5-10 years worth of agendas could grow to be quite difficult. We also discussed adding SWIG steering committee member info, but I don't think we ever made any decisions on this issue.

- We discussed various methods of surveying the SWIG membership to gather information on topics of interest. I don't think we chose any solid plan of action, but we did come up with some options including:
 - An email survey
 - A question and answer session at a SWIG meeting
 - A paper survey at a SWIG meeting

In most cases, the group felt that the best approach would be to outline a number of potential general subjects and let the members indicate which of those were of interest.

- We discussed the registration process at the SWIG meetings, with an idea of having a sign up sheet include columns where individual could indicate an interest in organizing the next SWIG meeting and/or presenting at the next SWIG meeting.
- We all agreed that the process for managing the SWIG contact list and doing the mass email notifications needs to be documented well enough that the task could be passed on to another person without to much additional training (the bus test).

NOT DISCUSSED

Given that Charlla is managing the SWIG contact list and related info indefinitely, should she be added to the steering committee as well?