

SWIG Steering Committee meeting notes

6/25/07

Present: Becky Rose, Jimae Haynes, Jay Young, Jacob Mundt, Eric Wing, Dan Narsavage, Charlla Adams, Karla Baker

Agenda:

- Close out for the June SWIG (lessons learned, etc)
 - finances
 - registration list
 - review volunteer organizers/presenters
 - lessons learned (updates for the SWIG Organizer Guide?)
- Planning for the Oct SWIG (Charlla will bring the list of volunteer organizers)
- Nominations for steering committee chairperson
- Discuss an outreach coordinator "position" for the steering committee
- SWIG website (deja vu)
- Other topics?

CLOSE-OUT FOR THE JUNE SWIG

- Finances – The June SWIG organizers were extremely well organized; the money collected to pay for lunch nearly exactly matched the costs for lunch. There was a \$15.00 dollar credit for the June SWIG. That money has been added to the \$71.00 balance from previous SWIG meetings for a total \$86.00 balance.
- Registration list – Karla delivered the registration list for the June SWIG to Charlla.
 - About six people signed up to volunteer.
- Lessons learned
 - Karla stated that organizing this SWIG was pretty easy, and had no suggestions for improving the process.
 - Jake mentioned that, if we charge people for lunch and cook our own food again, we may be wise to find out what kind of requirements from the Dept of Health apply.
 - Jimae mentioned that maps, directions, and parking information need to accompany every SWIG meeting notification.
 - SWIG meeting agendas, even rough draft agendas, need to include the address and common name of the meeting location.

PLANNING FOR THE OCT SWIG

- Dan Narsavage, Jake Mundt, and Charlla Adams volunteered to organize the October SWIG; with Dan taking the lead. They will contact people who signed up at the June SWIG as volunteers to try to find a 4th person for their team.
- Given the probability that Nick Nydegger will want to do the joint IGUM/SWIG, we agreed that all pertinent correspondence regarding organization of the October meeting will be cc:ed to Nick. Jimae will email the October organizers the SWIG Organizer Guide and the set of Steering Committee meeting notes that deal directly with the joint IGUM/SWIG meeting; a number of agreements about managing the joint efforts are documented therein.
- At the October SWIG meeting, Jimae will give an overview of SWIG (mission, vision, etc) and call for volunteers again. This kind of education about SWIG is probably good to do at least once a year – to keep everyone on the same page about what SWIG is and does.

- The steering committee discussed offering a training workshop of some sort at the October SWIG. We did this last year, offering the URISA “GIS Program Management” workshop, to great success. There are numerous options for training, including URISA workshop, ERSI instructor-led classes, and classes from other vendors. We decided that we didn’t really have a good grasp of what topics SWIG attendees might like training on, so we decided to put up a survey to gather info. Jimae will start an email going around to brainstorm the content for the survey. Once we have the survey content drafted, Jake will reformat the previous survey at Survey Monkey and let Becky know so that she can do a mass email to SWIG members to ask them to take the survey. We will use that information to help us make decisions regarding offering training in October.

NOMINATIONS FOR STEERING COMMITTEE CHAIRPERSON

Jimae has been chair of the Steering Committee for several years, and would like to step down and let someone else have a chance to drive SWIG. Currently there is no formalized process for appointing new steering committee members or electing a steering committee chairperson, no set terms for steering committee members or chair, and no protocols for stepping down as either a committee member or a chairperson. Jake volunteered to take over as chair; everyone agreed. The group discussed having a Chair and a Vice-Chair position; with the Vice-Chair becoming the Chair when the previous chairperson “retires.” We tentatively appointed Todd to be the SWIG Vice-Chair, pending his acceptance. Jake is now officially the Chair; and we generally agreed that the term would be one year – June to June. Jimae will draft a list of the things she’s been doing as chair and pass that onto Jake.

DISCUSS AN OUTREACH COORDINATOR "POSITION" FOR THE STEERING COMMITTEE

This topic was raised and tabled at the 2/28/07 steering committee meeting. The discussion today identified two perspectives on the definition of “outreach:”

1. Contacting people to create a standing list of potential presenters for SWIG meetings and
2. Reaching out to groups of people who are not represented or “under-represented” currently at the SWIG meetings, such as the education community, public safety folks, federal government GIS employees, and others.

As I recall, we did not reach a clear definition of “outreach”, but in general we did feel that the SWIG would benefit from some marketing and networking within the region. We also agreed that the SWIG Vice-Chair position would be the lead person for SWIG outreach.

SWIG WEBSITE

For background info on this topic see the 4/13/07 steering committee meeting notes. The group agreed, at least for now, that the draft SWIG Web site that Jake put up at BlogSpot (<http://swidgis.blogspot.com>) looks good and should meet our needs. Jake agreed to set up an administrative login that any steering committee member can use to update the website content. Jimae volunteered to help administer the website and get it set up and going; the concept is that there will be multiple people maintaining different portions of the website; details will be worked out as we go.

OTHER TOPICS

- Jimae noted that the Organizers Guide is somewhat out-of-date, given the recent personnel turnover. She will draft an update and circulate that for review.