

SWIG Steering Committee meeting notes

5/9/08

Present: Angie Hopf, Jacob Mundt, Dan Narsavage, Eric Wing, Becky Rose, Charlla Adams

Absent: Jimae Haynes

- Summer Meeting Notes
 - Becky stated that everything is coming together well. Charlla has the room reserved and they should be on track.
 - The topics were discussed, there was general agreement that it sounded like a good meeting.
- Fall meeting notes
 - Nick was not able to be present. Jacob talked to him on the phone shortly before the Steering Committee Meeting. As of yet, they have no formal plans or dates. He will be meeting with Gail shortly to discuss some things and this will be on his list. They are interested in coordinating with SWIG.
 - It was noted that the meeting would be better held early in October rather than later to avoid conflict with GIS day and Halloween. All agreed to this.
 - Venue – Nicks place worked well last time. It was nice to have multiple rooms. A hotel could accomplish similar tasks, but SWIG cannot afford a hotel. It is possible we may use this facility in the future for larger meetings. But for the venue, cost is key, to keep attendance fees low.
 - It was discussed if we want the fall meeting to be more of a 'conference' or more informal. Generally there are advantages in both directions. It was noted that more formal events may be more informative, but there are many semi-formal conferences already. A firm position on this stance was not reached.
 - Schedule – last year the meeting was a two day meeting with no distinctive IGUM / SWIG separation. It was agreed upon that it would be more effective if there were more defined presences for both meetings, to give the State folks a chance to organize a block of time as they see fit, and call that IGUM. The SWIG planning committee could then work with the remainder of the time to fill in other events as they saw fit.
 - It was agreed upon that the 3 day schedule of the previous meeting worked well – in some combination of SWIG / IGUM and Training. It was presented that perhaps we could arrange the meeting to be 1.5 days of training, .5 days of IGUM, and 1 day of SWIG, all ideally held in the same location (this may be difficult for training).
 - For the purpose of the fall meeting, the SWIG component may be modified to be revolving regional updates, where 1/3 of the day would be for north Idaho, 1/3 of the day for SW Idaho, and 1/3 of the day for SE Idaho.
 - Training – Charlla is putting together a course in cartography for reasons unrelated to SWIG. She volunteered to offer this as a training course in association with SWIG. This would keep costs lower, but we would still charge a fee to cover any associated costs. Any balance left after payment to Charlla for services and resources would go to the SWIG Fund.
 - Eric Wing noted that the three URISA courses that the survey results indicated the highest level of interest in were either currently unavailable or discontinued. Cartography was high on the list, so Charlla is a good option to use in place of this URISA course.
 - It was noted that if this is successful, we could probably pull future courses from local talent in a similar fashion, using local resources and facilities for lower cost.

- Charlla noted that a geocaching activity might be well received for the fall meeting.
 - Vendors – the presence of vendors at the fall meeting only was discussed. It was determined that their presence there was fine, but if they want a booth they should be required to pay a fee to SWIG to the amount of \$50. A portion of these proceeds will be used to supply breakfast pastries and coffee, and the remainder will be put in the SWIG Savings box for future use as needed. Angie volunteered to look into making a registration form for vendors to present at the next Steering Committee Meeting.
 - It was noted that if a vendor wishes to speak at a meeting, their topics must be constrained to an actual application or example of work – and should not be a marketing pitch.
- Coffee Pots
 - It was presented we could use some swig money (~\$30) to buy a large coffee pot for meetings to reduce burden on organizers. All in attendance agreed. Angie and Jake will do some shopping and buy 1 pot prior to the June meeting. After June we can re assess and see if we need another pot, or some air pots.
- Website
 - Dan has a working website that just needs some new content. It is ready to post the announcements and materials for the June Meeting, and the URL can be included in the next meeting announcement.