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2009-20010 URISA Oregon and Southwest Washington Chapter Maturity Assessment

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REVISION HISTORY

Date	Version	Description	Author
02.28.08	v1	2007-2008 URISA Chapter Maturity Assessment	Danielle Ayan
03.10.09	V2	2008-2009 URISA Chapter Maturity Assessment	Luke Boggess
02.28.10	V3	2009-2010 URISA Chapter Maturity Assessment	Karen Brandt

2009-2010 URISA CHAPTER MATURITY ASSESSMENT

EXECUTIVE SUMMARY

Mission of this Document:

The mission of this document is to develop a matrix for measuring the maturity of a single URISA chapter and the composite maturity of all chapters at a snapshot in time (annually) and over time. Although there will be many areas where individual chapters vary, the intention is that this assessment can be leveraged by URISA International and all chapters by targeting focus toward those chapters and those areas needing assistance.

OREGON & SOTHWEST WASHINGTON PROFILE:

Chapter Mission/Vision/Overview:

Area served: Oregon and Southwest Washington

Active since: 1992

Current Lead Chapter Officer (must be URISA member):

 Bob Haas, Co-President; Bob Pool, Co-President

Annual reporting period: 2010

Total membership (end of last reporting year): 1,091 members in our website contacts list

Total membership (end of reporting year prior to last Approximately 900 members in our website contacts list

Membership fees:

$_0__Individual
$_0__ Student
$_0__Sponsor
$_0__Corporate
$_0__Other (Identify organization membership category)

The Oregon & Southwest Washington Chapter does not charge a membership fee. Our financial resources are sound and we rely on Conference fees as our funding source.

(A) Top three chapter goals for the upcoming year (3 points)

I.   To involve additional individuals in the operations of the chapter
         _____

II.   To refine the chapter's operations so that we can be primed to grow
         and prosper
         _____

III.   To assure that we are aligned with the desires of our membership and
         to assure our relevancy
         _____

These are the primary Board of Directors goals. We also have a series of additional goals which may be viewed on our website at http://www.orurisa.org/Default.aspx?pageId=466379 The goals and a revised organizational structure were adopted at our April 2010 Board of Directors Goals Setting meeting.

(B) What three training and educational programs would you like URISA to develop over the next 5 years? (3 points)

IV.   A knowledge based exchange program that takes advantage of new social media

V.   A Young Professionals initiative that is modeled after a program that presently operates in Australia that encourages the participation of young professionals who are beginning their professional careers.

VI.   A service/capability on the URISA International website that is focused on applications and that promotes the sharing of applications among jurisdictions.

(C) Do you have a wish list for URISA International (i.e., areas where your chapter needs assistance, collaborative ideas that would benefit many chapters and URISA International, other)? (3 points)

In reality, I believe that our local chapter is pretty self sufficient. We respond well to local requirements and are responsive to our members needs. However, one item that would be beneficial would be the provision of additional information about the advantages of chapters being members of the International organization. In particular, we would like increased certainty regarding whether we are covered by any insurance policies. An example is whether we as a local chapter are covered by a policy that would indemnify us from liability when putting on events and for other activities consistent with our 501 (3c) charter. An additional benefit would be if the International Organization had a financial auditing service whereby at a local chapters option, our finances could be audited to assure that we are in compliance with non-profit requirements and furthermore, to assess whether our financial practices are sound.

(D) Why should your Chapter be considered as the URISA International Chapter of the Year? – Criteria: innovation, outreach, education, community service, and achieving last year's goals. (5 points)

Our chapter is robust and expanding; even during these challenging financial times. We have an organizational structure that operates successfully in a large and diverse two state area. We have 9 local Sections that are subdivisions of the chapter, serving members in the separate regions of the state. We also have two Special Interest Groups that serve unique needs of members and are working to add an additional Open Source special interest group. The Special Interest Groups and Sections are closely affiliated with the Oregon Chapter and conduct a wide range of educational and service related activities. We as a parent organization provide funding to our Sections and Special Interest Groups, provide a hosted CMS solution to assist them in conducting their activities. Our hosted membership database enables these local groups to offer focused professional networking capabilities. In addition to the local activities, we conduct Conferences and workshops that are targeted at our bi-state membership. This structure has allowed the Chapter to continue to expand since our origination in 1992 and we now are more successful than at any prior time. In addition to our local URISA

activities, members of our Board also actively participate at URISA International and are on the organization's leadership team.

Our Board of Directors is very active and several new initiatives are underway to support our membership base and to maintain organization relevance to members and their employers.

This past year we:

- Implemented a Wild Apricot hosted website that has proven to be extremely successful and this solution is used to conduct the majority of chapter business. www.orurisa.org

- The chapter's annual two day GIS In Action Conference was held and co-sponsored by ASPRS and Portland State University. It was attended by almost 300 individuals. The program was diverse and one of the strongest offered during the many years this conference has been held. The presentations were high quality, with an emphasis on interaction and networking. The greatest number of students participated since the event has been held. These seventy students were active participants in sessions and social networking offerings.

- A URISA sponsored Agile GIS Project Management Workshop was offered and attended by 37 individuals.

- Six Virtual Teams were created this year to carry out our activities including a Programs and Events Team, Finances Team, Communications, Marketing and Social Media Team, Business Team, Member Support Team, and a Scholarship Team . Information about these teams and their activities can be accessed at http://www.orurisa.org/teams

- During the past year we granted three tuition Scholarships to students at area colleges and universities as well as one research scholarship. The recipients were selected based on an open competitive process

- Chapter finances have remained healthy and we are developing a sustainable funding model that will assure our resources into the future

- A centralized membership database was developed within Wild Apricot which utilized current data from Sections. The solution is proving more useful for event promotions and announcements than the previous outdated list. The contacts database also provides the capability to contact only selected members based on their participation in any of the Sections or SIGS

In addition, based on the maturity assessment outlined on the following pages, we have scored ourselves the maximum number of points on 17 out of 19 measures.

CHAPTER 2009 MATURITY ASSESSMENT CARD	5 – Fully Implemented 4 – In Progress – Fully Resourced to Complete 3 – In Progress – Partial Resources Available 2 – Planned – Resources Assigned 1 – Not Planned – No Resources Assigned 0 – Not Applicable

5	1. The chapter is an established non-profit organization with an active Federal ID number. Comment: We have maintained this status for well over ten years
5	2. The Board has filed its most recent year IRS Form 990 (if a non-profit organization) or other appropriate IRS form for the organization. Comment:
5	3. The Board abides by chapter By-laws that have been updated within the last 5-years. Comment: We have adopted By-laws that are periodically reviewed. We have established a Business team that is charged with reviewing the by-laws and recommending amendments to the Board
5	4. The chapter has regular Board and member meetings. Comment: The Board meets every 2 months through virtual teleconference meetings and annually in person at our GIS In Action conference. Meetings are documented.
5	5. The chapter offers an annual/biennial conference(s). Comment: We hold a GIS In Action Conference annually in conjunction with ASPRS. We also hold meetings throughout the state that are sponsored by our many Sections and Special Interest groups. Information about the conference may be observed at: http://www.orurisa.org/GIS_In_Action
5	6. The chapter coordinates and collaborates with URISA International (including the CRC) or other allied organizations. Please elaborate with comments. Comment: One of our Board members, Cy Smith, is the President Elect of the International organization and is a valued link to its larger mission.
5	7. The chapter offers workshops and other educational opportunities. Please elaborate with comments. Comment: We recently hosted the URISA Agile GIS Project Management workshop. Our Sections and Special Interest Groups frequently conduct meetings. A list of past events may be observed on our website at: http://www.orurisa.org/Events
5	8. The chapter offers communications (website, surveys, newsletters). Please provide links to online resources. Comment: This past January we launched a new website that is based on the Wild Apricot solution. The CMS based solution is used by all of our Sections and Special Interest Groups. We have also enabled on-line event registrations and epayment opportunities
5	9. The chapter has initiatives that positively impact our community. Please elaborate with comments. Comment: We participate in GIS Day activities, have educational conferences, and offer input upon request to state legislative committees on issues affecting the profession.

CHAPTER 2009 MATURITY ASSESSMENT CARD	**5 – Fully Implemented** **4 – In Progress – Fully Resourced to Complete** **3 – In Progress – Partial Resources Available** **2 – Planned – Resources Assigned** **1 – Not Planned – No Resources Assigned** **0 – Not Applicable**

4	**10. The chapter actively recruits new members. Please elaborate with comments.** <u>Comment</u>: We rely on our website and its contacts database for membership promotions. A membership team was also created this year and is in the process of developing a recruitment plan
2	**11. At least 20% of chapter members are URISA International members.** <u>Comment</u>: We are not sure of whether we meet this target but we promote membership at events and have information about the International Organization on our website.
5	**12. The chapter collaborates with K-12 schools and universities and pursues outreach to students. Please elaborate with comments.** <u>Comment</u>: We participate in GIS Day activities at schools. We have a scholarship program and work with schools to promote our tuition reimbursement and research scholarships. We have Portland State University as a co-sponsor of our annual GIS In Action conference.
5	**13. The chapter collaborates with local, state/provincial, or federal agencies. Please elaborate with comments.** <u>Comment</u>: Our membership has participants from these organizations and our Board of Directors has members from these organizations. We also support the Oregon GIS Association (a chapter Special Interest Group) and the State GIS Council, which deals with issues pertinent to these parties.
5	**14. The chapter's membership has increased over the last reporting year.** <u>Comment</u>: Our contacts list has been consolidated and has grown by over 25 percent.
5	**15. The chapter has a formal relationship with the State GIS Council or equivalent entity.** <u>Comment</u>: Our Board has two representatives who are members of the State GIS Council.
5	**16. The Board maintains the following Executive board positions: Immediate Past President, President, Vice President, Secretary, Treasurer.** <u>Comment</u>: We have all of these positions with the exception of Vice President
5	**17. The Board has current job descriptions for each position.** <u>Comment</u>: The Chapter's charter defines the roles and responsibilities of these positions. In addition, there are seven separate Virtual teams that deal with various Chapter issues. Our philosophy is to involve as many individuals as possible versus just having a few individuals handle all the work. The Virtual teams are identified on our website at: http://www.orurisa.org/teams
5	**18. The chapter's member database is online and accessible by the Board and members.** <u>Comment</u>: Our membership database is part of our website and may be observed at: http://www.orurisa.org/Default.aspx?pageId=459067 It is fully searchable and we have established a number of groups we can contact through the application.

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5	19. The chapter promotes GISCI by providing information or workshops. Comment: We have a link to GISCI on our website. We also have a member of our organization on GISCI's leadership team.

April 16, 2010

Dear Chapter Leaders,

On behalf of the Chapter Relations Committee and the 2010 GIS-Pro Annual Conference Committee, I would like to announce a new activity at the annual conference this year involving the Chapters. We're making a number of changes to the program that will make the conference even more interactive and much more valuable for the attendees. As part of the changes, we are initiating a Chapter Roll Call, in which the each Chapter Leader, or their designee, will be asked to speak briefly on behalf of their Chapter. The plan is to recognize each Chapter and have the Chapter representative stand and state their chapter's issues. Since this is a new initiative, we are currently working to make space for the Chapter Roll Call in the conference program. Look for it to be scheduled early in the conference during a plenary session when all attendees are in the room. We'll let you know as soon as we've placed it in the program.

The Chapter Roll Call is an important element in making the conference program more relevant and more interactive for you. It is your opportunity to let all attendees at the conference know the three most important issues being faced by the members of your Chapter. The issues we want to surface are business issues faced by your members in the course of their daily work, not the operational issues faced by the Chapter. The organizational and administrative issues of the Chapter are more appropriately discussed in the Chapter Relations Workshop meeting held prior to the start of the conference. The issues we are hoping to hear in the Chapter Roll Call are those that your members have articulated at your local meetings and regional conferences. What are your members talking about? For example, they might be things like data sharing, return on investment, or GIS funding. Once identified and prioritized, these issues will shape and guide much of the content and interactive discussions that take place throughout the conference.

The Chapter Roll Call will provide two (2) minutes for each Chapter to list the three most important issues and briefly discuss or define those issues. To make it work, we need you to gather the issues, either at your next meeting or conference, or by surveying your members.

The Chapter Relations Committee and the 2010 GIS-Pro Annual Conference Committee thank you in advance for your participation in the Chapter Roll Call. We anticipate the new, interactive format of the 2010 GIS-Pro Annual Conference will lead to lively discussions, commonality among the Chapters' issues, and a group effort to identify solutions. If there's anything we can do to help with this request, please let me know by contacting me at kcargo@911nola.org.

Thank you for all you do as a URISA Chapter Leader. I look forward to seeing you in Orlando.

Sincerely,

Kathrine Cargo, GISP
URISA President