20190221

Thursday, February 21, 2019

12:04 PM

# Attendees

Molly Vogt, President

(absent) Keith Massie, Treasurer

Theresa Burcsu, President Elect

(absent) Tara Kaur, Communications Director/Secretary

Dean Anderson, Past President

Robb Kirkman, Portland Area GIS Users Group

(absent) Amy Esnard, Gorge Area GIS Users Group

(absent) Mark Scott, Columbia Pacific GIS Users Group

Colleen Miller, Central Oregon GIS Users Group

(absent) Laura Gabel, Central Coast GIS Users Group

Lesley Hegewald, Willamette Valley GIS Users Group

(absent) [open] [open], Umpqua Basin Users Group

(absent) Karim Naguib, Southern Oregon GIS Users Group

John Bragg, South Coast Users Group

(absent) Chris Wayne, Klamath Basin Users Group

Shivon Van Allen, Young Professionals

Dean Anderson, Oregon GIS Association

(absent) "Percy" David Percy, Portland Open Source Geospatial User Group

Richard L'Esperance, Member-at-Large

(absent) Alexa Todd, Member-at-Large

(absent) Cy Smith, Member-at-Large

Matt Freid, Member-at-Large

# NOTES

# Board Business

## December 2018 and January 2019 Minutes approval - Molly

* + John motioned, Robb seconded. Minutes approved unanimously

## Board Retreat

* + May 3
  + Small group organizing meeting and planning the agenda
  + Group will meet again to review the draft agenda before distributing to the board

Action item:

* + Please forward any topics for the retreat to Molly and Theresa

## GIS/CAMA Conference

* + EP and URISA Vanguard Cabinet will host a social at the Marriott lobby bar Monday, Feb. 24
  + An email blast went out through the ORURISA site

## HotApps - Molly and Colleen

* + Awesome event!
  + 18 presentations
  + 47 registered
    - 10 were students with discounted reg. fee
  + Alexa staffed the check-in table all day
  + Costs - ended in the red ($128 - primarily because we didn’t have full cost estimates in hand when we set the registration fee; also ordered more pizza than necessary but felt better to have too much than run out)
    - Goal was to break even
  + Molly raised the issue that there is a general downward trend in ORURISA revenue
  + 15 responses to online post-event survey
    - Asked if would be willing to pay more
      * Most said no
    - Would like free beer
      * Could look to sponsors to pay for drinks
    - Liked the between-presentation activities for networking and leg-stretching
    - Like the scavenger hunt
      * Good interactive activity
  + Format:
    - Presentations divided into 4 groups parsed through the day (concurrent)
      * <20 min in length
  + Costs
    - $25 reg
    - $10 students
    - Total rev: $1000
    - Total expenses: $1100
      * Food
      * Drink
        + Cash bar
      * Venue
  + After event social - participants paid
    - Scavenger hunt to kill time before the social
  + Seasonality/timing - tried to organize an event on Saturday for travelers, but snow got in the way. Downside of scheduling in winter in Bend.
  + Used Wild Apricot for registration
    - Convenient
    - Payments centralized
    - Downside:
      * Payment was clunky and resulted in loss of registration if PayPal wasn't completed in about a 20 minute time period after being directed to the PayPal site.
  + Presentations are available online
    - Events page on orurisa.org
    - Link from home page as well
  + Discussion:
    - McMenimin's was a very nice venue and a nice change from a business office environment
  + Action item: Colleen to share her expenses and revenue spreadsheet with Theresa for the financial analysis

## Wild Apricot Payment Servicing Fee (decision needed) - Colleen and Theresa

* + Background:
  + Wild Apricot seeks to charge for using external payment services (e.g., PayPal) beginning on the next renewal bill.
  + Payment processing costs are the same as PayPal
  + Refund processing isn't an easy process right now.
    - Customer can't request the refund
    - Administrator must process the refund
* Recommendation: The Board adopt the Wild Apricot payment service to avoid added costs for event registration and payments that are collected from Wild Apricot or integrated into a registration.
  + Discussion
    - Q: Does the change prevent us from setting up a payment that is completely outside of Wild Apricot
      * A: No, but only if we want it to be integrated.
    - Q: Does this influence our choice of website provider to keep Wild Apricot?
      * A: No. We will be sticking with Wild Apricot for the foreseeable future.
  + Theresa motioned to adopt the new Wild Apricot (WA) payment service in lieu of PayPal. John seconded. Molly asked for the vote.
    - Robb dissented with a nay objecting because he feels that WA is being manipulative.
    - No actions needed now
    - Parking lot: consider new membership management software
    - Decision: adopt the WA payment service with one dissenting vote.

## Other announcements:

* + Theresa mentioned the Framework Forum on March 15 at Columbia Gorge Discovery Center, The Dalles, OR
    - Needs a local person to provide the local perspective on Framework data. Please help her find someone
    - Announcements will go out through various channels
      * GEO email lists
      * Eventbrite
      * Etc.
    - Board okayed an announcement going by ORURISA email blast

# Committee, SIG, Section Updates

## Board Business

* + Tara is working on a communications plan

## GIA & events - Rich

* + Have a program in place
    - This is earlier than usual
  + Will send email blast this week
  + Costs are increasing
    - Venue cost is increasing
      * Rich concerned that the margin for revenue is diminishing
    - Parking Lot: consider new venue
  + Rich noted that he is having to back off of a few things due to personal obligations

## Membership Committee - Theresa

* + Met in early February
  + Outcomes:
    - Concerns raised about diminishing revenue for the chapter
      * Solutions proposed:
        + Dues proposed
        + Using low cost/no cost venues
        + Increasing the sponsors
    - Membership benefits to be summarized by John Bragg [status: completed]
      * Info comes from the membership survey
    - Membership model developed by Chris Wayne [status: draft completed]
      * Provides food for thought and conversation around revenue and costs
    - Financial analysis to be completed by Theresa Burcsu [status: in progress]
      * Getting expenses and revenues from Keith
      * Pulling fall 2018 workshop revenues from WA
* Action item:
  + All - Please provide your event costs and revenues from 2018 and beyond
  + Dean - share old Chapter finance report with TB if possible
  + Outstanding action item:
    - Board was asked to review the proposed bylaw changes. Feedback was sparse.
    - Decision: Theresa will update bylaws (no objections made during the meeting)

## Wild Apricot Contacts List Cleaning - Dean

* + Delayed due to illness
  + Active members are those who have participated in an event in 2018
    - Based on event registrations from 2018
  + Next steps:
  + All members/contacts who haven't attended an event will be archived
    - Advantages:
      * Reduces our costs to less than $100 subscription fee
      * Archived members/contacts can reactivate their account (moves them out of the archived status)
      * Administrators can still generate email lists from the archive lists
  + Retreat topic:
    - How do we track active members, contacts?
      * Desired outcome:
        + Rough process for tracking members
  + 438 active members once Star makes the changes
  + We will reach out to people to ensure that they are active
    - Email #1:
      * Thank you for being a member.
      * Links to stuff of interest
    - Email #2:
      * More business oriented
  + Many thanks to Dean and Star for doing the legwork on this!

## Willamette Valley UG

* + Meeting Feb. 27, 1 – 4 PM in Eugene

## Emerging Professionals

* + At PSU, March 8 at 6 PM
  + Guest speaker will present

# Action items and decisions recap

* + Please forward any discussion topics for the retreat to Molly and Theresa
  + Colleen to share her expenses and revenue spreadsheet with Theresa for the financial analysis
  + All - Please provide your event costs and revenues from 2018 and beyond to Theresa for the financial analysis
  + Dean - share old Chapter finance report with Theresa if possible (for the financial analysis)
  + Theresa will update bylaws (no objections made during the meeting). [Note: this decision should lead to a Board vote on changes at next meeting]
  + Theresa/Dean/Star will update the payment service on WA

## Decision

* + Board to adopt the WA payment service with one dissenting vote.
  + TB should move forward with updating bylaws based on Membership Committee's recommendations from 2018

## Retreat topic:

* + How do we track active members, contacts?
    - Desired outcome:
      * Rough process for tracking members

Parking Lot

* consider new membership management software
* consider new venue for GIA due to increasing facility costs

# Next meeting on March 20

Adjourned at 12:53 PM