

**Minutes for the 2004–2005 Fiscal Year of the
Bay Area Automated Mapping Association (BAAMA)**

BAAMA Board Meeting

June 8, 2005

6:30–8:30 PM

Michael Baker Corp.

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Mike Skowronek

Jeff Kapellas

Dennis Wuthrich

Karin Tuxen

Stella Wotherspoon, Advisory Board Member

Anne Anderson, Webmaster

Lis Klute, Office of the Sheriff, County of Contra Costa

1. The meeting convened at 6:50 PM.

2. Announcements

Phil said that the board should make an effort to fill out the form that URISA sends annually to its chapters.

Jeff and Mike announced that Intermap is interested in mailing an announcement to BAAMA members and would become a member. Bruce said that he would follow up.

3. Finances and Membership

Bruce announced that, nearing the end of the fiscal year, BAAMA had spent just slightly more than it had taken in. Phil gave the check from CalGIS to Bruce to deposit.

4. Web Site

Anne Anderson, BAAMA's new Webmaster, introduced herself and described her background. She has discussed the site in depth with Mike. Emails requesting changes to the web site should go to webmaster@baama.org, which both Anne and Mike will receive for now. Anne will generally make changes to the web on weekends but will be able to respond to occasional rushes.

Dennis K. mentioned that, as a teacher, he has used the Past Presentations page for materials in his classes. He asked about uploading presentations larger than currently stored on the site. Phil asked that the interested parties discuss this and bring ideas to the next board meeting.

5. Bay Area Regional GIS Council (BAR-GC)

Lis Klute said that BAR-GC recently became a component of ABAG and has an office there. It has formed an executive committee, and its standing and at-large seats are currently filled.

ABAG's legal department has cleared the Memorandum of Understanding (MOU) for Data Distribution and posting to the Regional Homeland Security Data Server (HSDS). Parties are currently signing agreements and uploading and downloading data.

Dean Angelides is working in a full-time position funded by ESRI to facilitate GIS collaboration in California.

BAR-GC is looking at the development of web-based applications for first responders using a State Office of Emergency Services grant for homeland security. GRASP is looking for people interested in evaluating a new data repository data model.

Mike said that BAAMA no longer hosts BAR-GC's web site because BAR-GC now has its own site. People interested in keeping up with the group's events should go to bargc.org and send an email. Information about BAR-GC events that are sent to the webmaster will be posted on BAAMA's site.

Action

Phil: Announce at the July educational session that people wanting to be notified of upcoming BAR-GC events should go to bargc.org and send an email.

6. Online Membership Database

Mike said that he has implemented some changes to the online database himself in order to save money. The current database cannot automatically list members as delinquent at the end of the fiscal year for various reasons, such as 15-month memberships. Bruce acknowledged that Mike had done a lot of work to bring the project along.

The board voted to make an additional \$1000 available for the online membership database project. (Jeff K./Malcolm, Dennis W. abstaining)

Bruce expects to send an email push to members assigning user names for the database. Users will then visit a web site to have their password automatically emailed to them.

Action

Bruce: Send membership renewal letter to board for review.

7. BAAMA Journal

Stella reported that the Journal Committee first met in February. The committee's actions to date have included naming the new publication the Journal to reflect its serious content, developing editorial guidelines originally drafted by Jeff K., designating approximately ten types of articles and five topic areas, and discussing notification for educational sessions using a postcard format.

Dennis W. said that upcoming tasks include developing the layout, securing an editor, and writing articles as examples (Stella and Bruce). He asked that at each board meeting, board members suggest article titles as a way to generate ideas for additional articles.

Bruce said that one aim of the editorial committee is to encourage the involvement of graduate students. An article could be part of a student's thesis, and BAAMA might choose to pay a couple hundred dollars for published articles. This would be another part of reaching out to the schools. Bruce encouraged having a coherent policy for communicating with schools and noted that Karin, Stella, and Scott had done work in this area. He suggested that they meet to discuss ideas.

8. Election of Officers

Scott and Bruce expressed interest in keeping their current offices. Malcolm expressed interest in becoming President.

Bruce said the board had decided that the Vice President should become President when the President steps down. Phil felt the rule had some flexibility. The board came to agree that it is not a rule, but an expectation. Bruce said that because a number of board members have already been President, there is plenty of experience to guide an officer who is new to the board.

After this discussion, Dennis W. expressed interest in becoming Vice President.

The board voted in Malcolm as President and Dennis Wuthrich as Vice President and voted to keep Bruce Joffe as Treasurer and Scott Gilliland as Secretary. (Dennis K./Jeff K.)

Bruce expressed appreciation for Mike's years of great work as Webmaster.

9. July 21 Educational Session: GIS in Planning

Dennis K. said that George White is working with him as liaison to the local chapter of the American Planning Association (APA). The chapter will reach out to its 900 members regarding the session. The session will be held at the USGS, which will videotape the event. Dennis has asked the APA to either contribute \$250 toward food at the event or ask that APA members contribute \$10 to attend the event.

Action

Malcolm: Complete slide show and banners for July educational session.

10. GIS Day 2005

Karin passed out a possible agenda and a price list for various options. She plans three events: K–12 in the morning, universities in the afternoon, and professionals in the evening. The morning session would be canceled if there is insufficient interest. She said two people have expressed interest in helping. Phil said that he would help Karin draft a business plan. Karin asked that the board to discuss possible themes and speakers at the August board meeting.

11. The meeting adjourned at 8:25 PM.

BAAMA Board Meeting
April 6, 2005
6:30–8:30 PM

Attendees:

Phil Beilin, President
Malcolm Adkins, Vice President
Bruce Joffe, Treasurer
Scott Gilliland, Secretary
Dennis Klein
Mike Skowronek
Dennis Wuthrich

1. The meeting convened at 6:45 PM.

2. Miscellaneous

Phil asked that someone at each board meeting act as timekeeper. That person would let the President know if the meeting falls behind schedule or gets off topic. He also asked that someone ask for clarification if a point isn't clear.

Bruce said that he felt conversation among board members is important and is a reason why people join the board and should not be discouraged.

Another board member will be needed when George resigns in a couple of months.

Malcolm and Scott volunteered to create a comprehensive calendar with dates of educational sessions, newsletter and push deadlines, etc. They will start by checking with Greg, who has a calendar of newsletter deadlines.

Action

Malcolm and Scott: Assemble calendar.

Bruce would like to give the remaining GIS stickers to members who renew this year and print more if needed.

3. Finances and Membership

Bruce announced that we have an experienced bookkeeper who has taken over the bookkeeping duties. The board agreed to let him upgrade QuickBooks so he has the same version as the bookkeeper.

Bruce said that Sponsor renewals are very good this year.

The financial results of CalGIS are available at this point. Bruce said that Lee Ann guarantees that BAAMA recover its expenses.

4. Bay Area Regional GIS Council (BAR-GC)

The two homeland data security servers have been implemented, and data is being uploaded. Mike said that the Association of Bay Area Governments (ABAG) is now BAR-GC's sponsor and financial agent.

5. Request from City College of San Francisco (CCSF)

Phil asked that anyone with ideas for people to help CCSF with a GIS safety course send an email to Karin.

6. Recap of CalGIS 2005

Malcolm felt the conference was a success and that the agriculture symposium was well attended. He thought the symposium approach is a good one. Bruce said a lot of state employees attended and that he liked the venue. Some said that the vendors were pleased with the how well the conference went.

7. Recap of American Planning Association (APA) National Conference 2005

Dennis K. reported that there were three GIS-related technical tours: Farallon Geographics, ABAG, and Rincon Center. The BAAMA booth was in a great spot to be seen by the 7000 attendees. Dennis had developed handouts for the conference. Phil asked that when someone develops a handout to circulate it to the board for review. Dennis would like to coordinate a meeting with APA at a future date to cement the good working relationship developed. Bruce suggested BAAMA and APA send email to one another's lists when appropriate.

8. Online Membership Database and Web Site

Mike said he would like to end his duties as webmaster. He has had the responsibility a long time and can no longer access the server from work. He would like to see one person responsible, but that person could delegate work if appropriate. Scott said he would update the meeting information for now. Phil said that if a board member or other volunteer didn't come forward, we may have to pay someone to do it.

Mike said he will arrange to announce the membership database at the end of the month when May's educational session is announced.

Action

All board members: Ask for volunteers for webmaster.

9. BAAMA Decision-Making Process

Phil said the board's approach has been to give more responsibility to subgroups. He asked that if someone has comments, to send them to the subgroup rather than bring the matter up at a board meeting. Two subgroups are currently active: scholarships and the BAAMA journal.

10. Recap of April Educational Session: Communication Technologies for Distributing Geodata

Scott said the meeting seemed a success. Although attendees found the presentations valuable, Scott felt the session did not achieve its main goal of clarifying the technologies involved.

Bruce was pleased with the turnout of about 90. He said that the speakers, who all traveled to the area, felt it was worth participating. Dennis W. felt the Open GIS Consortium speaker touched fairly well on the topic but that others did not. He also felt that four speakers are usually too many.

Mike thought that rather than a topic driving a session, it may be more important to build a session around a good speaker. It is difficult to find multiple speakers who fit a given topic.

Malcolm asked if speakers should be better informed before a meeting. Dennis W. asked about developing a one-page set of guidelines to distribute to speakers.

11. Storage

Phil has storage through June for the audio/visual equipment and poster boards, but after that storage will be expensive. Neither of the items has been used in quite a while. Phil asked if we should sell the A/V equipment and donate the poster boards to another nonprofit organization. Bruce offered to store the A/V equipment.

12. Pre-Meeting Slide Show

Malcolm demonstrated the slide show he prepared for breaks at the educational sessions. The board responded enthusiastically.

Action

All board members: Send Malcolm any announcements for the May meeting.

13. May 26 Educational Session: Cartography

The organizers, Jeff K. and Jeff H., were unable to attend the meeting.

Action

Jeff H.: Send all board members details by April 20.

Scott: Check with Jeff H. to help in Jeff K.'s absence.

14. July 21 Educational Session: GIS in Planning

Dennis K. is responsible and would like to focus on planning. He asked how to split costs with the American Planning Association (APA). Bruce suggested having APA bring the refreshments and BAAMA supply the venue. Mike felt that we should not worry about the \$100. Malcolm asked about a flat co-sponsor fee, say \$200.

15. CalGIS 2007

Malcolm said that Lee Ann would like to have a few locations to choose from for 2007. He felt that of the locations discussed previously, Oakland and San Francisco were favorites. Bruce felt that

Oakland makes sense logistically. Malcolm asked about a conference near the state border in order to involve Nevada. Bruce said that it's important to pick a chairperson soon so that person can participate in the 2006 planning meetings; it will then be important to arrange the other organizers and pick a topic when the people are in place. He said that it is necessary to approach individuals and not just ask for volunteers. Phil said an announcement should be placed in the newsletter. Dennis W. felt that the board could present involvement as an honor at the next meeting.

16. Speaker Reimbursement

Meeting organizers should not offer speakers financial assistance before getting the board's approval. It is critical that they spend only the amount agreed upon. When submitting receipts, organizers must attach a copy of the minutes specifying the agreed-upon amount.

Action

Phil: Follow up on reimbursement of funds paid by Bruce to UC Berkeley.

17. Technical Tours

Mike said that Intermap is creating a good LIDAR product and hopes they will lead a technical tour before the plane leaves the Bay Area at the end of April or beginning of May. He will work with them to get a business plan to send to board members for approval.

Malcolm mentioned that a sponsor can hold a meeting after an educational session. It has been done once, but getting members to stay after the session is difficult.

18. Scholarship Program

Phil reminded the board that George is leaving the board and that someone will need to take his place organizing the scholarship program

19. BAAMA Journal

The editorial board met at CalGIS and has held phone conferences. Its members have gathered some examples of guidelines for writers. They have also collected newsletters to guide their design. The editorial board has also begun to develop announcements for educational sessions and postcards for notification of educational sessions. Dennis W. will have a sample postcard to present to the board at the next meeting.

Dennis would like to develop a topic list and examples of articles to guide potential contributors. He would like to approach the area's four-year schools to involve them and their graduate students. One idea is to have graduate students work with a BAAMA member for guidance. Dennis K. felt that involving the schools and their students is a great way to inject enthusiasm into the process.

20. The meeting adjourned at 8:30 PM.

BAAMA Board Meeting

March 2, 2005

6:30–8:30 PM

Michael Baker Corp., Oakland, CA

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

George White

Dennis Klein

Mike Skowronek

Jeff Kapellas

Dennis Wuthrich

Karin Tuxen

Jeff Hobbs

1. The meeting convened at 6:44 PM.

2. Miscellaneous

Phil said that he can store the poster boards for only another two weeks. Options are to give them to another board member to store, put them into rented storage, or donate them.

3. Finances

The board agreed that new members who join at this point will be paid through June 2006.

Bruce said that BAAMA will need a new bookkeeper who knows QuickBooks by June.

4. CalGIS 2005

The CalGIS team has received 400 reservations and expects a total of 450. There are currently 35 sponsors. All 20 people have confirmed for the BAAMA party train. Several others will meet the train in Stockton. Bruce offered to help with refreshments for the train.

Phil asked whether BAAMA will have a table at CalGIS. A URISA chapters table was suggested. Malcolm reminded the board that meetings are usually held at CalGIS for the California URISA chapters and for the California Geographic Information Association (CGIA).

5. Online Membership Database

Bruce reported that the database is now online and asked board members to test it. The host company will correct some problems it is responsible for. Bruce said that some changes are needed because of improvements made to the database since the initial design and because of unforeseen needs. Currently, changes can only be made to one record at a time. There was discussion of how to

authorize the corrections to the database. Dennis W. asked for a list of required fixes to provide good oversight. He offered to work with Mike to define those and to email the list to board members.

Action

Bruce: Provide short list of database problems.

6. March 24 Educational Session: Communication Technologies for Distributing Geodata

Bruce said there will be three presentations with four speakers. He asked for \$400 to help a speaker from Colorado with air fare.

The board voted to reimburse the speaker up to \$400. (Bruce/Phil, unanimous)

Action

Scott: Provide bagels, donuts, fruit, juice, signs; arrange coffee service; check audio/visual setup.

Phil, Dennis W.: Staff registration table.

Jeff H.: Ask about backup projector.

Bruce: Take out-of-town speaker to meeting.

7. May 26 Educational Session: Cartography

Jeff K. has one speaker lined up. He asked for help since he will be out of town during April. Jeff H. said he would help out.

Action

Phil: Check whether MTC has been reserved through the year for educational sessions.

8. American Planning Association (APA) National Conference 2005

Dennis said that the APA has changed the price of tables and booths at the conference. He presented a business plan proposing the rental of a table and chairs for \$285. He was certain that he could recruit three or four planners who are BAAMA members to staff the table. George offered to cover the table for a few hours.

The board voted to support Dennis K. with (uncertain amount) for a table at the APA National Conference. (Phil/George, two abstaining)

Action

Dennis K.: Create a single-page handout, prepare slides for laptop display.

9. Newsletter

Dennis W. reported that five board members and a graduate student had met to discuss the newsletter, including guiding principles, organizational structure, and milestones. He asked that board members review the guiding principles and email him any comments. Karin asked if newsletter coverage would go beyond the Bay Area; Dennis said that it generally would not. Dennis will be editor-in-chief and supervise the other editors: assistant editor (Stella), copy and content editor (a

consultant yet to be found), publishing editor (Greg), and advertising editor (Malcolm). The next meeting will be at CalGIS with call-in capabilities.

Milestones discussed included designing the meeting notification postcard, soliciting writers (including students), finding a technical editor to consult, and formalizing guidelines for editorial content and advertising. The target is to publish the first issue in February 2006.

Malcolm suggested announcing the newsletter and open positions with a slide at the next educational session. Phil will announce the newsletter at the March session. Bruce suggested finding a more fitting name than newsletter. BAAMA Quarterly and BAAMA Journal were suggested.

Action

Malcolm: Design a few slides for BAAMA announcements to display at educational sessions.

10. Scholarship Program

George said that he will announce the scholarship program soon in order to receive applications before the end of school. Winners will be announced in late September or early October. Prizes will be awarded and projects presented by the winners at GIS Day. Phil and Dennis W. said that they were interested in helping.

George is considering four categories of prizes: cartography, web applications, innovative applications, and research. Judging criteria have yet to be determined. The number of winners will be flexible and depend on the quality of the submittals.

Bruce asked for someone to be outreach coordinator to educational institutions. This had been a role filled by Scott. Karin volunteered.

Action

All members: Send educational contacts to Karin.

Phil: Put GIS Day on next board agenda.

11. Long-Term CalGIS Planning

Malcolm would like to lower CalGIS fees substantially and still have the conference be profitable. The Nevada URISA conference fees were low in part due to support from the state. Jeff K. said that CalGIS 2006 may be held in Santa Barbara at a hotel. Holding the conference at a hotel can be less expensive than using a conference center, as well as more intimate. Jeff asked about having CalGIS 2007 outside the Bay Area and said that side trips can make a location more interesting. Mike strongly advised against holding the conference out of the area because of the travel involved for volunteers making arrangements.

12. The meeting adjourned at 8:30 PM.

BAAMA Board Meeting
January 5, 2005
6:30–8:30 PM
Policy Innovation Works

Attendees:
Phil Beilin, President
Malcolm Adkins, Vice President
Bruce Joffe, Treasurer
Scott Gilliland, Secretary
George White
Dennis Klein
Jeff Kapellas
Dennis Wuthrich
Jeff Hobbs
Leah Vaughan

1. The meeting convened at 6:43 PM.

2. Announcements

George announced that the Geospatial Information and Technology Association (GITA) annual conference will be held March 6–9 in Denver.

3. The December minutes were approved with one change. (Phil/Bruce)

4. Finances and Membership

Bruce received six sponsor renewals after the last mailing.

George wondered whether, in contacting delinquent sponsors six months after the deadline for payment, also asking for payment for the following year would make things easier. Bruce said that companies usually find that difficult. He said the time to start asking sponsors to renew is at the May educational session.

Action

All board members: Check list for delinquent sponsors you can call.

Bruce said that BAAMA will spend more than it receives this year, which was anticipated in light of the planned projects.

5. Bay Area Regional GIS Council (BAR-GC)

Phil reported that the servers have been acquired for the homeland security data server project.

The next BAR-GC meeting is January 20 at 10:00–2:00 at the Metropolitan Transportation Commission.

6. California Geographic Information Association (CGIA)

George reported that CGIA is redesigning its web site; Malcolm will be helping with that effort. CGIA will organize a statewide meeting to take place again at this year's CalGIS.

7. Online Membership Database

Malcolm suggested that the database be implemented as it currently exists rather than introducing changes. Bruce said that the database needs to be populated and once that is done, he will work with Mike to get the needed reports.

Action

Mike: Upload the database, ask board members to test it.

8. January 27 Educational Session: Public Health GIS

Phil will start the meeting off, and Leah and George will introduce the participating deans. At the break, Phil will announce CalGIS (call for abstracts and party train), ask for volunteers for the booth at the American Planning Association conference, and ask for job seekers and suppliers. UC Berkeley students with ID will be admitted for free.

Action

Dennis W., Phil: registration

Phil: backup projector

Dennis K.: fruit, juice

Scott: bagels, cream cheese, donuts

Bruce: cash box, supplies

Malcolm: banners (send graphics files to Jeff K.)

Leah: arrange lunch and coffee service: coffee, tea, milk, sweetener, cups, napkins, etc. If milk isn't provided, notify Dennis K.

9. March 24 Educational Session: Communication Technologies for Distributing Geodata

Bruce said that he and Scott are interested in covering the technologies for distributing geographic data such as XML, Flash, SOAP, etc. Dennis W. said it would be tricky to hit the right balance between too much detail and too little; he felt that examples that provide context would be helpful. Jeff K. suggested having a speaker for broad topics rather than for particular applications. Core topics could be development, security (individual and site-to-site), and sustainability (or maintenance). Bruce and Scott asked how the specific technologies fit the topics. Jeff H. and Malcolm felt that focusing on data format (Oracle, Sequel, shapefile, etc.) might be more helpful. Dennis W. felt that to compare ASP with another scripting language would require getting to the code level. He also asked if a panel would be appropriate.

Action

All board members: Send speaker suggestions to Bruce and Scott.

10. Calendar Review

Phil asked for names and possible topics for the year's educational sessions.

May 26: Jeff K., cartography?

July 21: Dennis K., data sharing? (Third Thursday, following week is ESRI conference)

September 22: Jeff H., databases?

November 16 (Wednesday): Karin?, GIS Day

11. Proposal for American Planning Association (APA) National Conference 2005

Dennis put forth his proposal for a \$400 budget for a BAAMA booth at the conference. He can arrange volunteers to staff the booth and passes to the vendor hall. Phil wanted to ensure that the volunteers are knowledgeable because they will represent BAAMA; Dennis W. said he could support the budget if he knew long-standing BAAMA members would staff the booth. Bruce thought BAAMA might not get its \$400 worth in goodwill from the planning community. Malcolm asked whether there were better opportunities at the conference for the money, such as helping further with the technical tours. Dennis felt a booth would be valuable for increasing recognition, building membership, and developing our relationship with the APA. Phil recognized Dennis K. for his sustained efforts in working with the APA on the conference. George suggested a projector with rotating slides. Dennis K. said he would like to assemble a few planning-related posters.

Action

Dennis K.: Supply the board with a revised business plan before the next board meeting.

Scott: Add a line to email pushes about the APA Conference at some point.

12. Policies for Newsletter and Email Pushes

Malcolm asked about the newsletter and email pushes and suggested we develop clear policies to guide us. He and Dennis W. recommended that these policies be developed by the editorial board forming for the new journal.

Action

Phil: Put creation of editorial board on February agenda.

13. Miscellaneous

Bruce asked about the push from the Groundwater Resources Association and said we should get service in kind: an email push about CalGIS to their members.

George was told by the forming Northern California URISA chapter that they will not be ready to enter the CalGIS planning cycle for a couple of years.

14. Recap of Holiday Party 2004

Phil said the holiday party went very well and that a lot of food was collected.

15. CalGIS 2005

Jeff said that the number of registrations for CalGIS is around 200. The number of presentation abstracts is low. There are eight signups for the party train; the minimum is twenty. The balance must be paid or the deposit refunded by the end of January.

Action

Jeff K.: Arrange pushes for CalGIS.

All board members: Encourage others to make presentations at CalGIS.

16. The meeting adjourned at 8:40 PM.

BAAMA Board Meeting

December 12, 2004

6:30–8:30 PM

Policy Innovation Works

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

George White

Dennis Klein

Jeff Kapellas

Dennis Wuthrich (by phone)

Karin Tuxen

Jeff Hobbs

Leah Vaughan

Amy Zeller, President of Georgia URISA

1. The meeting convened at 6:50 PM.

2. Proposal for Newsletter

Jeff K. said that the purpose of the newsletter should be spelled out as the project progresses. He felt this would help steer the newsletter and differentiate it from other BAAMA materials. Jeff also suggested adding an amendment to form an editorial board.

George asked about the necessary finances. Bruce questioned whether 150 hard copies would be enough. He also felt that getting feedback from the members is important. Dennis K. felt that, like committing the money to develop the web site, this is a great step that could bring many people to watch BAAMA.

The board voted to approve the strategic direction and further development of the newsletter business plan, to create an editorial board, and to budget the additional \$3500. (Bruce/Jeff)

3. Donation to URISA's GISCorps

Bruce explained that URISA has developed a program for GIS volunteers similar to the Peace Corps. Volunteers serve for two to four weeks with travel and lodging expenses covered. Logistics, such as insurance, are handled by an international organization. Bruce proposed helping the program with a \$1000 contribution. Southern California URISA plans to contribute \$750. Phil considered this a good opportunity to work on a broad scale. Malcolm felt it would also be an opportunity to promote BAAMA's good works.

The board voted to contribute \$1000 to GISCorps. (Bruce/Jeff K.)

Bruce will see that BAAMA gets attribution on URISA's web site. Phil said the expense falls into the special projects category.

4. Announcements

George announced that he plans on leaving the board sometime in the next six months. He has served on the board for five years. One of his considerations is further involvement with CGIA.

George said that CGIA is narrowing its strategies for the next two years to approximately ten items. He will notify the board of the final strategies.

Dennis K. said that at a later date he will ask BAAMA to contribute \$200–\$300 for a BAAMA booth at the American Planning Association conference.

5. The November minutes were approved.

6. Finances

Bruce reported that BAAMA is in good financial shape. He will do one more mailing at \$300–\$400 to solicit renewals for the 2004–2005 membership year.

7. California Geographic Information Association (CGIA)

George reported that CGIA is conducting its membership drive and will launch an improved web site next month. Jeff will give the CGIA awards at CalGIS 2005 and is on a committee developing criteria. He would like a push asking for nominations.

8. Request for GIS Industry Information

Phil said that he received a request for industry information from the Jewish Vocational Service, a nonprofit, non-sectarian organization researching the possibility of providing GIS training to dislocated workers, particularly IT workers. Bruce pointed out that this fits our mission of connecting those who need GIS with those who know GIS. Phil will respond to the request.

9. Recap of GIS Day 2004

Phil observed lots of networking at GIS Day and heard good questions about internships, etc. Karin thanked Scott for his help. Next year, she would like to allow more time for planning and to run concurrent sessions.

10. January 27 Educational Session: GIS in Public Health

Leah arranged for professional credit to be given to health workers. Members of certain groups will be allowed to attend for free. She is working with other organizations on promotion. The Goldman School will provide a projector and computer; presenters can also use their own computers. Leah said the school can videotape the session, which the board felt would be good to do.

11. Proposal for Banners

Malcolm proposed creating banners to help BAAMA with branding to members and non-members. The banners would be made of vinyl suitable for indoor use and would feature the new logo. Photos of speakers or members with the banners as backdrops would be helpful on the web and in publications like the annual report.

The board voted to authorize \$300 for creating BAAMA banners. (Phil/George)

Malcolm will investigate materials for affixing the banners.

12. Election of Board Member

Phil asked the board to consider Jeff Hobbs for the vacancy on the board. Jeff said that he has attended BAAMA educational sessions for the last four years and would like to contribute. He is interested in helping with newsletter development and in hosting meetings.

The board voted Jeff Hobbs onto the board. (George/Karin)

Action

Jeff H.: Send photo and information (including nickname!) for web page to Scott.

13. Holiday Party 2004

Malcolm estimated that 50 people would attend the holiday party. Two drinks per member and one hour of food service would cost \$1400. Malcolm cleared it with Beckett's to bring a cake for 48 people. Bruce and Karin will help with registration.

14. CalGIS 2005

Jeff reserved a block of seats on Amtrak for the trip to Bakersfield. Bruce received CalGIS postcards for board members to distribute.

15. Recap of URISA National Conference 2004

Phil enjoyed the conference, and Malcolm felt that CalGIS does great in comparison. Attendance was about 500. Dennis K. felt the quality of sessions was good although attendance has been down the last few years. Bruce said that URISA will do OK financially. He likes URISA's strategy of organizing more specialty conferences, which may lead to lower attendance.

16. The meeting adjourned at 8:33 PM.

BAAMA Board Meeting
November 3, 2004
6:30–8:30 PM
Policy Innovation Works

Attendees:
Phil Beilin, President (by phone)
Bruce Joffe, Treasurer
Scott Gilliland, Secretary
George White
Dennis Klein
Mike Skowronek
Jeff Kapellas
Dennis Wuthrich
Karin Tuxen
Jeff Hobbes

1. The meeting convened at 6:44 PM.

2. Announcements

Scott warned the board that holding no meetings in the South Bay would further alienate some members. He said that holding the professional development sessions there does little for current members because the audience is mostly students.

Jeff K. asked if the board wanted to skip the professional development session scheduled for March. The board agreed to that, and Scott and Bruce offered to develop the March session, holding it in the South Bay if possible.

George announced that the California Geographic Information Association (CGIA) is planning its membership drive and asked the board members to consider joining.

3. The October minutes were approved.

4. Bay Area Regional GIS Council (BAR-GC)

Jeff K. reported that BAR-GC is developing specifications with Hewlett-Packard and ESRI for the homeland security data servers. Phil suggested referring to ESRI's data model:
<http://support.esri.com/index.cfm?fa=downloads.dataModels.filteredGateway&dmid=41>

5. Letter in Support of Visa Extension

Phil sent a letter in support of an extension for Pablo Monzon of GIS Planning.

6. URISA Chapter Boundaries

Phil asked board members to vote by email regarding moving three counties from BAAMA's influence to the Central California chapter's influence.

7. GIS Day 2004

Karin reported that the facilities are reserved and one presenter is confirmed. She said the UC Berkeley's Monitoring Landscape Change Workgroup is a possible additional sponsor. There will be no raffle and only a few posters. The poster boards in Phil's garage are heavy and difficult to move.

Bruce asked about having a small panel on professional development at GIS Day. Scott offered to organize it.

Action

Karin: Email phone numbers to board members, check on poster space, print banner, and get coolers to Bruce.

Jeff K.: Bring backup projector.

Jeff K. and Scott: Arrive for setup at 4:00.

Scott: Arrange career panel and print speaker name tags and certificates of appreciation.

Bruce: Bring ice cream and cash box.

Dennis W.: Bring cooler.

8. Holiday Party, Thursday, December 16

Phil had contacted Beckett's about providing food for two hours. Last year, food was provided for only an hour, which would bring this year's expense within budget.

9. CalGIS 2005

Jeff K. reported that Central California URISA is doing a very good job. After December 15, registration goes from \$150 to \$200. Abstracts for presentations and posters are still being accepted. Possible keynote speakers include Governor Arnold Schwarzenegger and Dick Rutan of SpaceShipOne.

A possible cut-off date for signing up for the train to Bakersfield is late January, which would allow for a notice in the newsletter. Members could be polled on their interest in taking the train in one of the pushes. To generate interest, BAAMA could raffle off one train fare. Mike asked if members could board the train at other stations.

Action

Jeff K.: Check logistics for joining train before or after Emeryville.

10. URISA National Conference 2004, Reno

Jeff K. received no response from the other California URISA chapters about hosting a soiree at the Reno conference. Bruce wanted to try again because many California residents will attend and there is little overlap between URISA and chapter memberships.

Action

Jeff K.: Check other California chapters about soiree.

11. January 27 Educational Session: GIS in Public Health

UC Berkeley's Goldman School of Public Policy has agreed to host the session.

12. Online Membership Database

After the BAAMA board tested the new database and Urban Insight incorporated the final edits, BAAMA decided to use a new web host, which delayed the database's implementation. Bruce and Judy have since made changes to the database. Dennis W. asked how changes could be initiated in a locked-down database and indicated this was not a good precedent. Scott asked if the database could be implemented in its old structure.

BAAMA must still pay to move and finish the database at a cost of about \$1200. There will be some savings this year by having Metropolis host the site for free, and BAAMA still has a credit with Metropolis.

The board voted to spend \$1200 to finalize and move the online membership database to the new web host. (Mike/Bruce)

13. Newsletter

Dennis W. asked again for feedback on the newsletter proposal. Does BAAMA want to engage an outside editor? An editor should be comfortable with information technology but not necessarily GIS. Bruce asked if a newsletter could compete with the professional journals, which have more than enough material to read. Dennis W. reminded the board that the newsletter was identified as a big expense at the strategy session. Jeff K. asked how much local information would be newsworthy.

Action

Dennis W.: Email newsletter proposal to board members.

Board members: Respond to Dennis W. regarding newsletter proposal.

14. The meeting adjourned at 8:45 PM.

BAAMA Board Meeting

October 6, 2004

6:30–8:30 PM

Policy Innovation Works, Oakland

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

George White

Dennis Klein

Mike Skowronek (by phone)

Jeff Kapellas

Dennis Wuthrich

Karin Tuxen

Leah Vaughan

Jeff Hobbes

- 1. The meeting convened at 6:40 PM.**
- 2. The September minutes were approved. (Bruce/George)**
- 3. Finances and Membership**

Bruce reported that he is continuing to receive renewals but would like to send a second renewal letter and an email push. He generally drops members after about four years of non-payment.

4. California Geographic Information Association (CGIA)

The Open GIS Consortium received a cash award, and Bruce said there will be a training at CalGIS.

5. Recap of September Educational Session: Using GIS for Transportation Planning

Mike received very positive comments from the speakers about the meeting. Phil said that attendance was good and that conversations during the break ranged from general to technical.

6. Online Membership Database

The web host changed from Urban Insight to Metropolis around September 1. Mike felt that Metropolis did great work and praised Matt Monahan. He asked about putting a link to their site on every page, which the board had already voted to do. He also asked for volunteers to handle certain pages. Jeff said that he would take the copy of Dreamweaver that Mike cannot use.

Once Mike receives the latest version of the membership spreadsheet, he will have Urban Insight work with Metropolis to get the online database working for board members to test. Mike will write a notice about the service for the newsletter. He asked about notifying the membership and suggested sending letters rather than emails for security reasons. He felt that, for Sponsors, only the contact

person should be sent a letter. Jeff suggested notifying members only if the database will be live when they receive the notice. Malcolm felt we should build some expectation before it becomes available.

Action

Board members: Check for web pages you could edit and notify Mike.

Mike: Write notice about online database for newsletter.

7. GIS Day 2004

Karin announced that UC Berkeley's Geographic Information Science Center (GISC) will co-host GIS Day. They will arrange rooms in Wurster Hall again this year and provide coffee. Bruce suggested that BAAMA arrange three to four speakers in the auditorium with a long break in the middle for the ice cream social. It was decided to not offer internet connections because they are difficult to arrange and because at least one of last year's exhibitors got a virus from the school's network.

Karin asked about a theme. Dennis K. said that he could arrange speakers on planning. Smart Growth was mentioned but was covered to an extent at last year's GIS Day. Jeff offered to help recruit speakers.

Action

Board members: Send suggestions for speakers to Karin.

Jeff: Help Karin arrange speakers.

8. January 27 Educational Session: Public Health

Leah has arranged four speakers for the session. She would like to have more students involved than last time and would therefore prefer a site easily accessible by public transportation. The board agreed to hold the session at the Metropolitan Transportation Commission.

Other possible sites include the UC Berkeley's School of Public Policy (Karin), International House and Alumni House (Leah), and the Faculty Club.

Leah asked if BAAMA would help with the speakers' air fares, specifically one round-trip ticket and one one-way ticket. She found inexpensive tickets for a total of \$400.

The board voted to pay \$400 toward speakers' air fares. (Phil/Jeff)

Bruce asked if an afternoon session could be arranged as long as the speakers have traveled to get here. Phil said that Leah has planned a widespread marketing effort. Bruce asked about getting a cosponsor who would also do a presentation. Karin said that students at UC Berkeley might be interested in additional events. Jeff asked about the School of Public Health being a cosponsor. Leah said that it is already helping with marketing. Jeff wondered if an afternoon session would lessen attendance at the morning session. Leah said there is a possibility of arranging continuing education credits for health professionals.

9. Holiday Party 2004

Malcolm asked about the party's budget. Bruce said that \$1400 was budgeted last year but not enough people attended. Malcolm said he would like to provide two drink tickets per member but limit drinks to \$4.50 or less. The board agreed to plan for 50 people with a budget of \$1200.

10. URISA National Conference 2004, Reno

Phil asked who would attend the meeting of chapter leaders. Jeff, Bruce, Dennis K., and Dennis W. will attend the meeting and will split the one free conference ticket provided to BAAMA.

Action

Jeff: Contact the other California chapters about the soiree.

11. Proposal for Business Plan

Dennis W. wrote a sample of a short business plan. He said that board members are sponsors of their plans, and this will help them promote their plans and assist the board in evaluating them. Business plans in a consistent format could be distributed prior to board meetings, which would lessen the time needed to discuss them and make discussion more valuable.

Dennis W. asked for feedback on the sample. Phil suggested adding a section for risks and strategies for lessening them. Malcolm asked about projects that would exceed a year. Dennis suggested adding columns for each year.

Jeff suggested requiring that a business plan be submitted for strategic initiatives at least a week in advance. Dennis K. asked for the definition of a strategic initiative and suggested a project lasting six months or more. Malcolm asked about requiring a plan for those projects needing funding.

Dennis W. proposed requiring a business plan if money is involved; after seeing how the business plans work, the board can require plans for other projects. Jeff suggested also requiring a plan if a project is seeking BAAMA sponsorship. Scott asked how to discuss projects before they are ready to be formalized. Dennis said that board members could talk outside of board meetings to make better use of the board meetings. Once presented, a business plan could be voted on, or the presenter could be asked to return with changes.

The board voted to require a business plan for strategic initiatives one week prior to consideration at a board meeting. (Dennis K./?)

12. Internal/External Strategies

George asked for help with some tasks for the scholarship program.

Action

Jeff: procedures

Malcolm: flyer

George: Call sponsors.

Other strategies include the newsletter and the scholarship program, which George said are moving forward. More strategies in the works include:

Action

Scott: membership cards

Leah: tie-ins

Karin: badges, pins

Phil said that individual board members could work up proposals for outreach. Dennis asked whether anyone would develop an overall plan for how marketing is handled.

Action

Phil: Develop proposal for how and when to drop members, send passwords only to currently paid members.

13. PayPal

Jeff will work with Bruce to set up an account. Malcolm asked if new members could join BAAMA by paying at PayPal's site and then be being taken to the online membership database to fill in their information.

14. Miscellaneous

Dennis K. said that UC Berkeley Extension has already used the two pushes that were offered with school membership this year. He asked if they could pay for additional pushes. Jeff said that he is worried that BAAMA would develop a reputation for spamming.

15. The meeting adjourned at 8:30 PM.

BAAMA Board Meeting

September 1, 2004

6:30–8:30 PM

Policy Innovation Works, Oakland

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

George White

Mike Skowronek (by phone)

Jeff Kapellas

Dennis Wuthrich

Karin Tuxen

1. The meeting convened at 6:50 PM.

2. Miscellaneous

Bruce proposed that BAAMA organize a function for California URISA members at URISA's Reno conference. He said that 60% of URISA members are not chapter members. The purpose of the event would be to encourage membership in the California chapters.

The board voted to ask the other California chapters to co-host a function for California URISA members at URISA's Reno conference and to contribute \$300 toward it. (Bruce/George)

3. California Geographic Information Association (CGIA)

George reported that there will be a phone meeting in three weeks. Jeff said that BAAMA board members could meet at his office and use the USGS phone bridge. CGIA would now like to set a regular meeting time.

4. Amending BAAMA By-Laws

Jeff reviewed his proposal to amend the by-laws to have the board comprised of eleven members instead of nine. He said that this would reflect the number BAAMA currently strives to have on its board. Malcolm suggested adding that non-elected officers are not required to be board members and that members can hold more than one non-elected position at a time. Jeff felt that not requiring non-elected officers to be board members makes the positions more attractive.

Dennis W. asked the purpose of having eleven board members if at times we have trouble filling nine positions. Phil said that with fewer members, getting a quorum can be difficult; Dennis pointed out that increasing the number of board members results in a higher number required for a quorum. Bruce said that to get the work done, it helps to have more people. Scott said that even when we don't have eleven members, it motivates us to look for additional help.

The board voted to approve the BAAMA By-Laws changes as proposed but did not formalize the titles of non-elected officers. (Jeff/Phil, Dennis W. abstaining)

5. 2004–2005 Calendar

Phil and Malcolm encouraged the adoption of a calendar incorporating the annual conference. The following events were planned:

September: transportation
November 18: GIS Day event
December 9: holiday party
January: public health (Leah and Phil)
March: CalGIS and professional development
June: happy hour

Other possible topics include web, public policy, GPS and mobile technologies (Karin), emergency response, and infrastructure. Mike said that educational sessions were once held on the third Thursday of the month, but because of conflicts in scheduling facilities, they have been held on the fourth Thursday this year.

Karin asked about polling members at an educational session for topics they would like to have covered. Mike said that another poll could also be conducted on the web site.

Jeff asked if the board wanted to organize an event for GIS Day. Bruce suggested asking UC Berkeley if they would organize something with our help. Karin offered to contact Berkeley's GIS Center and SFSU. Bruce also suggested contacting City College of San Francisco. GIS Day is Wednesday, December 17th, during Geography Week. Bruce suggested holding an event on Thursday, December 18th because our educational sessions are usually held on Thursdays. He suggested that BAAMA arrange three or four speakers. He volunteered to organize the ice cream social. Phil and Jeff offered to help with the event.

Action

Karin: Contact GIS Center, SFSU, and perhaps City College of San Francisco.

Bruce noted that attendance at BAAMA's second holiday party was lighter than at the first. Jeff thought the party, in the first weekend in December, was a bit early for the holiday mood. Mike suggested that we use Beckett's so we don't have to research new places. The board set the date for Thursday, December 16. Karin and Malcolm offered to check arrangements. Mike suggested checking the old flyer on the web for details.

Action

Karin, Malcolm: Check arrangements for holiday party.

6. September Educational Session: Using GIS for Transportation Planning

Action

Phil: Ask speakers to send email to their lists and send push content by Friday 5:00 9/3 and 9/17.
Malcolm, Dennis, Bruce: registration

Scott: Bring bagels, donuts, schmear.

Mike: Order coffee, ask Kerry to confirm MTC arrangements, and send transportation contacts to Phil.

George: Bring juice (3 1/2 gal) and fruit (grapes, bananas, oranges).

Bruce: Bring cash box.

Malcolm: Reserve restaurant.

Karin: Notify schools.

7. PayPal

Jeff again asked the board to consider using PayPal to allow members to renew online using credit cards. He said that members often ask about it. Jeff felt that few sponsors would pay this way but that the convenience might result in some new memberships. PayPal's transaction fee is 2.9% of the transaction value plus \$0.30, or \$0.88 for individual members and \$3.93 for sponsors. PayPal has no set-up fee, no minimum number of transactions, and no termination fee.

To use PayPal, BAAMA would need to set up an account to receive credit card payments. Funds generated by PayPal must be transferred online to our account by someone. The membership roster would have to be updated with online renewals. Bruce asked how to distinguish members with the same name. The BAAMA membership database will have unique user names.

The board voted to research this option further. (Jeff, George)

Action

Jeff: Research technical details, including unique username.

8. Bay Area Regional GIS Council (BAR-GC)

BAR-GC is trying to stir up interest and working to determine the needs of the two homeland security data servers. The next meeting is October 7th in Oakland's State Building.

9. The August minutes were approved. (George/ Malcolm)

10. Annual Report 2003–2004

Malcolm has posted the Annual Report on the Metropolis web site. He suggested having a copy printed for each board member and a number of others for distribution. There are 22 pages including the covers; he asked the board members about their preferences for printing. The board agreed to not send it to every sponsor but to sponsors on request. Malcolm got estimates at two printers, and Bruce said he would get estimates at two additional printers.

The board voted to have Malcolm print 20 copies of the Annual Report at Alpha Graphics. (Jeff/George)

Action

Bruce: Check price to print Annual Report at two more printers.

Malcolm: Print 25 copies of Annual Report.

11. The meeting adjourned at 8:40 PM.

BAAMA Board Meeting

August 4, 2004

6:30–8:30 PM

Farallon Geographics, San Francisco

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Scott Gilliland, Secretary

Dennis Klein

Mike Skowronek

Dennis Wuthrich

Karin Tuxen

- 1. The meeting convened at 6:40 PM.**
- 2. The July minutes were approved. (Phil/Malcolm)**
- 3. Finances and Membership**

The membership renewal letter and invoice will be put back-to-back on a single page.

4. Bay Area Regional GIS Council (BAR-GC)

The Homeland Security Data Server (BAR-HSDS) project will drive the completion of the street centerline project and other BAR-GC projects. The BAR-HSDS project will hopefully become an official entity under ABAG.

5. Annual Report 2003–2004

Malcolm finished a complete draft of the annual report. It needs to be reviewed, and Malcolm would like more pictures of members for the report.

Action

Malcolm: Send Annual Report text to all board members.

Scott: Proofread and do light edit on Annual Report by 8/14.

All members: Take a quick look and send any comments to Malcolm by 8/14 and send any electronic photos you may have that would be appropriate for the Annual Report to Malcolm.

6. Election of Board Member

Because Karin Tuxen had attended several board meetings and expressed an interest in becoming more involved, Phil asked the board to consider making her a board member.

The board voted to make Karin Tuxen a board member. (Phil/Dennis K.)

Karin said she was glad to be part of BAAMA. She also said that she will be busy at UC Berkeley through next spring when she completes her thesis, but that she will then be able to spend more time on BAAMA activities.

7. Web Host

Mike reported that a draft web site is now working at the new web host, Metropolis. He asked for volunteers to check the contents and test the links.

The board voted to have Mike upgrade Dreamweaver for editing the web pages at a cost of up to \$300.

Action

Mike: Send instructions for getting to BAAMA web pages on new site, ask Metropolis about reports, and upgrade Dreamweaver for up to \$300.

Phil, Karin, Scott: Check web pages and links and get feedback to Mike by Friday noon.

8. Online Membership Database

Mike asked the board whether individual members' passwords in the database should be encrypted. The board discussed the pros and cons and decided to have the passwords encrypted.

9. Recap of July Educational Session: GIS Web Services

Dennis K. reported that George did a lot of great work in arranging speakers. He said that attendance was good because of the popular subject matter despite the late notice to members. The audience was broadly representative with some people driving quite a distance.

Malcolm suggested developing guidelines for educational sessions, such as limiting the number of board members presenting at a session to one and always including a list of speakers in the newsletter (although last-minute changes may occur). Dennis W. felt that such a list would definitely help in organizing events. Scott suggested requiring that all speakers at all meetings have a working lapel microphone during their presentations.

10. September 23 Educational Session: Transportation

Phil is organizing this event with Mike's help. The board discussed possible speakers and topics.

Action

Phil: Have speakers lined up in time for newsletter.

Scott: Develop email push schedule with Phil and Greg.

11. CalGIS 2005

Malcolm said that the organizing team is larger than last year's team and has a lot of energy. The conference dates are March 16–18, 2005.

Action

Jeff: Check on train travel to CalGIS.

12. Strategic Retreat 2004, Saturday, August 28

Phil asked for ideas for the retreat. Board members threw out these ideas: general brainstorming, limit wordsmithing, review goals and objectives, brainstorm locations for educational sessions, discuss how to allocate funds, develop guidelines for educational sessions, consider newsletter options (hard-copy and email versions), traditional and open meetings, and discuss how to engage and interact with GIS community more (for example, how members would like to receive the newsletter, survey audience about how the speakers were, have discussion groups at educational sessions).

Phil asked board members to email him with potential topics for educational sessions for 2004 and beyond and to bring ideas to the retreat.

Action

Malcolm: Email goals and objectives to board prior to retreat.

13. Miscellaneous

Bruce said that the November 7–14 URISA National Conference will be in Sparks Nevada and that it won't be held at a closer location for years.

Action

Phil: Check and report on deadlines and check with nearby chapters on partnerships.

14. The meeting adjourned at 8:30 PM.

BAAMA Board Meeting

July 7, 2004

6:30–8:30 PM

Policy Innovation Works, Oakland

Attendees:

Phil Beilin, President

Malcolm Adkins, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Jeff Kapellas

George White

Dennis Klein

Dennis Wuthrich

Leah Vaughan

Karin Tuxen

1. The meeting convened at 6:40 PM.

2. Announcements

George announced that he is now Vice Chairman of the California Geographic Information Association (CGIA).

3. The June minutes were approved. (Jeff/Malcolm)

4. Finances and Membership

Bruce reported that for the fiscal year 2004–2005, total liabilities and equity are somewhat higher than for the last four years. Membership delinquencies are up as usual at the start of the new fiscal year as members renew.

Bruce will coordinate a hard-copy mailing for renewals. An email push will also be sent out early in August.

Action

Dennis K. and Jeff: Explore PayPal as a possibility for membership payments.

Malcolm: Explore Metropolis as a possibility for membership payments.

5. Bay Area Regional GIS Council (BAR-GC)

BAR-GC was recently awarded funds for a homeland security data server.

6. Annual Report 2003–2004

Action (by Wednesday, July 14)

Jeff: Edit newsletter section, write jobs listing and resume postings on web.

Bruce: Write URISA section.

Bruce and George: Create pie charts showing budget percentages.
Phil: Ask Lis to write BAR-GC section, email Greg and Lis about Annual Report.
Dennis K.: Write organizations section.

7. July 22 Educational Session: GIS Web Services

George and Dennis W. are arranging this meeting at the MTC. There will be a primer on web services and three additional speakers.

Action

George: Contact MTC, arrange coffee, send content to Mike for web page, copy Malcolm.
George, Dennis W.: Write push content.
Dennis K.: Bring fruit, 2 gal. juice, 1/2 gal. milk, 1 qt. half and half.
Malcolm: Make reservations at Cafe Verbena for 15.
Bruce, Leah, Karin: Staff registration table.
Bruce: Bring registration box.
Scott: Bring bagels and donuts, send pushes.

8. BAAMA Web Host

Malcolm reported that a fixed IP address has been arranged. Once Urban Insight has been notified, Metropolis can copy the web pages.

9. Naming of New URISA Chapter

Bruce will call during Monday's meeting of URISA's Chapter Relations Committee.

10. American Planning Association (APA) National Conference 2005

Dennis K. reported that the APA Local Host Committee has approved three technical tours and two GIS presentations. He asked whether BAAMA would like to pay for a booth or some other presence at the conference. The board asked about potential benefits. Bruce suggested a joint presentation with the local section of the APA.

11. CalGIS 2005

Jeff and Malcolm participated in the last CalGIS phone meeting. The organizers have not yet decided on a theme and are developing a logo. A new web site will be up in about a month. The same sponsor levels will be used in 2005 as in 2004. Attendance fees will probably remain the same although there were some complaints about the cost last year. The organizers hope for 100 attendees from northern California. Jeff asked about reserving a block of seats on Amtrak or chartering a rail car to get to the conference. He will look into it. The conference site is one block from the train station and is a more intimate setting than San Jose's site. George would like to develop a consensus to research hotel chains and pick one to work with at future conferences. The next conference call will be during the first week of August.

12. Scholarship Program

George had circulated a draft of the program.

The board voted to accept the scholarship program as written in principal and to have George lead a group of board members to develop procedures. (Jeff/Dennis)

Dennis K., Dennis W., Leah, Karin and Malcolm volunteered to participate.

13. Review of GIS Coordination Efforts

Phil asked for clarification of our networking efforts with various Bay Area groups. Groups that BAAMA collaborates with include:

American Planning Association
American Public Works Association
American Society for Photogrammetry and Remote Sensing (Karin offered to be liaison)
Bay Area HAZUS User Group
Bay Area Regional GIS Council
California Geographic Information Association (Jeff and George are board members)
California Spatial Reference Center (Bruce and Dennis W. are board members)
California Land Surveyors Association
Homeland Security

14. Strategic Retreat 2004

The retreat will be Saturday, August 28.

15. Miscellaneous

Phil asked board members to email him with potential topics for educational sessions for 2004 and beyond.

Bruce said that the November 7–14 URISA national Conference will be in Sparks Nevada and that it won't be held at a closer location for years.

Action

Phil: Check and report on deadlines, check with nearby chapters on partnerships.