

**Minutes for the 2005–2006 Fiscal Year of the
Bay Area Automated Mapping Association (BAAMA)**

BAAMA Board Meeting

June 6, 2006

6:30–8:30 PM

Saigon Restaurant, Oakland

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Phil Beilin

Jeff Kapellas

Jeff Hobbs

Stella Wotherspoon

Caverlee Cary, Advisory Board Member

Anne Anderson, Webmaster

Eric Theise

Renee Gerasimtchouk, City of San Jose

Greg Braswell, SF Public Works

1. The meeting convened at 6:35 PM.

2. Finance Report

Bruce reported that BAAMA received its check for CalGIS 2006. He said that the membership renewal effort has begun with an email push. Follow up will include a hard-copy mailing, a second email push, and a second hard-copy mailing at about three-week intervals.

3. Elections of Officers

The candidates for the officer positions (one for each position) were voted in unanimously:

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Phil Beilin, Secretary.

4. July 27 Educational Session: Mash-Ups

The organizers of the meeting, Dennis W. and Malcolm, are looking for speakers.

5. September 28 Educational Session: Public Infrastructure Asset Management

The organizer of the meeting, Jeff H., has three speakers lined up. The meeting will be held at the City of Milpitas. Dennis W. reminded the board that that it helps if the organizer explains the

relevance of the topic and gives a five- or ten-minute introduction explaining the fundamentals. He also said that speakers benefit from knowing ahead of time what the other speakers will cover. Greg volunteered to communicate with the APWA about the meeting.

Action

Greg: Contact the APWA about September's meeting.

6. URISA Chapter Survey

Malcolm asked for help in responding to the annual survey. Bruce explained that the surveys are useful for less-developed chapters to see and learn from. Malcolm said that the survey would also be useful in compiling the Annual Report and helping BAAMA contend for the Chapter of the Year Award.

Action

Board members: Forward ideas to Malcolm on BAAMA's top three goals for the year, how URISA can help its chapters, and what training URISA should develop over the next five years.

7. Educational Award

Karin and Caverlee had discussed ideas for the award program. Phil presented an application and proposed posting it on the web to begin publicizing the program. Jeff K. suggested announcing the award earlier to allow more time for judging. Dennis W. suggested narrowing the categories from four to two: combining the Map and Poster categories, keeping the Web Application category, and eliminating the Other category. Bruce liked the Other category and said it allows for miscellaneous submissions; he said that an award in that category would not have to be given. He also asked about including data models. Some people suggested dividing the awards into electronic and paper categories. Greg suggested a category called Innovative Use of GIS rather than Other.

Dennis W. asked about giving two awards instead of six to make the work easier. Phil explained that the rationale was to give exposure to a number of students. Malcolm suggested increasing the award considerably, perhaps to \$1000 each for two winners in order to generate more enthusiasm for the program. Greg asked about giving a grand prize. Phil said that the prizes should be meaningful relative to the cost of an education. Dennis K. suggested not having runner-up awards and giving higher cash awards. Bruce preferred giving more awards. Phil explained that there does not have to be one winner per category. Bruce asked what purpose the three categories served in that event. Jeff K. asked about the difficulty of judging across categories and suggested three large prizes with some small prizes for the runners-up. Malcolm then made two proposals:

The board voted to offer financial awards, listing possible categories, but not limiting the awards to those categories. (Malcolm/Stella; Bruce opposed; Scott abstaining)

The board voted to offer three financial awards.

The board then discussed where winners would present their projects. Dennis W. felt that presenting at CalGIS might be intimidating to students and wondered whether the presentations would fit into a program track. Bruce felt that presenting at CalGIS would offer both good experience and good exposure. He proposed that the winners present at CalGIS and that BAAMA pay their way.

The board voted to have the winners of the scholarship awards present their projects at CalGIS with BAAMA paying the cost of admission. (Bruce/Jeff K.; Scott, Dennis K., Malcolm abstaining)

Dennis K. proposed increasing the money available to the award program to cover all expenses, including CalGIS admission, for the first year.

The board voted to increase the funds for the award program from \$4000 to \$5000 for the first year. (Dennis K., Bruce opposed; Scott abstaining)

Phil said that the board had previously agreed to send three winners and two runners-up to CalGIS.

8. Web Site

Malcolm challenged the board members to create more content for Anne to upload to the web. Greg suggested posting an annual calendar. Jeff K. suggested announcing the membership renewal on the home page for now; Bruce said he would work with Karin to write text for that. Greg suggested providing a link to the by-laws. Bruce thought there should be someone in charge of overall editorial content of the web pages.

Action

Bruce and Karin: Develop text for announcing membership renewal on home page.

Dates for web content:

Current: Membership renewal, Bruce and Karin

July: Mashups, Dennis W and Malcolm

August, September: Scholarship program, Phil

September: Public Infrastructure Asset Management, Jeff H.

October: Journal and CalGIS abstracts, Dennis W.

November: GIS Day, Karin and Caverlee

December: Holiday Party, Greg

Malcolm asked how Anne learns of new sponsors for posting on the web. Bruce explained that Sponsors are typically removed from the web if they have not renewed their memberships at the end of July. He will send Anne a current list and update it at the end of July.

Action

Bruce: Send Anne current list of sponsors. Send updated list at end of July.

Malcolm: Check currency of online membership application.

Anne said that she updates job postings at least once a week and that there are a number of resumes posted. Resumes are removed after 60 days.

Action

Scott and Caverlee: Decide how to upload newsletter and send push.

Jeff K.: Check some links on web site.

Malcolm asked whether the board liked having pictures of the board members on the web.

9. The meeting adjourned at 8:35 PM.

The next board meeting will be on Wednesday, July 5 at Farallon Geographics in San Francisco.

BAAMA Board Meeting

May 2, 2006

6:30–8:30 PM

Farallon Geographics, San Francisco

Malcolm Adkins, President (by phone)

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Phil Beilin

Jeff Hobbs (by phone)

Stella Wotherspoon

Caverlee Cary, UC Berkeley

1. General Announcements

Malcolm said he had participated in a URISA meeting. He will draft ideas for BAAMA's annual chapter description.

2. The April minutes were approved. (Phil/Malcolm)

3. Financial Report

Bruce noted that membership revenues were close to what had been projected. Overall, finances were better than expected because not all funds for budgeted projects had been spent. BAAMA had yet to receive its share of CalGIS funds. Starting with the May educational session, renewals will be good through 2006–2007. Bruce would like to send invoices in early June. He will supply the text, and Scott will arrange pushes to Individual Members and to the Sponsors' main contacts with a list of employees.

Action

Scott: Put footnote in pushes about paying for 2006–2007 dues at May meeting.

4. Chapter Relations

Malcolm indicated he was asked by a number of people at CalGIS when NorCal URISA would host CalGIS. CentralCal URISA has said it will not be able to host the conference in 2008. Central proposed a CalGIS rotation such as BAAMA, Central, SoCal, BAAMA, NorCal, SoCal. Another possibility would be BAAMA in 2007, SoCal in 2008, and NorCal in 2009. Central and NorCal might want to host a conference together. Malcolm will check with Lee Ann. Jeff K. said BAAMA and SoCal may want to take the burden most years and asked about the financial picture. Malcolm suggested one idea would be to have the conference host take a larger portion of the proceeds for performing most of the organizing and event operations. BAAMA, SoCal, and Central may be willing to help with seed money.

5. Board Nominations

Dennis W. brought up the upcoming board elections. He asked to hear from those who were interested being an officer. Malcolm and Dennis offered to continue as President and Vice President. Bruce offered to continue as Treasurer if no other candidates presented themselves. Phil offered to run for Secretary.

Malcolm next discussed non-officer positions. Bruce said that Karin had offered to be database coordinator. Other positions included sending pushes, coordinating Connections, and handling miscellaneous other duties. Caverlee offered to take a look at how pushes are sent. Scott offered to continue with Connections. Malcolm asked about other volunteer activities. Jeff K. noted that non-officer positions had not been officially incorporated into the charter. The board preferred this because it allows more flexibility. Malcolm asked about a volunteer to outreach to organizations. Bruce said that each initiative has a lead person but suggested having someone coordinate the leads. The board decided that is not needed at this point. Malcolm said that Greg will continue with the newsletter as far as he knows.

The board discussed possible individuals to invite to a board meeting. Bruce noted that Caverlee had attended three meetings and could ask to be voted onto the board. She said that she would like to observe more first. Malcolm suggested having non-board members take a lead on educational sessions as a way to encourage development.

Action

Board members: Continue to consider and contact possible board members.

Bruce brought up the volunteer position of outreach to colleges. Stella said that she had already offered to handle that.

Action

Scott: Send educational outreach materials to Stella.

6. May 25 Educational Session: Conservation and Environmental GIS

Jeff K. said that two speakers have been arranged and that he had three other organizations in mind to draw from. He asked for any slides, such as for membership renewal and volunteer positions.

Action

Registration: Phil, Scott, Bruce

Jeff K.: Contact Bill about CalGIS 2007 slide.

Stella: Arrange coffee.

Scott: Bring donuts and bagels.

Dennis K.: Bring fruit, juice, milk.

7. Possible Venues

Stella had requested a number of future dates at MTC and will confirm them. Board members said they liked the State Building for meetings

Action

Jeff K.: Check State Building availability.

8. July 27 Educational Session

Dennis W. said that he and Malcolm had talked about going beyond LBS to include mash-ups such as Google Maps and other publicly available APIs.

Action

Phil: Forward Dennis W.'s article regarding Google Maps to board.

Bruce: Contact vendors regarding joining BAAMA.

9. BAAMA Journal

Stella reported that the timeline established to accommodate GIS Day puts the first issue out around November 1. Malcolm said he will distribute scanned sample publications and that two people have said they would like to start working on layout. Dennis W. and Stella will meet to discuss content. Dennis will talk to each of the editors and arrange a meeting for the week before the next board meeting. Stella will send a timeline to Bruce to ask for feedback from URISA.

Action

Stella: Send Journal timeline to Bruce for getting URISA feedback.

10. CalGIS 2007

Dennis W. said that there will be a first conference call the following day. He asked Phil if the Emergency Response exhibitors would need extra space either inside or outside. Malcolm said BAAMA had committed to the venue but not to specific exhibit hall areas.

Action

Phil: Check on needs for space for emergency response exhibits at CalGIS 2007.

11. Scholarship Program

Phil reported that he, Caverlee, and Jeff H. had participated in a conference call and produced a list of criteria. They had agreed not to judge the different educational levels separately but to take into account the resources of the applicants. He proposed a submission deadline of January 9 with the results announced February 15. Possible non-cash prizes include books from vendors, BAAMA membership, and the opportunity to present winning projects. Caverlee proposed giving two honorable mention awards if there are enough presentations with the prizes of receiving admission to CalGIS to present with the winners.

Malcolm asked whether students from outside of BAAMA's area could apply. Bruce suggested allowing submissions from the 16 counties in the greater Bay Area, and the board agreed. Prizes of \$2000 could be split four ways with flexibility. BAAMA would not specify the number of awards but announce "several awards of \$500 each."

Phil said he would develop milestones for the program and write up criteria for judging.

Action

Phil: Send scholarship slide to Jeff K.

12. Miscellaneous

Phil brought up that BAAMA can designate a primary and an alternate representative to BAR-GC and have a vote. Bruce said that he attends most meetings. Phil currently represents the City of San Ramon.

Jeff K. said that CGIA will produce an annual report describing its actions and initiatives around the State. Someone suggested that CGIA ask the California URISA chapters to send pushes about the report with a link to it on the web site. The board agreed to send a push to BAAMA members.

13. The meeting ended at 8:20 PM.

The next board meeting will be Tuesday, June 6 in Oakland.

BAAMA Board Meeting

March 1, 2006

6:30–8:30 PM

Michael Baker Corp., Oakland

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Phil Beilin

Jeff Kapellas

Karin Tuxen

Stella Wotherspoon, Advisory Board Member

1. The meeting convened at 6:40 PM.

2. General Announcements

Malcolm reported that Mike will be leaving the board at some time in the future.

3. The February minutes were approved. (Malcolm/Phil, unanimous)

4. Finance Report

Bruce noted that revenue for the fiscal year may not meet the expected income, although a few 2005–2006 memberships will still be renewed.

5. March 23 Educational Session: Public Safety

Phil reported that there will be a meeting of local and state fire and GIS personnel after the session. The session will be used to discuss what agreements, systems, and data are needed to support daily operations and emergency response, both locally and regionally. A project would benefit BAR-GC by providing a practical, ongoing use of the servers.

Because the state building is not suitable for serving food, the board decided to provide each participant with a ticket worth \$2.00 at the second-floor café (\$250 for 125 tickets). The concession has asked for a deposit.

Action

Registration: Dennis W., Stella, Dennis K.

Dennis W.: Make welcome announcement.

Phil: Make general announcements, ask speakers to put presentations on CD, bring membership list.

Scott: Update pre-meeting slide show, send pushes.

6. CalGIS 2006

Dennis K. reported that a bus to Santa Barbara would be too expensive at approximately \$5000. Rather than put the driver up for three nights, a second bus would have to be used for the return trip. The board decided not to arrange carpools but to encourage members to carpool in one of the email pushes.

7. CalGIS 2007

Dennis W. announced that CalGIS 2007 will be held at the Oakland Marriott on April 4, 5, and 6. Final negotiations with the Marriott are underway. San Francisco could not offer as good a deal. The major chairs have also been determined: Malcolm Adkins, Marketing; Brian Young, Sponsorship; Karin Tuxen, Education; and Dennis Wuthrich, Program. John Huie will help with some programming.

8. Membership Benefits Update

Jeff K. presented ideas that he and Malcolm had developed for new membership benefits. Benefits for individual members would remain the same except that the Journal and postcards announcing educational sessions will replace the newsletter.

The board discussed sponsor benefits. Currently, sponsors are listed in each newsletter. In the quarterly Journal, sponsors could be listed in every issue or just once a year after the renewal period. Currently, sponsors may send an insert once a year by paying the costs for printing and additional postage. That would not work as well with the Journal. One possibility would be to offer sponsors one quarter-page or eighth-page ad each year and any other ad at 50% off the nonmember rate. Other options would be to send an email under BAAMA's name (with a disclaimer) or use a blind list once a year.

Bruce supported listing sponsors with every issue. He pointed out that if every sponsor used an eighth-page ad, advertising alone would run eight pages. He suggested two-tier pricing with sponsors getting 25% off. Jeff K. pointed out that government and nonprofit agencies are unlikely to advertise. He felt that offering free advertising is a good incentive to be a sponsor; Bruce felt that offering a discount is a good incentive, too. Karin said that advertising patterns would likely change after the first issues; she suggested placing the ads in a separate section to avoid annoying the reader. Bruce suggested placing ads in a consistent place, such as on the outside of the pages, throughout the Journal. Dennis W. felt the Journal will need the advertising revenue and should not offer free advertising. Dennis K. suggested offering two-for-one pricing. Bruce said that a company recently became a sponsor in order to send an insert with the newsletter. Karin asked about a single monthly mailing for sponsors. Dennis W. said that BAAMA could offer advertising on the web site or in the pre-meeting slide show. Karin asked about offering sponsors their pick of two from several advertising schemes. Jeff Hobbs suggested two-tier sponsor pricing so nonprofits could join at a less expensive rate.

Action

Jeff K. and Malcolm: Review comments and write them up for board.

9. 2007 Dates

Stella found that BAAMA can now reserve the auditorium at the Metropolitan Transportation Commission for 2007. She will try to reserve dates for:

January 25
March 22
May 24
July 26
September 27
November 21? (3rd Wednesday?) for GIS Day

Jeff H. volunteered to work on the September utilities educational session.

The board discussed possible venues. City College of San Francisco may be BART accessible but is not downtown. The Museum of Modern Art is near downtown and might have a conference space. Jeff H. said he would not fight the traffic in the South Bay to go to a morning meeting in San Francisco. Some people felt parking in San Francisco would be too costly and would not be reimbursed by their organizations. Dennis W. suggested using government facilities. Karin said that the area around the City Hall would be less expensive than downtown. The auditorium at the City of Milpitas is a good venue. The City of San Mateo has a nice auditorium, but it is not close to BART or Caltrain. The Marin Civic Center in San Rafael is a possibility. In the South Bay, USGS is moderately accessible and offers free parking. The Shattuck Hotel in Berkeley, which became expensive, was crowded with more than 100 people. Jeff H. felt it helpful to hold meetings at the same place in the same months of each year. Venues in Sausalito or Larkspur would enable use of the ferry. When asked about traffic in Marin, Dennis W. noted that 101 southbound before Sir Francis Drake Blvd. is very slow while northbound traffic is relatively smooth.

Action

Stella: Reserve MTC for 2007.
Dennis W.: Check Marin Civic Center.
Dennis K.: Check facilities in San Francisco.
Jeff H.: Check City of San Mateo.

10. May 25 Educational Session: Conservation and Environmental GIS

Karin reported that she has arranged one speaker and is talking to others. She said that except for the University of San Francisco, local schools will have finished their spring sessions by the meeting date.

11. BAAMA Journal

Stella reported that the editors had met to discuss the Journal's time line and to schedule the various components; Stella will write up the schedule. The editors talked about getting the first issue out for GIS Day. They will communicate the milestones to volunteers.

12. The meeting adjourned at 8:20.

The next board meeting will be held Tuesday, April 11 (delayed a week for CalGIS) at an Oakland restaurant to be determined.

Action

Jeff K., Malcolm, Stella: Brainstorm restaurants in Oakland for meeting.

BAAMA Board Meeting

February 1, 2006

6:30–8:30 PM

Farallon Geographics, San Francisco

Attendees:

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Phil Beilin (via phone)

Dennis Klein (via phone)

Jeff Kapellas, note taker

Karin Tuxen

Jeff Hobbs

Stella Wotherspoon (via phone, advisory)

Caverlee Cary (advisory)

1. The meeting convened at 6:35 PM.

Jeff Kapellas was appointed note taker for the meeting.

2. The December and January minutes were approved.

3. Financial Report

Bruce provided the financial report to the Board. We are currently showing an 85% renewal rate, which is very good. With the next renewal season approaching, we need to revisit the issue of sponsor benefits. Jeff and Malcolm agreed to meet within the next couple of weeks to come up with a sponsor benefit proposal. Bruce reiterated that the renewal letters to sponsors should list all of the members associated with the sponsor organization so that we can keep our database up to date. This item will be sent to the Database Committee (Mike S., et al).

Action

Jeff, Malcolm: Develop proposal for revision of sponsor benefits.

Mike, Bruce: Develop sponsor renewal letter listing all associated names for that sponsor.

4. BAR-GC

Bruce asked Phil to request the BAR-GC to convene a working group to put together a Homeland Security grant proposal for a grant whose deadline is fast approaching.

5. Recap of January Educational Session: Remote Sensing and Photogrammetry

In a great deviation from the norm, the meeting actually ended a little early, due to the lengths of the talks. The Board reaction to the talks was mixed. There was a little miscommunication in setting up the USGS room, which pointed out the need to have a single point of contact for the various venues we use. The Board also discussed the alternative locations to the usual venues (MTC/USGS). For example, staff at some cities have offered their council chambers as possible venues. Malcolm also

felt that we should have a San Francisco venue. Stella noted that Oracle has offered their space as a possible venue and will follow-up. One question is whether easy public access is an important consideration for many people, and a survey question asking such was proposed. It was also agreed that we should set up meeting dates as early as possible and book the preferred meeting spaces early.

Action

March meeting agenda: Set dates for 2007 meetings. Devise public transit poll question.

Jeff: Send January meeting PowerPoints to Anne for posting on the BAAMA web site.

Stella: Contact Oracle about specifics of their meeting space.

Stella: Contact MTC/ABAG to find out how early we can book their auditorium for 2007.

6. March 23 Educational Session: Homeland Security

Phil reported on the search for speakers for the meeting. Two of three speakers have already been confirmed. The meeting will be held in the auditorium of the State Building in Oakland. Jeff K. expressed concern about refreshment setup for the meeting, since there is a heavily traversed public hallway outside of the auditorium and the auditorium itself does not allow food or drink. Alternatives to the usual refreshment setup were discussed, including securing another meeting room for food, issuing tickets valid for coffee at the building's cafeteria, or not having refreshments at all. Jeff K. and Phil will explore the options.

Action

Jeff K., Phil: Devise proposal for refreshments at March meeting.

7. CalGIS 2006

Dennis K. researched the possibility of chartering a bus for travel to the April CalGIS meeting. The largest bus available holds 55 people, and with 40 signups would cost approximately \$70 round trip. The trip is estimated to be around 6 hours, and the bus could make additional stops in San Jose or elsewhere in the region to pick up additional riders. Alternatively, there is a single daily train to Santa Barbara that leaves Oakland at 8:30 AM and arrives in Santa Barbara at 6:30 PM. Consensus of the Board made the bus the preferred option. Dennis will write up a formal proposal for the Board, which Bruce will edit and the Board will vote upon prior to the next CalGIS announcement (second week of February).

Action

Dennis K.: Submit plan including cost for chartering bus to CalGIS.

8. GIS Council Dues

Following upon a discussion at the January Board meeting, the Board authorized payment of Bay Area Regional GIS Council dues up to \$150.

9. Emergency Services Training

The Board discussed a proposal by Phil for a follow-up emergency services workshop to the March educational session. The workshop would follow the March meeting by a few weeks at a location to be determined and would possibly cover standards for emergency services GIS. The Board noted the

need for the training to have a well-thought-out agenda and for speakers that would compel people to come (possibly someone with "sway" with the community). It was also suggested that cosponsors be found for the meeting.

Action

Phil: Write up formal proposal and description of training for next Board meeting.

10. May 25 Educational Session: Conservation and Environmental GIS

Jeff K. and Karin discussed potential speakers for the May meeting. Although it was originally billed as "Conservation GIS", Karin suggested that the name be changed to "Conservation and Environmental GIS" in order to make sure that the content is clearly defined.

Action

Karin, Jeff: Ask Anne Anderson (webmaster) to put meeting name and details on web site.

11. BAAMA Journal

Dennis W. presented a status report for the journal. A 12-page initial issue is planned for this summer, though it may slip to the fall. Malcolm has sent the blocking (layout) diagram to the layout volunteers to solicit their interests (page design or layout). The Journal Editors need to start blocking out time on calendars for what their groups need to do. Stella has already looked at the draft schedule that Dennis W. circulated. Dennis W. will send calendar to Jeff K., Malcolm, and Bruce for their review. Bruce contacted the URISA journal editor and will forward the project calendar to him for comment to get an idea of what people want to do (design or fill-in template). Dennis will send a message to volunteers informing them that work on the Journal is about to commence.

Action

Stella, Jeff K., Malcolm: Meet to discuss schedule.

12. CalGIS 2007

Unfortunately, Bill Clement was unable to make the meeting due to injury, and the BAAMA Board sends its wishes for a speedy recover. Malcolm, Bill, and Lee Ann Garcia held a teleconference earlier in the week to discuss possible venues. A number of hotel conference centers have indicated that they would not be able to accommodate a conference the size of CalGIS, so the group may look at revisiting its space requirements. To date, the Oakland Marriott/Convention Center appears to be the venue with enough space and at the right price. San Francisco venues are very tight on the number of rooms that the conference would need to commit to. Rates are better Monday through Wednesday, so that is one option for keeping the costs in line. Another is scheduling the conference for the week before Easter, when rates are a little lower. Otherwise in San Francisco, the current room costs are approximately \$200 per night. The organizing committee needs to identify a Sponsor chair.

13. CGIA Awards

An announcement for the nomination period already went out to the BAAMA membership. Jeff K. asked for another announcement to be included in the CalGIS bus message if the timing works out.

14. Parcel Data Policy

Bruce is following up on the state Attorney General's opinion on parcel data. He is sending out a letter to county assessors co-signed by 150 interested parties requesting the county's parcel distribution policy. The letter will be followed up with a Public Records Act request for the data. The San Diego GIS consortium, SANGIS, has opened their data sharing policy as of December 22, citing the Attorney General's opinion.

15. The meeting adjourned at 8:30 PM.

The next board meeting will be March 1 at Michael Baker Corp.

BAAMA Board Meeting

January 11, 2006

6:30–8:30 PM

Farallon Geographics, San Francisco

Malcolm Adkins, President (by phone)

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Jeff Kapellas (by phone)

Mike Skowronek

Phil Beilin

Karin Tuxen

Stella Wotherspoon, Advisory Board Member

Bill Clement, CalGIS 2007 Chair

John Templeton, Database Administrator

1. General Announcements

The board noted its appreciation for Greg Bazhaw getting the newsletter out on short notice.

Malcolm attended the latest meeting of the URISA Chapter Relations Committee and helped to develop a chapter marketing plan. As a result, BAAMA will receive without charge one of the many workshops offered by URISA, although BAAMA will pay travel expenses for the trainers. Bruce said there are many certified trainers in California.

Dennis W. reported that he checked the downtown facility of the City College of San Francisco as a potential site for educational sessions but that it is too small. Some felt that the main campus is not close enough to the Balboa BART station to hold meetings there.

2. Financial Report

Jeff K. asked why membership dues were \$400 more than expected. Bruce answered that it was a result of how QuickBooks prorates certain items.

3. BAR-GC

Phil reported that BAR-GC intends to comply with a Brown Act requirement to make agendas available ten days before its meetings. He anticipated that the earlier notice would help boost attendance. The California Office of Emergency Services presented the integration of its first-responder software with the Tri-Valley homeland security data server. There was also a presentation of first-responder data using an interface like Google Earth's that was well received.

The BAR-GC board voted to ask for a \$100 annual membership to be collected by ABAG. The fee is needed to pay for web services and tools for handling large amounts of data. Bruce said he hoped to see a budget when considering BAAMA's membership in ABAG in the future.

4. January 19 Educational Session: Remote Sensing and Photogrammetry

Jeff K. reported that the date and venue for this session changed, which resulted in two speakers being unavailable.

Action

Registration: Stella, Malcolm, Bruce, Dennis K. (after meeting announcements)

Malcolm: Update slide show (including announcement for Journal volunteers), check for plates and napkins

Bruce: Bring plates, napkins

Jeff K.: Bring milk, juice, fruit

Scott: Arrange restaurant, send second push Monday, bring bagels and donuts

5. March 23 Educational Session: Homeland Security

The meeting will be held at the state building in Oakland. Phil has lined up three speakers who are either confirmed or probable. Dennis W. thought this session would be a good time to present ideas about a local version of GISCorps and ask for feedback. Malcolm will schedule a discussion for the next board meeting.

6. Possible CAP Grant for HSDS Outreach

Bruce asked whether the board would like to cosponsor a CAP grant application, perhaps with ABAG. The project would conduct outreach to encourage local agencies to upload and maintain data on the homeland security data servers (HSDS). The application is due in mid-February. Bruce has talked to other professionals about it and volunteered to help write the proposal.

Mike said that BAR-GC has recently discussed membership but not the Memoranda of Understanding (MOUs) necessary for exchanging data. Phil agreed and said he hasn't seen much effort toward getting MOUs signed. Bruce said the grant could provide outreach to get better involvement.

Dennis W. asked if agencies aren't signing MOUs because they are unaware of the purpose of this project. Phil felt it is more due to not seeing the usefulness and to the necessity of legal reviews. Dennis said that a demonstration project using real data would help.

Dennis W. asked who would implement the program. Bruce said that at this point the board did not need to consider the content but did need to hurry to meet the deadline. It was suggested that Bruce investigate further and use email to inform the board, who would respond promptly to give him approval.

7. Other Educational Sessions

Jeff K. and Karen have some speakers in mind for May 25th's session, Conservation GIS.

Malcolm noted there is no lead for the September 28 session, Public Works/Asset Management. Bruce commented that URISA's annual conference will be in Vancouver the same week.

8. Online Membership Database

Mike said that Urban Insight would charge \$3000 for the changes we still hope to make to the database. He had hoped to find a volunteer to make the changes. At the Christmas party, John Templeton offered to help. Mike has since shown the database to John and given him access.

John described his experience, saying he has been an application software engineer for long time. He now is a partner in a company, Templeton Baker, that provides media planning design for clients in a variety of fields. He became interested in GIS because of its database and graphics components and the variety of applications.

John offered to implement code changes to the database but did not intend to provide ongoing maintenance. He said he needs to clarify some changes to be made but could start on others he is confident of. He would provide some of his services for free and estimated charging \$600 for the required changes. Mike said this would result in savings for BAAMA. Bruce noted that \$1500 has been allocated for web development in the current budget, of which about \$780 has been spent.

Bruce suggested that John implement a couple of updates and develop solutions for a couple of the more complex issues.

The board agreed to spend the budgeted funds to have John update the database.

9. Location Intelligence Conference

Dennis W. talked to editor of Directions Magazine, which will hold its Location Intelligence Conference in San Francisco April 3–5. (CalGIS will be held April 5–7.) He was asked if BAAMA would help get the word out. The conference is oriented more toward business solutions than technical GIS knowledge. Bruce also knows the editor and would like BAAMA to help; he would like to see a BAAMA booth at the conference and a presentation on BAAMA.

10. CalGIS 2007

Bill received feedback from board members on his questionnaire. He would like to determine a site and get commitments on the remaining chairs in the next month. Bill will arrange an email push asking for volunteers after the January educational session. Malcolm asked if anyone else on the board wanted to volunteer. Dennis W. generously volunteered to be Programs chair. Malcolm said that at this point, Bill should look beyond the board for additional volunteers. Bill would appreciate any suggestions.

The hotel that hosted the 1999 Oakland CalGIS cannot offer a comparable deal this time. Bruce pointed out that event prices have the biggest impact on the financial outcome. Bill explained that the site selection will probably determine the date of the event. He said he would also appreciate suggestions on potential sites.

Bill would like a theme that addresses the bottom line or value of GIS and would like to develop a good slogan. The board made some suggestions: Mapping the Bottom Line, The IS in GIS, the Business of GIS, Get Involved Spatially (GIS). Bill wondered if a business emphasis would appeal to the non-private sector.

Action

Board: Send suggestions to Bill regarding potential chairpeople, sites, slogans.

11. CalGIS 2006

Malcolm said a second postcard will be available in a couple of weeks. At a previous meeting, Jeff K. had reported that the train to Santa Barbara originates in Seattle and can be hours late into the Bay Area. Dennis K. asked about bus service and offered to check into it.

Action

Dennis K.: Check on bus to CalGIS 2006.

12. Journal

Malcolm, Stella, Bruce, Jeff K., and Dennis W. had developed a layout for the Journal. Dennis W. said the layout had twelve pages for articles, features, editorials, and advertising. Malcolm created a block diagram, and Jeff K. provided guidance on advertising. The committee is considering first publishing in six months. The major tasks remaining have been identified. Stella can start working on content and Malcolm on layout. Karen offered to submit an article. Dennis wanted to develop a calendar of milestones to help in recruiting volunteers. He emphasized that the volunteers should be given work soon in order to keep them engaged.

13. Business Initiative Updates

Scott said that he will not run for office next year. In addition to stepping down as Secretary, he will give up the push duties. He said he will develop ideas for documenting or improving these areas, as well as BAAMA Connections.

14. The meeting adjourned at 8:25 PM.

The next board meeting will be February 1 at Farallon Geographics in San Francisco.

BAAMA Board Meeting

December 7, 2005

6:30–8:30 PM

Michael Baker Corp., Oakland

1. The meeting convened at 6:40 PM.

2. BAR-GC

Phil reported on the status of the four homeland security data servers (HSDS), which are in various states of readiness. He suggested that an application other than homeland security, something that that would not require an emergency to be useful, would help convince agencies of the servers' value. He also felt the need to develop a model for funding. The state Office of Emergency Services wants to demonstrate its first-responder application using the HSDS data.

Phil asked the board for input regarding ways to develop agency involvement, including ideas for pilot projects.

3. 2006 Educational Sessions

Jeff K. reported that the Metropolitan Transportation Commission facility was booked for the fourth Thursdays in January and March. Jeff and Karen will check other possibilities.

Action

Jeff K.: Check State Building and Oakland Museum.

Karin: Check CCSF and USGS.

4. CalGIS 2007

Bill reported that the agreement between the California URISA chapters and the conference manager is due in mid-January. As president, Malcolm will sign it and forward it to the other chapters.

Bill handed out a questionnaire that he asked board members to complete and return to him. It would provide input on possible chairpeople, programs, and a ranking of importance of various aspects of the conference.

One idea he put forward for a theme was "Yesterday, Today and Tomorrow." The introduction might cover the history of GIS and the keynote the future of GIS. An emphasis for the present might be homeland security because of the funds available for it currently.

Bill said that the 1999 Oakland conference was the biggest CalGIS and provided a model for attendance and facilities. Possible conflicts are GITA's annual conference (March 4–7 in Texas) and an ESRI regional user group meeting (January or February, possibly in Hawaii). Bill would like to identify other possible significant conflicts.

The board suggested that Karen might have ideas on student volunteers.

Bill mentioned that vendors are more interested in talking to decision makers than to people with

questions about how to use the software. It is hard to hold events that single out decision makers; someone suggested a special event for students to lessen that need somewhat.

The Conference Policy Planning Committee (Jeff, Phil, and Malcolm) will confer before BAAMA board meetings and report to the board.

Action

All board members: Return Bill's questionnaire about CalGIS.

5. Online Membership Database: Demonstration

Mike said that Debra is paid approximately \$200 a month to maintain the database. He is looking for a volunteer to serve as database administrator. One change that would be useful would be the ability to do batch updates. Urban Insight has estimated \$850 for that change. The board agreed on the need for an updated membership form that includes volunteer opportunities. It may need to be double sided.

Mike showed the member interface, which is available from BAAMA's home and membership web pages. If a member forgets the user name or password, entering an email address results in the username and a new password being emailed to the member. The email must already exist in the database.

Members do not see any financial information. After submitting changes, a message is displayed saying the changes will be reviewed. Currently, Mike reviews all changes and Debra enters new information into the database.

Malcolm suggested sending a push to members and giving a three-minute demonstration of the interface at an educational session. He also suggested listing volunteer openings on the jobs web page.

Mike next demonstrated the administrative interface to the database. Changes made in the interface actually change the database; they are not first verified by someone else. For the most part, changes can be made for only one member at a time; information related to a sponsor is an exception. There are pages for user-defined queries, predefined queries, viewing change requests, adding new members, editing an organization's information, and viewing the database schema.

Action

All board members: Keep eye out for volunteer database administrator.

Mike: Send wish list for database administrator to board.

6. Business Plan for Outreach Chair

Dennis K. presented a plan to develop the position of BAAMA Outreach Chair. The position would enhance BAAMA's roll as the hub of a wheel with each spoke being a sustained relationship with a related organization. The person would guide, motivate, and follow up with designated liaisons to other organizations. The position would eventually be added to the BAAMA bylaws as a standing protocol. Benefits would include increasing BAAMA's visibility and membership, enhancing cross-discipline communication, and expediting GIS use in the Bay Area.

7. Finance Report

Bruce said that the board traditionally splits its one free registration to the URISA national conference among those board members who attend the chapter leadership meeting. Next year, BAAMA will receive two free registrations because it did not receive one this year.

The board agreed a vote was not necessary to authorize the \$600 in dues for URISA memberships for the four officers.

8. October Minutes

The board voted to approve the October minutes. (Scott/Malcolm, unanimous)

9. The meeting adjourned at 8:30 PM.

The next board meeting will be January 11 at Farallon Geographics in San Francisco.

BAAMA Board Meeting

November 02, 2005

6:30–8:30 PM

Mulford Hall, UC Berkeley

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Jeff Kapellas

Phil Beilin

Karin Tuxen

Stella Wotherspoon, Advisory Board Member

Bill Clement, CalGIS 2007 Chair,

- 1. The meeting convened at 6:40 PM.**
- 2. The October minutes were approved with two changes. (Scott/Malcolm)**
- 3. BAR-GC**

Phil reported that BAR-GC's data servers are down.

4. GIS Day 2005

Karin hosted the board meeting at Mulford Hall so the board could see the facilities for GIS Day. She showed the five rooms for presentations; the spaces for registration, food, and posters; and the tables to be staffed by the area's GIS educational programs. The higher education session will feature three 20-minute sessions followed by a 45-minute break and a 45-minute panel on careers and volunteering; the professional session will feature three 20-minute sessions followed by a 45-minute break and a 45-minute keynote address.

Karin showed the collectibles she had purchased and received from ESRI. She also had a postcard paid for by the College of Natural Resources.

Action

Phil, Malcolm: Bring projector

Phil, Scott: Bring cooler.

Scott: Make speaker name tags and certificates of appreciation.

Karin: Email information to Malcolm, arrange for speakers to be posted on web page, create poster asking for Journal volunteers, have moderators announce call for Journal volunteers.

5. Membership

Bruce reported that memberships are higher than the same period last year. He said that any further recruitment for the current membership year will take place at the educational sessions.

6. Calendar

The board fixed dates and topics for the year’s educational sessions as follows.

January 26: Remote Sensing (Orthophotography, Photogrammetry), Jeff K., Karin
 March 23: Homeland Security (Emergency Preparedness, Public Safety, Crime Analysis), Phil, Scott
 May 25: Conservation GIS, Karin, Jeff K.
 July 27: Location-based Services, Dennis W., Malcolm
 (August 7–11: ESRI User Conference)
 September 28: Public Works/Asset Management
 November 2006: GIS Day
 December 2006: Holiday Party

Other topics considered by the board included risk assessment, historical GIS, logistics, business GIS including insurance, and redistricting.

7. CalGIS 2007

Bill Clement of the Central Contra Costa Sanitary District is the new chairperson of CalGIS 2007. He introduced himself and spoke of his vision for the conference and his priorities and organizing needs.

Bill sees CalGIS as the state’s premiere GIS educational event and appreciates its vendor-neutral stance. He would like to involve higher education in organizing the event. He is interested in conveying the realities of the profession for those new to it. He would also like to communicate the variety of GIS and perhaps draw in more than just the core group of GIS professionals. Other interests include project management and managing return on investment. He would like to keep the Immersion Day with its classes on the first day.

Bill’s top priorities were determining the location and conference facility and recruiting additional organizers.

Bill’s criteria for a conference facility are that it have easy access, nearby restaurants and night life, hotel rooms and conference space in a single facility, and vendor-friendly areas that attendees pass en route to sessions. The largest venue in Walnut Creek would not be big enough if attendance is good, and Bill felt that the town itself is not a recognized draw. San Francisco would be more expensive to produce and to attend than other locations. One facility he was considering was the Oakland Marriott, where the last GIS Day in Oakland was held.

Bill said he recognized that getting good support at an early stage is important. Malcolm had volunteered to handle marketing for the event.

Action

All board members: Forward suggestions for chairpersons to Bill.

Malcolm felt that the organizers of the Bakersfield conference did a good job of recruiting new vendors. Jeff K. asked about defining a sponsor level with schools in mind. Malcolm hoped that vendor fees could be lowered with the difference made up by higher participation. Bruce pointed out that sponsors account for about 60% of receipts. He asked how to get more involvement from other chapters. Malcolm felt that the most important step would be to set up clear communication with

other chapters throughout the organizing process. Jeff suggested developing a sponsor packet that can be used for future conferences.

8. BAAMA Journal

Dennis W. reported that many members had responded to the call for volunteers and represented a variety of interests including proofreading, editing, writing, and graphics. He felt it important to make quick use of the offers in order to sustain interest. He wanted to meet with the editorial board immediately and identify people for the three editor positions: layout, content, and advertising.

9. The meeting adjourned at 8:30 PM.

The next board meeting will be December 6th at Michael Baker Corp.

BAAMA Board Meeting

October 5, 2005

6:30–8:30 PM

Farallon Geographics, San Francisco

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Jeff Kapellas

Phil Beilin (by phone)

Karin Tuxen

Stella Wotherspoon, Advisory Board Member

1. The meeting convened at 6:40 PM.

2. Miscellaneous

Jeff K. recognized Dennis K.'s efforts in soliciting the state Attorney General's recent opinion regarding digital parcel boundary data. The Attorney General issued an opinion that the data is subject to the Public Records Act and must be shared promptly at no more than the cost of reproduction. Dennis said that progress has been made but that BAAMA may wish to get involved to improve access to county data and to educate the profession about the issue. Bruce emphasized that this is an opinion, not a ruling, and said that nine California counties currently charge more than cost of reproduction.

Jeff K. suggested that he draft a letter in support of a joint proposal by NASA Ames, San Jose State University, and Foothill Community College for a National Science Foundation grant to develop a web-based GIS curriculum. The board agreed to this.

Action

Jeff K.: Draft letter in support of NSF grant for Malcolm's signature.

Malcolm asked that board members arrive in time to help themselves to dinner and be ready to begin meetings at 6:30.

Action

Dennis W. and Scott: Send PowerPoint page to Malcolm regarding Journal and Connections.

3. BAR-GC

Jeff K. reported that BAR-GC recognized a need for a more formal structure. As a result, positions for officers were created with members filling the positions of President and Vice President but not Secretary at this point. The board considered formalizing a progression from Secretary to Vice President to President for continuity but decided not to do so. A technical group was formed to resolve issues with the Homeland Security Data Servers. Bruce asked if someone would represent BAAMA to BAR-GC because Lis, BAAMA's current representative, is very busy. Phil volunteered.

Bruce pointed out two important needs: a mechanism for agencies to upload data to the servers and training for emergency responders in downloading data. He suggested researching possible grants. Bruce felt that securing a grant would take six to twelve months.

Action

Malcolm and Phil: Confer about BAAMA representation to BAR-GC.

4. GIS Day 2005

Karin reported that the morning K–12 event is still unconfirmed. Two schools are interested, and one of them would come to UC Berkeley to present its results. She felt a presentation of the event with pictures would help the professional audience appreciate the K–12 part of GIS Day.

The professional event will feature two concurrent sessions with three speakers each. There is plenty of space for posters. The board decided to hold a popular vote to decide the winner of the poster contest; those who register will be given stickers to place on their favorite posters.

The university session will mirror the professional session and will feature a career panel, perhaps focusing on volunteerism. Karin sent letters to the colleges inviting them to staff tables at the event publicizing their programs. She will contact the university’s publications and may issue press releases. The College of Natural Resources will donate funds to have a GIS Day postcard printed.

Karin will seek volunteers to moderate speakers, staff the registration table, and arrange for coffee, tea, and juice. Scott will print speaker name tags and certificates of appreciation. Dennis K. is working with the American Planning Association to arrange speakers for the planning track. Bruce will serve ice cream at one of the breaks.

Action

Bruce: Contact GISCorp volunteer for potential GIS Day speaker.

5. Annual Budget

Bruce distributed a proposed annual budget with comments incorporated from the previous board meeting. He said that revenue at that point was higher than at the same time last year and that expenses will be higher this year than the previous year. Money has already been allocated for development of the Journal and Scholarship programs. Dennis W. said that potential advertising revenue from the Journal was not included.

The board voted to approve the budget for 2005–2006. (Malcolm/Jeff K.; unanimous)

6. BAAMA Journal

Dennis W. foresaw a volunteer helping with graphic design for at least the first issues. He has a list of people interested in editing and submitting articles. Malcolm suggested sending a push for volunteers for the Journal and other tasks.

Action

Dennis W.: Send push material to Scott by 10/14.

Karen: Send push material to Scott by 10/7.

7. Calendar

The board designated dates for upcoming educational sessions:

January 26

March 23

May 25

July 27

(ESRI User Conference August 7–11)

September 28

Malcolm would like to have topics developed for the educational sessions and posted on the web.

Jeff K. announced that the USGS's Menlo Park mapping and data production is moving to Colorado. He said we may lose our current contact for use of their facility. Karin reported that the City College of San Francisco has offered its facility, which is near the Balboa Park BART station, for BAAMA meetings.

8. CalGIS 2007

Malcolm was approached by a potential volunteer to chair the conference and suggested following up on that. Bruce suggested that BAAMA work on finding people to fill other positions and support the chairperson. Lee Ann will be in town next week for site visits. Dennis W. asked whether the chairs must be BAAMA members; the board said that non-BAAMA members have been in the majority in the past. Bruce suggested that Malcolm invite the potential volunteer to future board meetings.

9. Holiday Party 2005

Malcolm solicited the board's input on the menu for the Holiday Party.

10. California Geographic Information Association (CGIA) Regional Meetings

BAR-GC will be unable to support the CGIA meetings that are held every two or three months. George White had asked if BAAMA wanted to help with logistics. The board agreed that enough BAAMA board members attend the meetings to offer BAAMA's help.

11. Local Version of GISCorps

Jeff K. said that at the previous BAR-GC meeting, a local version of GISCorps was suggested. This would be a group of volunteers for responding to local emergencies. Board members were very interested and asked about the relationship to GISCorp, size of the group, level of activity, use of Homeland Security Data Servers, and relations with local emergency responders and the State Office of Emergency Services.

Action

Bruce and Malcolm: Confer with GISCorps about local emergency-response team.

12. The meeting adjourned at 8:30 PM.

The next board meeting will be November 2nd at UC Berkeley.

Action

Karen: Check on call-in capability for November 2nd board meeting at UC Berkeley.

BAAMA Board Meeting

September 7, 2005

6:30–8:30 PM

Farallon Geographics, San Francisco

Attendees:

Malcolm Adkins, President

Dennis Wuthrich, Vice President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Phil Beilin

Jeff Hobbs

Stella Wotherspoon, Advisory Board Member

1. The meeting convened at 6:40 PM.

2. Membership

Malcolm said that Mike would like to demonstrate the online membership database to the board members so they feel comfortable using it. Board members currently have full access to the database; Mike may develop a read-only access level for casual users.

3. Miscellaneous

Phil will represent California in choosing URISA's chapter of the year.

Dennis W. suggested recognizing individuals who have made a contribution to the profession in the pre-meeting slide show.

Phil said that BAR-GC may seek advice on how to make the data on the homeland security data servers more readily available. He felt that finding a non-emergency use for the data might ensure its usability.

Action

Phil: Develop a proposal for collectibles with Karin.

4. September 22 Educational Session: Spatially-Enabled Geodatabases

Action

Phil, Dennis W., Bruce, Scott: Staff registration table.

Phil: Make lunch reservation.

Scott: Bring bagels and donuts.

Dennis K.: Bring fruit.

Malcolm: Arrange coffee, make announcements.

Jeff H.: Ask speakers to arrive at 8:30.

5. GIS Sticker

Bruce asked the board to authorize the purchase of GIS bumper stickers.

The board voted to authorize \$380 for 1500 GIS stickers. (Dennis W./Phil, Scott, Jeff H. opposed)

6. URISA Chapter Relations Committee Forum

URISA asked the California chapters for \$200 each to turn the two-hour chapter meeting at the National Conference into a social event.

The board voted to contribute \$200 to URISA to turn the two-hour chapter meeting at the National Conference into a social event. (Phil/Bruce, unanimous)

Malcolm will check with URISA to see if other chapters will be contributing and what will happen in the future.

7. BAAMA Journal

Dennis K. said that the committee will pick up speed again now that summer is over and noted that the Journal had been given a high priority at the strategic retreat. He mentioned that Stella and Bruce had offered to write sample articles. Bruce suggested that Dennis announce a call for volunteers and for an editor at the next educational session. He also suggested offering \$100 for printed articles.

8. BAAMA Policies and Minutes

Scott reported that he had updated the board's policies. Malcolm said that the new policy committee will make use of the updated document.

Scott had also combined the minutes of the last two years into one document. The board agreed to include project expenses online but not figures from the budget.

9. Strategic Retreat 2005 Part 2

The second part of the strategic retreat will be held Wednesday, September 21 at 6:00 at the restaurant A Cote in Rockridge. Malcolm suggested that everyone working on an initiative bring printouts of a PowerPoint slide to stimulate discussion.

Action

Malcolm: Call Dennis K. about retreat.

Bruce: Make restaurant reservation.

10. Annual Budget

Jeff K. had provided input by email; he felt that the \$1000 allotted for the summer picnic was high in relation to the event's popularity. He also suggested making a \$500 donation to Hurricane Katrina relief.

The board voted to donate \$500 to GISCorp in recognition of its relief efforts regarding Hurricane Katrina. (Jeff K./Bruce)

Scott said that the email push service was not included in the budget. It was decided that the \$500 line item for internet coverage was no longer needed for the web host and could cover the push service.

Bruce encouraged the board members to contact delinquent sponsors to help increase revenue.

The board postponed a vote on the budget until the following month.

Action

Scott: Provide cost of email push service.

11. Annual Calendar

Bruce said he would like the calendar to remain flexible to accommodate timely topics such as redistricting and Hurricane Katrina. He also suggested asking BAAMA members who voted for a topic on the web if they would like to speak or help arrange speakers for that topic.

Possible topics and organizers:

Phil: public safety

Scott: utilities

Bruce: public policy

Jeff H.: photogrammetry

Leah: public health

Holiday Party: Thursday, December 8 at Beckett's if it can be arranged

Action

Jeff K.: Make arrangements with Beckett's.

12. The meeting adjourned at 8:35 PM.

The next meeting will be Wednesday, October 5 at Farallon Geographics.

BAAMA Board Meeting

August 3, 2005

6:30–8:30 PM

Michael Baker Corp., Oakland

Malcolm Adkins, President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Phil Beilin

Jeff Hobbs

Karin Tuxen

1. The meeting convened at 6:40 PM.

2. Finance and Membership Reports

Bruce reported that revenues are higher than in July of 2004, partly because of strong efforts to send renewal letters and email pushes. He closed BAAMA's savings account and moved the money into an existing money market account that pays more. He is looking for a new accountant to do the taxes.

Scott said that some sponsors might appreciate getting an individualized invoice next year.

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

BAR-GC held a meeting at the ESRI user conference on homeland security. One of its servers will host data available to the public. Dennis K. mentioned that ESRI is getting a lot of exposure because of its software donation. Some board members expressed concern that BAR-GC be open to other vendors.

Action

Phil: Ask about ESRI's donation to BAR-GC.

4. Recap of July Educational Session: GIS in Planning

Dennis K. said that the July session went very well. He estimated 175 people attended with about half from BAAMA and half from the American Planning Association (APA). The presentations were captured well on video, which is available to anyone. He asked how the board felt about having all planners, not just APA members, attend for free. Bruce asked that those issues be decided by the board prior to future educational sessions.

Malcolm asked what follow-up to the session should be made. Dennis K. said that APA does not hold educational sessions but that GIS will be a topic where BAAMA could be involved at some point. He also suggested that BAAMA hold a similar meeting in 18 months. Bruce asked about APA publicizing our events, particularly GIS Day.

5. Pre-Meeting Slide Show

Dennis K. suggested that the organizers of each upcoming educational session update the slide show and asked that BAAMA's organizing year be changed to 1983.

6. BAAMA Journal

Scott suggested the topic of returning the salt ponds in the south bay to wetlands.

7. Strategic Retreat 2005

Phil proposed holding the retreat on a weeknight. Bruce asked about having a three- or four-hour meeting one night and a quick follow-up meeting and dinner the following week. Malcolm suggested 6:00 to 10:00 on Monday, August 22 at Michael Baker.

Phil asked for ideas to streamline the meeting. Karin suggested having anyone involved in implementing last year's strategies write up a short description and distribute it to the board the week before the retreat. This would minimize the time spent at the retreat and help in the evaluation of last year's strategies.

Action

Malcolm: Send email to board members listing topics and soliciting new strategies.

Scott: Bring color post-its, two large tablets, pens.

8. URISA Chapter Survey

Malcolm said he drafted a chapter description, which is due to URISA next Monday. Bruce suggested that the board fully describe our chapter's efforts because it is eligible for a URISA award. The board decided to make an effort to add more detail to Malcolm's description.

Action

Board members: Edit chapter description using Word tracking by Friday.

9. The June and July minutes were approved with no changes. (Malcolm/Phil)

10. GIS Day 2005

Karin said that holding K–12 activities would take more time to implement than is available. For the future, she would prefer off-site events in which volunteers take GIS to the classroom. Dennis K. suggested using nearby schools so the results of the activities could be presented later that day at the GIS Day event. He felt this would generate a lot of excitement and deepen the experience for those involved.

Karin has reserved three rooms that hold 50 people each and one room that holds 120 to 150 people from 6:30 to 9:00. Bruce suggested calling for abstracts before deciding on tracks. Malcolm asked if fifteen-minute presentations would be a good format.

Action

Karin: Distribute GIS Day schedule with new ideas incorporated, plan call for abstracts.

11. BAAMA Collectibles

Karin said she would bring her ideas to the Strategic Retreat. The board said again that it would like to select the items most likely to be used.

12. September 22 Educational Session: Spatially-Enabled Databases

Jeff H. said that the topics will be MySequel Spatial (speaker from Southern California), Oracle Spatial (East Coast), and a cross-platform database implementation (City of San Jose).

Phil asked if a vanpool would increase participation from the South Bay.

Action

Jeff H.: Send description to Malcolm for posting on the web.

13. CalGIS 2006

Malcolm announced that the CalGIS web site will be available soon. It will have the ability to take reservations immediately and will call for abstracts later in the month.

14. Miscellaneous

The board agreed to review a letter of support for keeping the USGS campus in Menlo Park open; Bruce will draft a letter. Dennis K. would like to have all members help in the effort.

Bruce said that URISA's national conference will be held in Kansas City October 9–12. He hoped to see BAAMA well represented. The third day will have a track on how local governments can benefit from relations with the federal government.

Malcolm received a notice that URISA will hold a free GIS Certification workshop for any chapter that promotes URISA.

15. The meeting adjourned at 8:25 PM.

BAAMA Board Meeting

July 6, 2005

6:30–8:30 PM

Michael Baker Corp.

Attendees:

Malcolm Adkins, President

Bruce Joffe, Treasurer

Scott Gilliland, Secretary

Dennis Klein

Jeff Kapellas

Phil Beilin

Jeff Hobbs

1. The meeting convened at 6:40 PM.

2. June Minutes

The board postponed voting to approve June’s minutes in order to have more time to review them.

3. Finances and Membership

Bruce reported that the new bookkeeping processes continue to improve. Malcolm said that Bruce will now concentrate on his treasury duties; Mike will take responsibility for the membership database and overseeing Debra’s work on the database. Mike will probably ask for volunteers, perhaps a database administrator.

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

Lis has stepped down as President.

5. July 21 Educational Session at USGS: GIS in Planning

Dennis K. said he was unsure whether the American Planning Association (APA) has emailed its members announcing the session and posted an announcement on its web site. He still had to finalize the details of APA member attendance.

Action

Dennis K.: Email details to board, arrange coffee, bring fruit juice.

Scott, Phil, Jeff K., Bruce: Staff registration table.

Scott: Bring donuts and bagels, arrange restaurant.

6. Pre-Meeting Slide Show

Malcolm said that he would finish the pre-meeting slide show, distribute it, and incorporate any feedback. He asked for feedback by a week from Friday. He suggested that meeting organizers be responsible for updating the presentation before each event. Jeff K. said he would like to see the presentation be forward looking and not include a lot of administrative details.

7. Banner Production

Malcolm and Jeff K. spent time developing the three banners. A vector format is now required for large-format printing. Malcolm talked to a graphic designer who would create the banners in Illustrator for \$240.

The board voted to allocate \$240 for a graphic artist to convert the banner designs to a vector format for printing. (Phil/Jeff H.)

Jeff K. offered to store the banners if needed. Ideally, the banners would be taken from each meeting by the organizers of the following meeting.

8. Online Membership Database

The database and password retrieval are ready for use. Scott cleared up issues with a number of organizations' primary contacts, and Mike and Debra were ready to incorporate those changes. Scott will send a push announcing the database and telling members how to retrieve their passwords before the July educational session.

9. Membership Drive

Scott sent the renewal push for the membership drive. He will send the names of any emails that are confirmed as undeliverable to Greg, who will then send a second hard-copy letter.

10. BAAMA Journal

Malcolm said that upcoming tasks for the Journal Committee include writing sample articles and creating the design. Phil suggested an article on the Tri-Valley Homeland Security Project.

11. Strategic Retreat 2005

Malcolm suggested one of three Saturdays: 8/27, 9/17 or 9/24. He will send an email to board members asking for dates that board members prefer or cannot make. Bruce offered to hold the meeting again at his home. Jeff K. and Malcolm offered to facilitate if that would be helpful. Malcolm enjoyed the approach used last year with the internal and external strategies. Phil suggested spending less time on internal strategies this time because of the improvements made over the last year.

12. Annual Calendar

Malcolm presented a draft of an annual calendar for coordinating BAAMA's events. Anne is working on a way to provide the Word document online for viewing and editing. Dennis K. suggested that anyone who edits it initial their changes. Scott and Greg will synchronize the email pushes and hard-copy newsletters.

Action

Malcolm: Send calendar to board members.

13. September 22 Educational Session: Spatial Databases

Jeff H. offered to organize an event around geospatial databases. He would like to have presenters for MySQL Spatial and Oracle Spatial, as well as a third speaker on a topic to be determined. The meeting's focus would be the capabilities of truly spatial databases, not databases such as Access. Bruce felt that covering data models would be helpful, and Phil asked about tools to visualize the data.

14. BAAMA Identity Collectibles

Phil spoke for Karin, who was absent. Karin had put her ideas into a business plan, listing options and making recommendations. She proposed spending \$1375 for buttons, stickers, and magnets to promote BAAMA. She asked that the board vote to authorize the spending that night, and she would present specific designs at the next board meeting.

The board voted to authorize \$1500 for developing collectibles this year. (Jeff K./Phil)

Board members expressed an interest in items that would be well used. Malcolm offered to store any items and asked people to consider further ideas.

15. GIS Day 2005

Phil discussed Karin's ideas for GIS Day. She planned to have display space for posters but no poster contest and proposed spending \$500 for food and miscellaneous items. The board had budgeted \$1500 the previous year but spent only \$160. Malcolm suggested that the priorities be first professional, then university, and lastly K–12 if there were enough interest and volunteers.

The board voted to authorize \$1000 toward GIS Day, noting it does not all have to be spent. (Jeff K./Malcolm)

16. CalGIS 2006

Malcolm will direct marketing for the next CalGIS.

17. CalGIS 2007

Malcolm suggested organizing a working committee to strategize and make suggestions to the board. The first tasks would include determining the location and date of the event. Malcolm, Phil, and Jeff K. volunteered to be on the committee and will confer with Lee Ann.

18. The meeting adjourned at 8:40 PM.