

Northern Rockies URISA

Board Meeting Minutes

Wednesday, 19 July, 2012

Call to order:

Made by Dennis Hill 10:31 AM MST (all times MST in the rest of this document)

Roll Call:

President: Dennis Hill	(via telephone)
Vice-President: Kindra Serr	(via telephone)
Secretary: Dan Narsavage	(in person)
Treasurer: Shawn Stubbers	(via telephone)
Member at Large: Laurie Ames	(via telephone)
Member at Large: Kathy von Kienast	(absent)
Member at Large: Ed DeYoung	(absent)
Donna Phillips	(via telephone)
Conference Chair: Danielle Bruno-Favreau	(via telephone)

Approval of Previous Minutes (10:32):

- Kindra Serr ***moved to approve the minutes of the May meeting***, seconded by Shawn Stubbers, ***approved unanimously by acclamation***
- Dan Narsavage ***moved to approve the minutes of the June meeting***, seconded by Kindra Serr, ***approved unanimously by acclamation***

Re-Missioning Survey (10:35):

- Kindra reports that the survey is finished with just under 60 respondents, and the results were distributed to the Board
- Summarizing the responses, Kindra says that respondents still feel that NRURISA should continue primarily as a vehicle for training and professional development
- Dennis says, "It is clear what our members are interested in." And we can take the results and craft an updated mission statement.
- Shawn noted his surprise at the large numbers of people who preferred in-person training to webinars
- **Dennis asked all Board members to review the survey results for themselves and to, "craft a paragraph that pertains to what our members directed us to do and submit them to Dan over the next month".**
- Kindra noted that many respondents were confused regarding whether or not they were members, and perhaps we should have two-year membership terms so they span the time between conferences and eliminate some confusion. Also the website should have the ability to answer the question of whether or not someone is a member.

Website (10:40):

- Dan reported on the ability of all board members to update the website--Eric must set up each individual's permissions but once that is done the process is very straightforward.
- Danielle reported that her employer blocks some content from Google so she cannot download meeting minutes, agendas, forms, and other PDFs from the website.
- Danielle will contact Eric to let him know of the problem.
- Danielle reports that Eric has been pretty responsive in making changes that she requests
- Specific changes to the website that still need to be made are:
 - Membership application has the old Hayden address on it
 - Nomination form for the GIS award still references the 2011 conference
 - GISP Certification page must be updated
 - Email links on the Board page seem to be broken
- We were regaled with enthusiastic Native American chants
- Dan will contact Eric and/or directly edit everything but conference information and Danielle will take care of that
- Dennis noted that since we pay for Eric people can send things to Dan first and Dan can pass things along to Eric if needed.
- Dan noted that any board member can get permission to edit the website, so that specific responsibilities can be delegated
- Shawn asked if we can cancel our subscription to Web.com, and it was agreed that we should verify that with Eric

Report from SWIG (10:53):

- Dan reported that the conference was great, and he gave a five-minute presentation regarding NRURISA and our upcoming conference as well as the re-missioning survey.
- Dan also reported that the receipts for the cost of refreshments at the SWIG conference were submitted to Shawn, and Shawn reported that he will process those payments later today
- Dennis noted that in the future we can also remind everyone that we can always use volunteers

Nomination Committee for the 2013-2015 Board (10:55):

- Danielle reminded the Board that their terms are two-years long and that it is nearing time for a nomination committee to be created to accept nominations for the next Board to be announced at the 2013 conference.
- Danielle noted that the Survey Monkey approach worked well at the 2011 conference and suggested using that strategy again, and there was general agreement with that.
- Donna stressed that the Survey Monkey approach made the process more open and professional.
- Kindra noted that there were thirteen people that indicated with the re-missioning survey that indicated an interest in getting more involved in NRURISA, so she can collect their contact information so we can pick from that list to form a nominating committee and/or solicit nominations

Chapter Maturity Assessment (10:58):

- Dan reported that the Board was contacted by the National URISA soliciting an updated Chapter Maturity Assessment
- Dennis said that he will complete the form using last year's form, and he expects that it can be ready to be sent back to NRURISA via Dan next week.
- Donna noted that she has forms for the previous six years in case they will aid in the process
- Donna also noted that the completion of

Conference Report (11:02):

- Danielle reports that the conference planning is moving ahead and we are very actively working with ISPLS on items for the MOU
 - Splitting the vendor income
 - Splitting the work:
 - ISPLS will produce the joint conference program
 - NRURISA will employ Cvent for registration for both conferences and vendors
- The next deadline with the facility is September 10th. We will need to provide proof of insurance, direct billing, signing financial paperwork, releasing rooms, and other standard conference stuff
- The schedule thus far is looking like:
 - Monday AM -- workshops and potentially IGC general meeting
 - Monday PM -- Official start of conference, keynote group (topic: building bridges and improving communication)
 - Tuesday all day -- concurrent sessions
 - Wednesday all day -- joint day with ISPLS, and that schedule is getting near finalized
- Danielle asked Laurie if she needs help with workshops. Stewart (who?) will not be able to attend, but Dennis will call him and ask if he can help set up workshops and then perhaps Laurie can take over on-site during the conference. Laurie likes this idea.
- Danielle anticipates that the workshops will need to pay for themselves plus make some more because of increased facility costs and that we'll be splitting proceeds from the vendors
- Single-day pricing will be available
- Donna asked who's in charge of vendors--Dan replied
- Dennis asked who is working on the flyer--Danielle reported Genna Ashley in on that
- Dan noted challenges coordinating with ISPLS. Nothing unforeseen, but ISPLS has a slightly different ideas for the joint day and a slightly different template for planning conferences

President's Report (11:13):

- Dennis noted that we are now in "all-conference-all-the-time" mode
- Think about the remissioning efforts and get that paragraph to Dan

Vice President's Report (11:14):

- Kindra has a more detailed report from the re-missioning survey and she can send that to anyone interested

Secretary's Report (11:15):

- The only correspondence since last meeting was regarding the Chapter Maturity Assessment, which was already discussed

Treasurer's Report (11:16):

- Current balance: \$28,102.25
- Revenues:
 - City of Hayden membership: +\$25
 - Jeremy Shive membership: +\$25
 - ISU membership: +\$100
- Expenses:
 - Payment to Eric for website development: \$300
 - Recurring Telspan expense
 - Recurring Web.com fee
 - American Express charge for \$7.95
 - Shawn called AmEx and they told him that it was for the ability to take AmEx. He told them that for that charge we weren't interested, and they agreed to waive the fee
 - They billed us again, so Shawn will call them again
 - Dan noted that Cvent takes credit cards and our fee to Cvent should cover that.
 - Shawn will double-check with Betty regarding Cvent
 - Betty cannot remember a time when we took an American Express card

Donna's Report (11:19):

- Donna hasn't been a National URISA member in over a year and is still getting all of the emails to the chapter leader. She's been forwarding them to Dennis.
- Should that keep happening, or should Donna shed that hat in favor of someone else?
- Dennis asked to table this until August since time is running short
- Donna noted that with the Chapter Maturity Assessment, there is one free registration to the National URISA conference in Portland and suggested that the Board take advantage of that
 - Dennis agrees
 - Danielle is already planning on attending

Next Meeting:

- 23 August 2012, 9:30 AM PST (10:30 AM MST)

Motion to Adjourn (11:22):

Donna Phillips **moved to motion to adjourn** at 11:00 AM MST, seconded by Dan Narsavage, and **passed** unanimously by acclamation