

ASPRS Potomac Board Meeting

Date: July 15, 2019

Time: 6:00 PM

Mode of Meeting: Teleconference

Members Present:

1. Jackie Carr (President)
2. David Lasko (Vice President)
3. Kunwar Singh (Secretary-Treasurer)
4. Kevin Dobbs (Region Director)
5. Evan Brown (Region Council Representative)
6. Michael Paquette (Region Director)
7. Hope Morgan (Region Director)

Members Absent:

8. Harold Rempel
9. Yogendra Singh (Historian)
10. Gang Chen (Immediate past president)

Opening: Carr, President ASPRS Potomac Region, initiated the teleconference meeting at 6:00 PM. Board members present exceeded the quorum requirement.

1. Approval of June 2019 meeting minutes:

- Members unanimously approved June 2019 meeting minutes, a motion lead by **Paquette** and seconded by **Brown**.

2. President Report (Carr):

- Carr asked board members to copy her on email or update her beforehand on topics when communicating with ASPRS National.
- Carr reached out to Martin Wills about the Region website overhaul. Martin retired recently and he desires to transition out of the region web support role. He agreed to help us with the transition process for maintaining the Region website.
- Singh will send April and June board meeting minutes to Martin along with bylaws amendments to be posted on the Region's website.

4. Secretary-Treasurer (Singh):

- ASPRS Potomac Region's finance for the June month has not changed except an interest gain of \$1.12 to Money Market account.
- Accounts Total \$31,856.78
 - Checking \$4,567.62
 - Money Market \$27,289.16
 - Money loan to ASPRS \$25,000.00. Repayment is due at the end of 2019.

5. North Carolina Chapter Report (Rempel/Morgan):

- **Morgan** has set agenda for the technical sessions at the NCAUG conference. Harold and Christian Stallings are teaching a workshop ***on theoretical vs. actual practices for remote sensing***.
 - Workshop registration is \$150 for attendees, 1/2 allocated to ASPRSNC

- The workshop includes 2 grad student presentations from students at UNCW
- **Morgan**, on behalf of NC Chapter, requested financial assistance to remit speaker fees. Carr asked for discussion on helping NC Chapter to pay speakers fee. **Lasko** asked the rate per speaker and a total amount to pay two speakers. **Morgan** requested financial assistance of \$325.00 to pay two speakers fee. **Paquette** made a motion to support the financial request of \$325 and seconded by Carr. Board approved the motion unanimously.
- **Singh** asked the current financial status of the NC Chapter. **Morgan** replied that the NC chapter inherited an approximate sum of \$4000 from the defunct NC Chapter.
- Morgan is working with faculty from North Carolina Agricultural and Technical State University regarding a formal formation of a student group and a potential training session for credentials next year.
 - She will like to do a CP training course with the exam at the end.
- **Dobbs** asked **Paquette** to revise and update details of student chapters, including point of contact and faculty name on the spreadsheet in Google Drive. **Paquette** said that work is in progress.
- Morgan informed board members that a group of students, led by a faculty member, is working to establish a chapter at North Carolina State University.

6. Committee Reports:

- **Technical Programs Committee Report** (Lasko)
 - **Lasko** put together event ideas for this fall and shared with the board members via email. Online web presentation may appeal to our members. Lasko requested board members to provide feedback on extended visit/tour with ESRI and send him ideas on the short web presentation. If board members have any questions or feedback, send them to Lasko.
 - **Lasko** also updated board members on a survey that ASPRS National sent out earlier this month, requesting members to reach out to him if any member has not received the survey yet.
 - **Carr** asked **Lasko** if he is aiming for a certain month. **Lasko** is working on these ideas with October timeframe.
- **Communications and Publications Committee Report** (Singh/Carr):
 - **Website**
 - Carr raised the topic of website management (their practices, experiences, domain, utilization of social media platforms etc.) among the regions at the recent Region Officers Council meeting.
 - Carr has also reached out to national to ask the procedures, policies, costs of our region using asprs.org region pages. ASPRS National management group is very responsive 'currently' and will maintain the Region's new website. Carr, if we decide to go with national, we need to sort out our domain. Lasko suggested to retain domain name, in case, ASPRS National management group decides to charge Region or unable to maintain in the future.
 - Carr investigated the terms of our contract with Martin Wills and reached out to him to inquire about his level of interest in helping with a website upgrade in the future and if he has any suggestions for us to consider. Martin is now retired and will stop working with us soon. However, he will help us in the transition process. Currently, Martin bills hourly in 15 increments at the rate of \$60 per hour. He submits bill quarterly via email and region remits to him directly.
 - Carr shared that Chen proposed an idea of requesting Martin develop a website manual to help us keeping up with the current website

a website manual to help us keeping up with the current website until the region has a new website. Lasko suggested that we might need just minimal update until we have a better website. Other suggestions included creating a simple website that is easy to update and maintain; do we consider a single-page website or multiple pages follow long-term goals and short-term transition help, etc.

- Lasko suggested members check out the Pacific Southwest Region website for its modern look. Carr asked suggestions for the length of archive data on the website. Board members suggested a minimum of two years' worth archive on the Region's website.
- Carr asked about the contents we want to have on the website, and if there is any concern to get involved with ASPRS national. Dobbs questioned National's long-term commitment to help to maintain our website. Carr expressed her concern if ASPRS National will maintain free of charge maintenance and support forever. Brown expressed his concern on retaining autonomous possession if we decide to go with ASPRS National for the region's website and suggested that we release a statement about desired web support to region membership to offer the position to members first if anyone is interested. Carr proposed an idea to develop a statement of work, post it on the website for identifying an interested party willing to develop the Region's website.
- **Newsletter**
 - Newsletter went out to region members on 16 June via APSRS national. ASPRS Potomac Region received positive feedback on reviving the newsletter and I also noticed that national picked up our announcement of upcoming region events. Carr suggested to build on this momentum.
 - Planning is already underway for the fall newsletter, October goal release. Content should include at minimum upcoming events, student chapter or project features, a recap on the NCAUG Conference and Pecora, and call for nominations for open board positions with tentative suspense and election dates. If board members have ideas on content, send them to Carr.
- **Student Chapter and University Programs Committee Report (Paquette):**
 - **Paquette** will send out student chapter letter again to known student chapters' representatives. He plans to get updates from student chapters by reaching out to the chapter advisor.
- **Professional Certification and Career Advancement Committee Report (Morgan):**
 - **Morgan** will put together a formal board that has more of a say in what is happening. She will also set up monthly meetings hoping to get a few more people to spread work.
 - She plans to visit universities in October when classes are back in to try to get some more groups with interest.
- **Awards Committee Report (Dobbs):**
 - **Dobbs** has reviewed the Rising Star overview and investigations completed last year by the board and discussed utilizing the region membership list to analysis to develop a strategy for the Rising Star award.

7. Region Officers Council Representative Report (Brown/Carr):

- If board members have any questions or feedback on the Regional Officers Council (ROC) Report, send them to **Brown** and **Carr**.

8. Summary of Action

- **Lasko** will formalize event ideas and online presentations.
- **Carr** and **Singh** will draft a statement for identifying parties' interests in developing the Region's website.
- **Carr** will contact national for access to region membership data for analysis to support various programs.
- **Singh** will work with Morgan to identify and support speaker's fees for the Fall Workshop.
- **Lasko** will collect ideas regarding website content.

Meeting Adjournment: Brown made a motion to adjourn, seconded by Morgan. The President adjourned the meeting at 7:25 pm.