

ASPRS Potomac Board Meeting

Date: October 21, 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. Evan Brown (Region Council Representative)
5. Hope Morgan (Region Director) she will leave early due to another conference call.
6. Gang Chen (Immediate past president)
7. Kevin Dobbs (Region Director)
8. Michael Paquette (Region Director)

Members Absent:

9. Harold Rempel
10. Yogendra Singh (Historian)

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

1. Approval of September 2019 meeting minutes:

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

2. President Report (Carr):

- **Carr** shared updates on membership status with the board members. According to **Carr**, ASPRS National has sent the membership list up for renewal. National also provided ASPRS regions with a form that **Carr** modified and sent to identified members.

4. Secretary-Treasurer (Singh):

- As per **Singh**, ASPRS Potomac Region's finance for the October month has not changed. We have an interest gain of \$1.16 to the Money Market account.
- Accounts Total \$31,732.27
 - Checking \$4,439.63
 - Money Market \$27,292. 64
 - Money loan to ASPRS \$25,000.00. Repayment is due at the **end of 2019**.

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

- **Morgan** shared the NCAUG conference updates with the board members and send a report and photos to Carr. She plans to put together a group by the end of this year to spread the workload evenly. She also plans to have a North Carolina ASPRS chapter website using the Wix media outlet that will require some expenses/month.
- **Morgan** will organize a day workshop on 'remote sensing of marine' in the Moorhead city, North Carolina at the end of November 2019. The first half of the

session will be in Moorhead city and the second half at the Duke Marine Science Center on how they use Drone for marine studies. So far, 40 students have expressed their interests in the session.

- **Chen** asked for/inquired about the possibility of getting financial support to one of the student members of ASPRS Student Chapter at UNC Charlotte to attend Geodynamic program at Washington, DC. **Carr** and other board members asked if Chen has an estimate that the board can discuss and approve. Carr suggested that financial support should be directed to a group/chapter rather on an individual basis. She wanted to stipulate that financial support should be shared with a group of students. There is an opportunity to support students but we need details. **Morgan and Paquette** said that there is a process to ask for money. **Chen** can use the spreadsheet **Paquette** circulated earlier this month for financial support to the Student Chapter of West Virginia University.
- **Dobbs** said that when a chapter ask for money from the region, a chapter is required to provide a short report of their activities along with photos.

6. Committee Reports:

- **Nomination Committee** (Chen and Singh):
 - **Chen** informed the board about the formation of the committee and a draft call for nomination letter. The Nomination Committee has three members: **Singh, McGlon, and Chen**. The Committee will advertise, collect and run the election. Chen suggested that board members should reach out to those who are interested in working on the board for the nomination. In the past, we had one person per position that put us in add position. **Carr** suggested that we should encourage more people to apply. She will also put the call on October Newsletter to reach out to the community via another point of access.
- **Technical Programs Committee Report** (Lasko):
 - No report on the technical Program Committee.
- **Communications and Publications Committee Report** (Singh/Carr):
 - **Website**
 - **Lasko, Singh, and Brown** reviewed one website proposal submitted by **Frogspash**. The response of the submitted proposal is good. Some details are missing, we would like to have a few more details.
 - The cost is reasonable. The overall proposed cost is \$2500, likely between 1 and 2 full-time equivalent weeks of work, which seems reasonable. Maintenance cost also included \$15 per month, which seems cheap. Hard to say if costs are complete, but since this is a fixed price it is likely to be complete. It will depend on how well the initial design process satisfies us and is in line with his perceived scope.
 - Good emphasis on working with us throughout the development process. Mentioned many times in his response to RFP requirements.
 - Strong emphasis on having done the work in the RFP, although no quantitative information is provided.
 - Most of the responses to individual requirements lack a description of the approach or technical work to be done.
 - Frogspash did not provide much background regarding website development: education, projects worked, professional skills, customers.
 - The proposal provides no information to assess the quality of the

website we would receive, nor of the quality of the sites has designed. There are no examples of his work, nor any discussion of what makes a quality website for him.

- There is no technical plan providing an approach, tasks, and schedule for an effort that addresses the requirements in a cohesive manner. We need a schedule with clearly defined points in time where we interact and provide approval.
 - **Brown** will contact the website company Frogspash for details. Once we get that, we can review and follow up with them over a teleconference.
 - **Carr** suggested that we should compare prices by reaching out to others who knows or have some website development experience. **Brown** also thought that it is a good idea to do due diligence and a fair market value evaluation. Brown will reach Frogspash.
 - **Carr** said that we successfully transferred the website domain. **Singh** and **Carr** will do some more work. Currently, the University of Missouri is hosting our website and have requested that we find a new service for hosting. **Carr** suggested that before we have a permanent solution, the board should allow for small expenditure on officer's discretion for the next few months if necessary. **Lasko** supported this as reasonable.
- **Newsletter**
 - **Carr** will release the newsletter by the end of October or the first week of November. She did not get much information about sites to visit in the DC area but feel free to contact her for favorite restaurants and related info for the newsletter. She thanked those send her content for the October Newsletter.
- **Student Chapter and University Programs Committee Report** (Paquette):
 - Paquette asked board members to discuss West Virginia University ASPRS Student Chapter's request for the fund of \$250. The Money will be used for pizza, snacks, and soda. The WVU Remote Sensing club will host a "mini-showcase" of remote sensing technologies and applications. The exhibition will include various remote sensing equipment and instruments, models of satellites (paper or metal) and research posters as well as general information posters and if possible interactive activities. This will not be limited to the Geography and Geology department but will be open to all students and faculty.
 - **Lasko** made a motion to approve, seconded by **Singh**. The motion was approved unanimously. **Singh** will write a check payable to Michelle Bester - WVU ASPRS Student President and mail to her address.
 - **Singh** proposed board members to offer one or two annual scholarships to student chapters to support their group activities. **Carr** suggested to outline a plan to establish support scholarships and present to the board in the next meeting.
 - **Professional Certification and Career Advancement Committee Report** (Morgan):
 - **Morgan** will compare UAV certification exams to establish NC certification process. Work is in progress.
 - **Awards Committee Report** (Dobbs):
 - **Dobbs** updated the board members that only three Rising Star awards have been recognized by national to date. Carr stated that we should not limit ourselves to the Rising Star award construct due to lack of perceived

investment from national. She thinks that we should evaluate the needs of our region and act to support those needs.

- **Annual Meeting Working Group (Carr/Brown):**
 - **Carr** shared with the board members the potential annual ASPRS Potomac Region meeting date and a venue. Brown and Carr hoped that we could get some sustaining members involved in the event. However, since ASPRS national is reorganizing the sustaining members' council, they have asked regions to pause until they have reached a stable state and can provide contacts.
 - **Carr/Brown** suggested February 9 (Sunday), 2020 for the annual meeting. Carr also secured a confirmation from the Team Rubicon for a speaker for the annual meeting and to potentially team with an industry supporter. Brown recommended returning to 2018's venue, 'Maggiano's Little Italy at Tyson's Galleria, McLean VA' as a better option for the venue. This place is available at a cost of \$1000. Dinner price is a bit higher than compared to 2018 but otherwise, all will be at the same cost. The venue can support web connectivity.
 - **Brown** will ask Maggiano about their rule for the weather-related delay.
 - **Paquette** made a motion to approve this tentatively, seconded by Lasko. Motion was approved unanimously.

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

- **Brown** updated that seven issues were discussed; three were related to the region restructuring. Some regions might be disbanded and recombined with other regions.
- There was some talk about the ROC and Sustaining Member Council identify sustaining members by region to which they reside and help to encourage region greater involvement in region activities.
- **National** mentioned the database cleanup effort. They are on the final stages to finish cleaning up the database.
- Regarding region funding resources, many regions do not generate much income these days. The ROC continues brainstorm ways for regions to generate money but here has not been much movement.

8. Summary of Action

- **Singh** will send a check of \$250 to West Virginia University ASPRS Student Chapter
- **Brown** will contact Frogspash for details.
- **Carr** will send out October newsletter to the board of directors by the end of October or the first week of November.
- **Singh** will develop a plan to establish one/two scholarships to support ASPRS chapters for the activities.
- **Dave, Brown, and Singh** will continue reviewing the ASPRS Potomac Region website RFP.

Meeting Adjournment: **Paquette** made a motion to adjourn, seconded by Morgan. The President adjourned the meeting at 7:00 pm.