Board of Directors Meeting

every third Thursday at noon (1 hour)

Use this Meeting Link:
https://us02web.zoom.us/j/88038257576?pwd=LsyGmPQojGPeO5by3ItcIctXzfoQU4.1

Running Agenda

Attendance Spreadsheet

(Updated 6/8/26 by Ayshe Y. to include Attendance recorded 2024-2026)

October 15, 2026

- **Welcome/Review Agenda**
- **Treasurer Report (Josh Ahmann)**
  - CPA/tax filing status (2020–2023) and state forms
  - Bank account signers and access
- **VOTE: PDX GIS Day Deposits (Alexa Todd/Josh Ahmann)**
  - Motion: authorize Josh to pay the Hot Lips deposit (over $1,000) and the EcoTrust deposit (under $1,000)
  - Sponsorship status update: 14 sponsors, $6,150 of the $7,642 budget (as of Sept 29)
  - Wild Apricot payment setup (EIN, bank info, Principal Representative)
  - Donation receipt template review
  - GPN table and materials at PDX GIS Day
- **OSGeo Group Funds (Nikki Hart-Brinkley/David Percy)**
  - Code sprint plan and moving the funds out by year-end

- **GIA Update**
    - Co-chair search
    - Funding distribution and seed money request
    - Venue decision
- **SIG/Sections**
    - Process/procedures for forming and retiring SIGs/Sections
    - Inactive SIG pages (Women in GIS page disabled)
    - Bylaws/Chapter Agreement/Policy Manual review: call for volunteer sub-committee
    - Elect a representative to the Chapter Development and Relations Committee (CDRC)
- **Sponsorship & Reimbursements: status check**
    - Central Oregon (Oct 2 Technical Exchange): $373.19 reimbursed, plus event report-back
    - Willamette Valley $73
    - Southern Oregon (Pending) $300
    - PSU Student Symposium $500
- **Secretary Report**
- **Website Update Requests**
    - Board of Directors page
    - 2025 notes to 2026 notes
    - Rebrand references to GPN-PNW (Alex/Eric)
- **Slack/Discord**
    - **GPN-PNW Discord: https://discord.gg/r9d532amRt**
- **Wild Apricot refresher for board and SIG leaders (Alexa)**
- **SIG/Section Toolbox**

September 17, 2026

Agenda

- Welcome/Review Agenda
- Treasurer Report (Josh Ahmann)
- OSGEO Group Funds (Nikki Hart-Brinkley/David Percy)
- GIA Request
    - Co-chair
    - Funding
- SIG/Sections
    - New PDX GIS Day Section Discussion
    - Process/Procedures SIG/Sections
    - SIG/Section Lead roles/responsibilities & Bylaws/Chapter Agreement/Policy Manual
        - Call for volunteer sub-committee (working with GPN International?)
- Ayshe GPN International Membership Committee
    - Action Item: Monthly Membership Report at every meeting, sending website managers any updates that would be good to share online

- Sponsorship & Reimbursements
    - Central Oregon $500
    - Southern Oregon Sub $300
    - PDX Day $500
    - PSU Student Symposium $500
    - Ayshe GPN Membership $156.25
    - Willamette Valley $73
    - Did I forget anyone?
- Secretary Report
- Website Update Requests
    - Board of Directors Page
    - 2025 Notes to 2026 Notes
- Slack/Discord Discussion
    - Link to the new (and still in development) GPN-PNW Discord: https://discord.gg/Ty4xF7rwW
- SIG/Section Toolbox

August 20, 2026

Action Items

- [ ] (Sean?) Emerging professionals Gmail account - the admin needs to set the name to “Emerging Professionals” as the name instead of a person who’s not been around for a couple years
- [ ] Group Messaging Platform: Discord vs. Slack (Ayshe)
    - [ ] Board will vote on which in ~~August~~ September meeting
    - [ ] Board will perhaps (?) vote on the preliminary set-up in the ~~August~~ September meeting
    - [x] 1-page breakdown is linked here: Group Messaging Media Platform: Discord vs. Slack

Parking Lot

Social Media / Website (*none of these items were discussed on 6/18*)

1. Updates needed!!!
    a. GPN has requested update to our website, also requested administrators for the “GPN Connect” Group.
        i. Have to be registered “GPN Members”.
            1. Should organization pay the $195 membership fee for “Required Members”.
    b. Do Outs:
        i. Need to get a list of all of socials

        ii. Need assistance with this task, keeping it updated.
    2. Previous Discussion:
        a. Erick Update - I've updated LinkedIn account to our GPN name and logo
            i. Website - I'm currently developing changes to the website template to brand it with our GPN-PNW logo and name. I will have a draft of this for review soon.
        b. GPN had a communications director, was under the secretary position
        c. Members at large assistance?

Agenda & Notes

GPN New SIG PDX GIS Day

- How to create? Likely time to review and create policy

Central Oregon GIS User Group event with ASPRS - Oct 2 in Bend.

- Will be sending out event announcement through Wild Apricot.
- Seeking GPN-PNW funding for lunch costs.
- Flyer available in Google Drive here: https://drive.google.com/file/d/1lF2g4tVR7B54r_jGTmhflmZ0uYgSGATH/view?usp=drive_link

Bylaws amendment for SIG formation

PSU GIS Club Cartography Symposium March 2027

Expenditures threshold for voting

Discussion on Discord vs Slack

- 1-page breakdown here: Group Messaging Media Platform: Discord vs. Slack

July 16, 2026

Action Items

- ☐ (Sean?) Emerging professionals Gmail account - the admin needs to set the name to “Emerging Professionals” as the name instead of a person who’s not been around for a couple years
- ☐ Ayshe (with help from Jake and Alex) will put together a summary document comparing Slack and Discord for Board review
    - ☐ Board will vote on which in August meeting
    - ☐ Board will perhaps (?) vote on the preliminary set-up in the August meeting
    - ☐ Report should include pricing, limits, how long paperwork might take if needed, perhaps how much maintenance would be needed

Parking Lot

Social Media / Website (*none of these items were discussed on 6/18*)

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Agenda & Notes

(action items highlighted in yellow, added to the list above at the end of the meeting)

Refer to AI Notes

New document / tracking of To Do List: Board Business To Do

June 18, 2026

Action Items

- [x] Slack:
    - [x] (Ayshe) Look into pricing for Slack
        - [ ] Non-profits get a deal (must submit a form and they'll review it before we'd get approval for the deal).
            - [ ] FREE Pro Plan if 250 members or fewer
            - [ ] 85% discount on rates on Pro or Business Plan if we have more than 250 members
            - [ ] Details: https://slack.com/help/articles/204368833-Apply-for-the-Slack-for-Nonprofits-discount
        - [ ] 3 Options, each one applies per user per month:
            - [ ] Free Plan: 90-day message history. Up to 10 apps (?). 1-on-1 meetings and external messages. PRICE = $0
            - [ ] Pro Plan: Unlimited message history and app integrations. Group meetings and Group external messages. PRICE = $8.75 per user per month when paying monthly. $7.25 per user per month when paying annually.
            - [ ] Business Plan: Same as Pro Plan but include several AI features. PRICE = $18 per user per month when paying monthly. $15 per user per month when paying annually
    - [x] (Ayshe and Jake) Meet to compare/contrast/discuss Slack vs Discord vs other for asynchronous communications
        - [ ] Connected via email and had a chat

- [ ] Final decision is to move to Discord

- [ ] (Sean?) Emerging professionals Gmail account - the admin needs to set the name to “Emerging Professionals” as the name instead of a person who’s not been around for a couple years

Parking Lot

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6. Previous Discussion:
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        i. For GIS In Action communications, I’ve updated their logo to show GPN-PNW. Still some updates needed, but it’s coming along.
        ii. Website - I’m currently developing changes to the website template to brand it with our GPN-PNW logo and name. I will have a draft of this for review soon.
    b. GPN had a communications director, was under the secretary position
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Agenda & Notes

(action items highlighted in yellow, added to the list above at the end of the meeting)

- Introductions (as needed)
- Priority Items:
    - Catch Nikki & New At-Large Members up to speed. What are you working on/towards?
    - What are the top goals from your position & perspective?
    - What are the main barriers?
    - How can incoming board members best support your work and help resolve roadblocks?

- Nikki
  - Available whenever we need to contact her, phone number is in her email signature
  - Wants to hear what each Board member wants for the organization
- Josh / Treasurer:
  - I am updated our taxes, we missed some forms (CD-12)
  - I'd like to get focused on providing more support to the SIGs this year so that we can support the community better
  - We have money and we've done well with building the reserve, it is time to start giving it back as support
  - Nikki response: GIA still hasn't met so they don't have a number yet for Josh
  - There's a separate $9k from 2013/2014
    - OpenSource GEO hosted an event in PDX and needed an organization to hold their funds (as they were a SIG of ORURISA), we still need to figure out what to do with it now that it's been sitting around
    - David Percy was a part of this (GIS head at PSU)
      - maybe offer the money back to the PSU GIS Club
    - Sean was going to clear this up with David and figure out what to do with it
    - Nikki idea: Including OpenSource as a part of a GIS conference and putting the funds towards that
- Jake / Emerging Professionals:
  - Currently on summer break a bit, have a survey out to the main group and will meet in 2 weeks for a retrospective, go over survey results, start planning for the next cycle
  - Start back up in August
  - Got some really good feedback about the program this time
  - Place for more support = Advertising / Promoting through not just GPN channels but also word of mouth. Currently have 9 pairs but would like to be closer to 12 pairs of mentors/mentees (need more help gathering mentors)
    - Some mentors come along who want to mentor people who aren't necessarily brand new professionals, so perhaps we set aside a "management track"
    - Up until now, we haven't really structured how to mentor, but currently pulling together a library of resources for mentors to reference ← help shore up their knowledge base in how to be a member
  - Miranda's going to continue to host Open Houses at City of Portland's career panels
  - Financially, we really just need snacks at our events

            - Metro has bought pizza and helped provide a space, as long as Jake is still involved, can probably rely on Metro to continue to be supportive in this way
            - Josh says we have money for snacks ;)
        - New SIG idea: Lone Practitioner Group (?) floated at April meeting, might take some time to build but want to keep it in mind
        - Updated the website with GPN branding so that it better reflects our group now
            - Consider a forum-related feature, build some sort of asynchronous communication for members, mentors/mentees, help expand networks, etc
            - Currently uses Slack, suggests that paying for Slack to help keep the history
            - Ayshe will look into pricing and meet with Jake about Slack vs Discord, etc
            - Nikki: Concern about passing on the torch and keeping up the same standards, is in touch with GPN to find out what tools we have available to us already
        - Emerging professionals Gmail account - the admin needs to set the name to “Emerging Professionals” as the name instead of a person who’s not been around for a couple years (Sean?)
    - Colleen / Central Oregon:
        - Typically hold events at least once per year
            - resources needed = snacks
        - Co-planning an event with Anna Burkoff of ASPRS this Fall (Oct 2?) at the New Public Works Campus
            - Coordinating speakers
            - Will be asking for snacks funds (flag to Josh)
        - Moving forward, would like to see:
            - How we can support our members
            - Communicate better with our members, including about the rebranding and how it’s impacting them
            - If it’s a fee-based membership, what value are we bringing, what resources can we provide to members
            - Been focused inward recently, and it’s time to look outward and start supporting members and hosting events / helping with networking
            - Nikki: Goal in the next 5 years, establish our identity and value
        - Southern Oregon Group:
            - Is Jeff still available or does this need to shift to somebody else?

        - Last time he attended a meeting (according to current records) was Sept 2025
    - Kimberly / Umpqua Basin:
        - Happy to see the new things coming up
        - Support needed:
            - bringing meetings together, providing a bit of structure and consistency to provide stability
            - prepping for fire season coming up
            - excited to get more people to come to meetings in Douglas county and get people engaged with GIS
        - Nikki: Wants to develop a toolkit (with input from the very successful user groups) to then provide that resource to new user groups
            - What works well without overwhelming new leaders
    - Ayshe / MaL:
        - Projects been working on =
            - standardizing the notes/agenda/attendance
                - Colleen: Consider changing to individual/separate monthly agenda documents as opposed to this one long document
            - Discord w/ Alex (and now going to talk with Jake)
            - Annual retreat?
                - Nikki: Get people reconnected over the next few months, doesn't see getting a retreat getting put together by fall. Let's focus on getting reconnected instead of a retreat
                - Keep brainstorming (put into a folder for now)
        - Up for taking on Membership Support
            - Do we have a contact email for Krista?
        - Colleen: Attendance to meetings has dropped over the past while likely due to communications and focus
- GPN Chapter Development & Relations Survey (not discussed)

(below is what was proposed by Ayshe, keeping here in case it could be helpful/useful as a meeting framework in the future)

1. Announcements
2. Executive Board
    a. Treasurer's Report:
    b. Secretary's Report:
    c. MaL's Report:
        i. Alex, Ayshe, and Ryan met with Nikki and Josh on 6/15

        ii. Current thoughts: Ryan continues to support Josh/Trs, Alex supports Erick/Sec, Ayshe supports Memberships, Alex and Ayshe (and Erick?) supports GIA
            1. Question: Would GPN-PNW financially support a GPN membership if a Board member is required to be one for their duties?
3. SIGs
4. Committees
    a. Financial Strategy:
    b. Communications:
        i. Discord server thoughts (floated by Alex and Ayshe)
    c. Board Business:
    d. Nominations (?):
    e. Membership:
5. Events
    a. 2026 GIS Day Update:
    b. GIS In Action Update:
6. Zoom / Meetings
    a. Taking notes preference
7. Annual Team Retreat

May 21, 2026

Action Items

- ☐ Add PSU GIS Club funding to this month's agenda
- ☑ Board transition:
    - ☑ MaLs meet with other Board members to figure out delegation of work/duties
    - ☑ Send out email to membership with new bios and thanks to Ashley & Diego
- ☐ Sean and Ayshe connect about organizing this year's retreat
- ☑ President-Elect Elections - Previously had an elections committee. We'll need candidates.

Parking Lot

Social Media / Website

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    b. GPN had a communications director, was under the secretary position
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Agenda & Notes

(action items highlighted in yellow)

8. Introductions of meeting attendees
    a. Alexa Todd, Colleen Miller, Jennifer Kirkland, Ryan Peterson, Nikki Hart-Brinkley, Alex Clasen, Ayshe Yeager, Jake Lovell, Lesley Hegewald
9. Treasurer's Report (relayed by Ryan):
    a. 2025 taxes are complete
    b. Waiting for final numbers from GIS in Action
        i. GIA is considering moving to a larger location, so waiting to figure that out before divvying up the proceeds
        ii. Expecting answer within the next 2 months
        iii. Anticipating $10 - 13k (?)
    c. Plenty of cash on hand to support SIGs
    d. Add PSU GIS Club funding to next month's agenda
10. GIS In Action Report
    a. Impressed by the level and variety of presentations
        i. GPS structure lecture (unrelated to field of work, but was fun to listen in to)
    b. Opening Keynote
        i. was nice that it applied to everyone
    c. Great signage!
    d. Different in a good way
    e. Had fun staffing the table and talking to people

i. Helping point people towards the Emerging GIS Prof
ii. The table was new this year, helped increase the presence of these organizations at the conference
    1. We had more room this year, so we were able to add another table for GPN / ASPRS
    2. Perhaps if the venue size increases there can be more space for these orgs
iii. Would need to do more prep/planning who covers the booth and what materials to provide
iv. The big banner that Diego printed for the front of the table was nice!

f. It was nice to have the hybrid classroom for the GPN-PNW meeting during the conference

11. Topics of interest from board members
    a. Question from Colleen Miller re: the structure and transition of president to president elect
        i. Alexa happy to help facilitate transition
        ii. Nikki is ready to take on more - flexible and available to get quickly caught up and step in when & where needed
        iii. At Large members are now more structured in who and what they support
            1. One supports Treasurer (Ryan)
            2. One supports Secretary (Alex will be helping with this?)
            3. One supports GIS In Action
            4. One supports Membership
            5. Krista(?) and Ayshe are helping with…?
                a. Alexa will reach out to all 4 MaL to facilitate onboarding/comms/collaboration
        iv. Other projects/people
            1. Shivon organized a webinar (sponsored by GPN - we get 1/year)
                i. Want to continue to do this, use the funds from the tickets for the GPN-funded one to pay for others
    b. Documents that Ayshe's been poking around for onboarding until current members are available to meet 🙂
        i. Onboarding Checklist
        ii. ORURISA Board Nomination Roles and Responsibilities
        iii. Chapter Policy Manual
            1. went through and made "suggestions" for changing ORURISA to GPN-PNW
        iv. Board Tenures (old)?
        v. GoogleDrive Reorg Sheet
    c. Question from Colleen Miller: what is the process for off-boarding members? cleaning up accounts, acknowledging contributions
        i. Alexa added new board members to google group, but did not remove old members (to maintain contact for a while)

ii. Alexa has bios and it's on the list to recognize Diego & Ashley, welcome in Ayshe & Alex

12. Zoom / Meetings
    a. Use GPN-PNW account?
    b. How to produce notes = ?
        i. Good ol' typed out (can easily add links to notes)
        ii. Using AI to take notes (more uniform between meetings)
13. Annual Team Retreat
    a. What avenues of comms to use between meetings
    b. Sean's working on organizing the retreat a bit right now
        i. Normally held over winter, summer is generally busy, but perhaps we can do it sooner rather than wait for winter
        ii. Alexa will follow up with Sean and Ayshe for Ayshe to perhaps assist in organizing this year's retreat

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April 30, 2026: Annual Board Meeting Minutes

Notes copied on 6/8/26 by Ayshe Y. from separate document linked HERE

Date: April 30, 2026
Time: 9:00–10:00 AM

Location: In-person at GIS in Action Conference with virtual option

1. Attendance

Board Members Present

- **Alexa Todd** – Past President
- **Josh Ahmann** – Treasurer
- **Jake Lovell** – Emerging Professionals
- **Kimberly Tanner** – Umpqua Basin Users Group

Other Attendees

- 10 in-person attendees, including GIS in Action co-chairs **Theresa Burcsu** and **Nikki Hart-Brinkley**
- 4 virtual attendees

2. Call to Order

The meeting was scheduled for one hour and began at 9:00 AM. Treasurer **Josh Ahmann** opened the meeting with a presentation on GPN-PNW's structure and activities.

Annual Meeting Presentation

3. Treasurer's Presentation

Organizational Overview

Josh reviewed the GPN-PNW board structure, which includes:

- Officers
- At-Large Members
- Regional Sections
- Special Interest Groups (SIGs)

He introduced current board members and provided a financial update.

Wild Apricot Platform

- GPN-PNW uses **Wild Apricot** for contact management, communications, and the website.
- The organization has reached its contact limit and will need to **upgrade the account**, which must be incorporated into the operating budget.

Contacts: Members vs. Friends

A question was raised about the distinction between **Members** and **Friends**:

- **Members**: Pay for membership through the main GPN organization; eligible to vote and serve on the board; receive access to training, events, networking, and other resources.
- **Friends**: Anyone who attends a GPN-PNW event or signs up online; receive emails and notifications; may remove themselves at any time.

4. Board Elections

President Elect (5-year term)

- One nominee: **Nikki Hart-Brinkley**
- Nikki spoke about her background and her interest in supporting Emerging Professionals and regional Sections.
- Voting occurred virtually over the prior week.

- **Result: Unanimous approval of Nikki Hart-Brinkley as President Elect.**

At-Large Positions (2-year term, two openings)

- One declared candidate: **Alex Clasen** (unable to attend; bio provided).
- Two attendees expressed interest: **Ayshe Yeager** and another individual who later withdrew in support of Ayshe.
- Ayshe stepped out during voting.
- **Result: Both Alex Clasen and Ayshe Yeager were unanimously elected as At-Large Members.**

5. Open Discussion

New SIG Proposals

- **Jake Lovell** proposed forming a SIG for individuals who are the sole GIS specialist in their organization. Several attendees supported the idea.
- Attendees also expressed interest in **reviving the Women in GIS (WIG) SIG**.

PSU Student Group

- Representatives from the PSU student group requested any support GPN-PNW can provide.

6. Adjournment

With no further business, the meeting adjourned early at **9:40 AM**.

April 16, 2026

GIA focus meeting

Table with some information - map with chapters and locations, materials from last year. Ryan, Erick and Josh to potentially cover the table. They will be working on something. Colleen to prepare a digital map and Diego to print

Checking who and if GPN-PNW are giving **remarks**. ASPRS new president Taryn Girard will be giving remarks. Need to confirm who in GPN-PNW will be doing it.

Erick to send request for nominations via email to GPN-PNW contacts. Elections will be held for President Elect and two Members At Large.

Annual Board meeting planning: Josh to put a presentation together treasurer@orurisa.org , if it's helpful here's Alexa's presentation from last year: 2024-2025 ORURISA Report

Scheduled Thursday 04/30 from 9:00 to 10:00 in Columbia room

- Transition from ORURISA to GPN-PNW
- Financial update - Josh
- SIGs and chapters overview
- Vote for board members (president and two at-large positions)

Jake asked who could answer some questions about Wild Apricot support, Erick can help.

February 19, 2026

Agenda

1. Announcements (all)
    a. Emerging Professionals GIS Open House - Portland Building (2/26/2026)
        City Of Portland / Emerging Professionals
        1:45-2:30 City of Portland GIS Users Group
        Emerging Professionals are welcome to come and observe
        2:30-3:15 Open Mixer
        3:15-4:45 GPN-PNW Emerging Professionals Presentations and Q&A Session

    b. GPN-PNW(ORURISA) Google Suite Login Issues
        i. If you cannot access you account, please contact Sean.
            1. Will have to provide recovery keys, Alexa has done it successfully.
    c. Annual retreat updates
        i. March 9-13, March 23 - March 27, or April 6th - 10th
    d. The Willamette Valley section held our winter meeting yesterday in Springfield

2. GIS In Action Updates
    a. **Pre-Conference Workshops: April 27-28, 2026**
    b. **Conference Dates: April 29-30, 2026 (exhibitor & sponsor booth dates)**
    c. **Conference Venue: Standard Insurance Building, 900 SW 5th Ave, Portland, OR 97204**
    d. GIS In Action conference planning
    ~~a. ASPRS approved (9/5) the request for additional seed funds for GIS In Action~~

b. ~~With the approved change by ASPRS and GPN PNW for 7,500 to be withheld from each organization for seed money, for a total of 15,000 in seed funds:~~
    - ~~15,000 withheld for seed money~~
    - ~~19,815.51 left for distribution to organizations~~
    - ~~Each organization would receive approximately 9,907.76~~

c. ~~Deposited check for $9650.00 to account. New balance as of 11/19/2025 ($22,332.62)~~

d. USGS needs a signed "Section 889 Form" on file from the organization that will be taking the actual payments for the registrations. Whether that's GPN, ASPRS, or someone else – please let me know if I need to send this along to a different person.

e. ~~

f. This form is an attestation that the vendor/organization that will take payment *does not* use Chinese-manufactured telecommunications equipment. In this case, if GPN PacNW (or ASPRS) is the organization that will be taking payments for the conference registration, I'll need someone with some authority in that chapter to sign this document.

g. Here's how it works: if GPN PacNW (or ASPRS) *does not* use telecom equipment manufactured by Huawei, ZTE, Hytera, Hangzhou Hikvision, or Dahua (i.e., "covered equipment"), then check the "does not" boxes in Steps C and D. Put the full name of GPN PacNW (or ASPRS..) into the Merchant Name box, the name of whoever is filling out this form into the Merchant's Authorized Representative Name box, and then sign and date it. You can use Adobe Acrobat to digitally sign either with a certificate, or use the drawing tools to draw your signature on with your mouse (no need to print, sign, and scan).

h. ~~

2. 2025 GIS Day PDX
    a. Motion: Donation of $500.00 to support the GIS Day PDX Event
        i. Deduction still pending?

2. Future Event Planning
    a. Identification of potential topics or themes for workshops, webinars, or social events
        i. GPN Virtual Seminar. It would be interesting for us to offer, as we did last year. Beyond the Buzzword: Understanding AI in Government & GIS
    b. Discussion of potential dates and locations (virtual or in-person)
    c. Assignment of leads or committees for event organization
    d. Exploration of collaboration opportunities with other organizations
    e. Setting preliminary goals and budgets for future events

3. Committees
    a. Financial Strategy
        i. Stood up 11/19/2024
        ii. Alexa Todd, Sean Carroll, Josh Ahmann, Amy Wilson
    b. Communications
        i. Stood up 10/7/2024
        ii. Robb Kirkman, Diego Portillo, Brian Wilson
    c. Board Business

    i. Stood up 10/7/2024
    ii. Alexa Todd, Lesley Hegewald, Sean Carroll, Shivon Van Allen, Rachel Smith, Diego Portillo
d. Nomination Committee
    i. Stood up 2/23/2024
    ii. Alexa Todd, Erick Caceres, Josh Ahmann
e. Membership Committee

3. Executive Committee
    a. Sean floated this idea at GIA to establish a committee
        i. GPN - Wendy now asking about members registration with GPN
        ii. Need to finalize who needs to be a “GPN” member, need to determine if course of action is they are “executive committee”
        iii. GPN asking for updates to our Bylaws to be provided.
    b. Consists of board officers to streamline some of these decisions
        i. Alternative is to make all Board Members require GPN membership.
        ii. Establish thresholds and bylaws.

January 15, 2026

Action Items

- ☑ Shivon will get in touch with Wendy at GPN to register our webinar event on their site.
- ☑ Alexa to get recording of 1/15 GPN Chapter Development (CDRC) meeting and share with BOD.
- ☑ Alexa to follow up with the Nominating Committee to create a timeline and distribute tasks.
- ☑ Review wild apricot subscription upgrade
- ☑ Josh to send card info to move to a CC for monthly charge to avoid fees.
- ☑ Voting on rebrand logo to finalize.
- ☑ Diego to provide GIA 2025 funds.
- ☑ Voting on Donation of the fos4g funds
- ☐ President-Elect Elections - Previously had an elections committee. We’ll need candidates.

Parking Lot

~~Membership (Alexa)~~

~~a. ORURISA booth at GIA for outreach and to get feedback from "members"~~

~~b. Wild Apricot subscription and contact limits~~

~~i. The total # of contacts is **1,857**.~~

~~ii. If you query the contacts for Active ORURISA members, the total is **1,165**. This includes folks needing to renew their membership.~~

~~iii. We have **266** inactive members.~~

~~c. Definitions of membership benefits from GPN and ORURISA~~

Social Media / Website

9. Updates needed
    a. Erick Update - I've updated LinkedIn account to our GPN name and logo
        i. For GIS In Action communications, I've updated their logo to show GPN-PNW. Still some updates needed, but it's coming along.
        ii. Website - I'm currently developing changes to the website template to brand it with our GPN-PNW logo and name. I will have a draft of this for review soon.
    b. GPN had a communications director, was under the secretary position
    c. Members at large assistance?

~~Finances (Josh, Sean)~~

~~d. Looking to get a registered agent.~~

~~i. Required to register as a non-profit with the state of Oregon.~~

~~ii. Dept of Justice recognized as a non-profit in their list.~~

~~iii. Automatic revocation if we do not register as a non-profit.~~

~~e. Privacy module that costs $100/yr~~

~~i. Can collect 100 pieces of mail a year.~~

~~f. A payment was missed.~~

~~g. The random address was in registered agent.~~

~~h. Alexa made a payment but payment was rejected.~~

~~i. Sent a letter to the wrong address on file.~~

~~j. Money was released to the general fund of the state.~~

~~k. A registered agent should not be a board member.~~

~~l. Due May 15th, annual fee.~~

Agenda

1. Announcements (all)
    e. December Meeting Faux Pas
    f. Emerging Professionals GIS Open House - Portland (11/18/2025)

City Of Portland / Emerging Professionals - Upcoming meeting (Feb. 2026)

2:00-2:45 City of Portland GIS Users Group

Emerging Professionals are welcome to come and observe

• GIS In Action Indoors Viewer – Diego Portillo, CGIS

• PBOTMO Applications - Lauren McKinney-Wise, PBOT
• Aerial Imagery in the City of Portland – Mitch Vanderperren, CGIS
2:45-3:15 Open Mixer
3:15-4:45 GPN-PNW Emerging Professionals Presentations and Q&A Session
• City of Hillsboro - Public Works
Sydney Iverson (GIS & Asset Management Analyst)
• TRC Companies, Inc. - Utility and Vegetation Mapping
Paul Ferro (DevOps Solution Engineer)
• City of Portland - Bureau of Transportation
Emma Brenneman (GIS Technician III)

- **February 26th 2026**
  - **PDX GIS UG**
  - **GPN-PNW Emerging Professionals**

2. GIS In Action Updates
   i. ASPRS approved (9/5) the request for additional seed funds for GIS In Action
   j. With the approved change by ASPRS and GPN-PNW for 7,500 to be withheld from each organization for seed money, for a total of 15,000 in seed funds:
      - 15,000 withheld for seed money
      - 19,815.51 left for distribution to organizations
      - Each organization would receive approximately 9,907.76
   k. Deposited check for $9650.00 to account. New balance as of 11/19/2025 ($22,332.62)

2. 2025 GIS Day PDX
   b. Motion: Donation of $500.00 to support the GIS Day PDX Event
      i. Deduction still pending?

2. Future Event Planning
   f. Identification of potential topics or themes for workshops, webinars, or social events
   g. Discussion of potential dates and locations (virtual or in-person)
   h. Assignment of leads or committees for event organization
   i. Exploration of collaboration opportunities with other organizations
   j. Setting preliminary goals and budgets for future events

3. Committees
   f. Financial Strategy
      i. Stood up 11/19/2024
      ii. Alexa Todd, Sean Carroll, Josh Ahmann, Amy Wilson
   g. Communications
      i. Stood up 10/7/2024
      ii. Robb Kirkman, Diego Portillo, Brian Wilson
   h. Board Business

    i. Stood up 10/7/2024
    ii. Alexa Todd, Lesley Hegewald, Sean Carroll, Shivon Van Allen, Rachel Smith, Diego Portillo
i. Nomination Committee
    i. Stood up 2/23/2024
    ii. Alexa Todd, Erick Caceres, Josh Ahmann
j. Membership Committee

3. Executive Committee
    c. Sean floated this idea at GIA to establish a committee
    d. Consists of board officers to streamline some of these decisions
        i. Alternative is to make all Board Members require GPN membership.
        ii. Establish thresholds and bylaws.

October 23, 2025

Action Items

checked - Shivon will get in touch with Wendy at GPN to register our webinar event on their site.

checked - Alexa to get recording of 1/15 GPN Chapter Development (CDRC) meeting and share with BOD.

checked - Alexa to follow up with the Nominating Committee to create a timeline and distribute tasks.

unchecked - Review wild apricot subscription upgrade

unchecked - Josh to send card info to move to a CC for monthly charge to avoid fees.

checked - Voting on rebrand logo to finalize.

unchecked - Diego to provide GIA 2025 funds.

checked - Voting on Donation of the fos4g funds

Parking Lot

Membership (Alexa)

a. ORURISA booth at GIA for outreach and to get feedback from “members”
b. Wild Apricot subscription and contact limits
    i. i.The total # of contacts is 1,857.

ii. ii.If you query the contacts for Active ORURISA members, the total is 1,165. This includes folks needing to renew their membership.
iii. iii.We have 266 inactive members.

c. Definitions of membership benefits from GPN and ORURISA

Finances (Josh, Sean)

Looking to get a registered agent.

i.Required to register as a non-profit with the state of Oregon.

ii.Dept of Justice recognized as a non-profit in their list.

iii.Automatic revocation if we do not register as a non-profit.

Privacy module that costs $100/yr

iv.Can collect 100 pieces of mail a year.

A payment was missed.

The random address was in registered agent.

Alexa made a payment but payment was rejected.

Sent a letter to the wrong address on file.

Money was released to the general fund of the state.

A registered agent should not be a board member.

Due May 15th, annual fee.

Agenda

1. Announcements (all)

The Emerging Professionals Mentorship Program was still looking for mentors for the 2025–2026 cohort that begins November 5th (email sent 10/8).

Umpqua Basin User Group – Luncheon October 28th, 2025 (Kimberly).

2. GIS In Action Updates

a. Check Received by Sean - $9650.00
b. ASPRS approved (9/5) the request for additional seed funds for GIS In Action
    i. With the approved change by ASPRS and GPN-PNW for 7,500 to be withheld from each organization for seed money, for a total of 15,000 in seed funds

3. 2025 GIS Day PDX

a. Donations:
    i. $300.00 – Kia Mendoza – PSU Urban Studies and Planning
    ii. $650 – Kelly Johnson – (Full Table) – 3J Consulting
    iii. $350 – David Brown – (Half Table) – ASPRS Cascadia Region
b. Ecotrust Payment
    i. $1470,00 – Josh working with Madeline to make this payment
c. Will take place Wednesday, November 19th @ Ecotrust's Irving Street Studio

Proving support to pay vendors

a. Past Motion (Approved 9/18): Donation of $500.00 to support the GIS Day PDX Event
b. Table at GIS Day PDX

Request volunteers to assist

4. Website Planning

a. Need to update website
    i. Currently at orurisa.org
    ii. No GPN Logos on site, still refer to ORURISA – Do we need to remove this? Are we ready to remove ORURISA?
b. Last Newsletter was March 2023 – Should we do another one?

5. Future Event Planning

a. Identification of potential topics or themes for workshops, webinars, or social events
b. Discussion of potential dates and locations (virtual or in-person)
c. Assignment of leads or committees for event organization
d. Exploration of collaboration opportunities with other organizations
e. Setting preliminary goals and budgets for future events

6. Executive Committee

a. Sean floated this idea at GIA to establish a committee
b. Consists of board officers to streamline some of these decisions
    i. Alternative is to make all Board Members require GPN membership.
    ii. Establish thresholds and bylaws.

September 18, 2025

Action Items

- [x] Shivon will get in touch with Wendy at GPN to register our webinar event on their site.
- [x] Alexa to get recording of 1/15 GPN Chapter Development (CDRC) meeting and share with BOD.
- [x] Alexa to follow up with the Nominating Committee to create a timeline and distribute tasks.
- [ ] Review wild apricot subscription upgrade
- [ ] Josh to send card info to move to a CC for monthly charge to avoid fees.
- [x] Voting on rebrand logo to finalize.
- [ ] Diego to provide GIA 2025 funds.
- [x] Voting on Donation of the fos4g funds

Parking Lot

Membership (Alexa)

m. ORURISA booth at GIA for outreach and to get feedback from “members”
n. Wild Apricot subscription and contact limits
    i. The total # of contacts is **1,857**.
    ii. If you query the contacts for Active ORURISA members, the total is **1,165**. This includes folks needing to renew their membership.
    iii. We have **266** inactive members.
o. Definitions of membership benefits from GPN and ORURISA

~~Finances (Josh, Sean)~~

~~p. Looking to get a registered agent.~~
    ~~i. Required to register as a non-profit with the state of Oregon.~~
    ~~ii. Dept of Justice recognized as a non-profit in their list.~~
    ~~iii. Automatic revocation if we do not register as a non-profit.~~
~~q. Privacy module that costs $100/yr~~
    ~~i. Can collect 100 pieces of mail a year.~~
~~r. A payment was missed.~~
~~s. The random address was in registered agent.~~
~~t. Alexa made a payment but payment was rejected.~~

u. ~~Sent a letter to the wrong address on file.~~
v. ~~Money was released to the general fund of the state.~~
w. ~~A registered agent should not be a board member.~~
x. ~~Due May 15th, annual fee.~~

Agenda

1. Announcements (all)
   - The Emerging Professionals Mentorship Program (part of the Geospatial Professional Network PNW, formerly ORURISA) is now accepting applications for mentees and mentors for the 2025–2026 cohort that begins November 5th.
   - GPN has a "Job Challenges" Survey for GPN Members: https://www.surveymonkey.com/r/GPN_Challenges - Deadline September 22, 2025

2. GIS In Action Updates
   l. ASPRS approved (9/5) the request for additional seed funds for GIS In Action
   m. With the approved change by ASPRS and GPN-PNW for 7,500 to be withheld from each organization for seed money, for a total of 15,000 in seed funds:
      - 15,000 withheld for seed money
      - 19,815.51 left for distribution to organizations
      - Each organization would receive approximately 9,907.76

2. 2025 GIS Day PDX
   c. Will take place Wednesday, November 19th @ Ecotrust's Irving Street Studio
      i. Assisting with Sponsorship Form (Alexa)
      ii. Covering the Wild Apricot Fees
         1. Update on if we can get around these?
      iii. Proving support to pay vendors
   d. Motion: Donation of $500.00 to support the GIS Day PDX Event
   e. Table at GIS Day PDX
      i. Request volunteers to assist
   f. Idea was put forward to hold a raffle at the GIS Day Event for income generation
      i. Need to discuss this with the GIS Day Committee

2. Future Event Planning
   k. Identification of potential topics or themes for workshops, webinars, or social events
   l. Discussion of potential dates and locations (virtual or in-person)
   m. Assignment of leads or committees for event organization
   n. Exploration of collaboration opportunities with other organizations
   o. Setting preliminary goals and budgets for future events
3. Executive Committee
   e. Sean floated this idea at GIA to establish a committee

f. Consists of board officers to streamline some of these decisions
   i. Alternative is to make all Board Members require GPN membership.
   ii. Establish thresholds and bylaws.

August 21st, 2025

Action Items

- ☑ Shivon will get in touch with Wendy at GPN to register our webinar event on their site.
- ☑ Alexa to get recording of 1/15 GPN Chapter Development (CDRC) meeting and share with BOD.
- ☑ Alexa to follow up with the Nominating Committee to create a timeline and distribute tasks.
- ☐ Review wild apricot subscription upgrade
- ☐ Josh to send card info to move to a CC for monthly charge to avoid fees.
- ☑ Voting on rebrand logo to finalize.
- ☐ Diego to provide GIA 2025 funds.
- ☑ Voting on Donation of the fos4g funds

Parking Lot

Membership (Alexa)

y. ORURISA booth at GIA for outreach and to get feedback from “members”
z. Wild Apricot subscription and contact limits
   i. The total # of contacts is **1,857**.
   ii. If you query the contacts for Active ORURISA members, the total is **1,165**. This includes folks needing to renew their membership.
   iii. We have **266** inactive members.
aa. Definitions of membership benefits from GPN and ORURISA

Finances (Josh, Sean)

bb. Looking to get a registered agent.
   i. Required to register as a non-profit with the state of Oregon.
   ii. Dept of Justice recognized as a non-profit in their list.
   iii. Automatic revocation if we do not register as a non-profit.
cc. Privacy module that costs $100/yr

i. Can collect 100 pieces of mail a year.

dd. A payment was missed.

ee. The random address was in registered agent.

ff. Alexa made a payment but payment was rejected.

gg. Sent a letter to the wrong address on file.

hh. Money was released to the general fund of the state.

ii. A registered agent should not be a board member.

jj. Due May 15th, annual fee.

Agenda

1. Announcements (all)
   - GIS Day - GPN PNW main sponsor
   - We may avoid 3% fees with a change to debit/credit card for monthly charges
   - Someone needs to be available to pay for catering day of.

2. Rebranding

i. Wendy Nelson has requested a final determination on acceptance of the name and logo.

a. 08/21 - We may vote again to accept the logo…

b. Can only change color.

c. Maintain our boundary as it exists. Submitting to GPN with this.

d. Expansion - backlog this item to a later date.

e. If anything other than Friends of GPN, pay to be a member of GPN.

f. SIG and section leads, need to be paid GPN members

g. Potential to create an executive board, to remove the requirement to have members join GPN and pay the increase.

h. Rebranding packet will be sent out once we finalize voting.

2. We have already voted to accept the name.
3. Final determination on logo:



4. We did not appear to have resistance to our boundary.
5. If we expand, some questions came in about our geographic coverage, such as, do we ever take GIA to Seattle?
6. Do we need to redefine Sig boundaries with geographic coverage?

7. Suggest we keep geographic boundaries as defined, address potential expansion at a later date.

ii. Fees, what does it equate to in GPN's perspective
    1. Not getting rid of Friends of GPN PNW
    2. Friends of GPN PNW do not have voting rights and cannot be on the board.
    3. Do members pay the GPN fee?
    4. Do we make sigs and sec leads GPN members? Required to provide voting rights?
    5. Identify what needs a formal vote?
    6. Ask GPN for rebranding packet - Will be provided upon name and logo acceptance.

iii. Rebrand Focus
    1. Focus for Rebrand at Current
        a. 8/21 - Rollout and rebranding by GIA 2026
            1. GIS Day an opportunity to showcase rebrand.
                a. Get a booth to discuss rebrand.
                b. Sean, Diego, Erick can assist
            ii. Website changes/updates to the new rebrand
            iii. Define our boundaries, formally to GPN
            iv. Suggest delaying expanding boundaries until we get further information.
                1. Adding WA would be a big lift
                2. We have a lot of things to do in our boundary, get our house in order first, then expand.
    2. Website and communication channel migration
        i. Rollout plan and timeline for full adoption

kk. Discussion of member understanding and adoption of the new brand

ll. Review of rebranding costs and budget

3. FOS4G Funds Decision
    a. 8/21 - Set up a meeting with sigs and sections
        i. familiarity with these groups to see how they are operating
        ii. GIA 2025 funds will assist in removing these funds from our account.
        iii. Donation? Does it need a vote?
        iv. There are limits to funds in our bank account as a nonprofit.
            1. 50% of funds are going back into the org

    b. The landing spot is moving this money out of our account, no more discussions about getting anything from this or using it in any way.

c. Present it as a donation to FOS4G. You will be able to write it off. Let's do this as quickly as possible after accepting funds from GIA.
d. Do we need to vote?
    1. It's a donation; we may not require a vote.
    2. We voted to move it in. We should vote formally to donate it.

4. Executive Committee
    a. Sean floated this idea at GIA to establish a committee
    b. Consists of board officers to streamline some of these decisions
        i. Alternative is to make all Board Members require GPN membership.
    c. Establish thresholds and bylaws.
    d. Board Business committee to assist with this?
        i. 8/21 - Continuing to work on this idea.

5. Membership Discussion
    ii. Current membership numbers and trends
    iii. Strategies for membership recruitment and retention
    iv. Need to finalize membership definitions.
    v. Ideas for engaging with current and potential members
    vi. Analysis of membership

6. Future Event Planning
    p. Identification of potential topics or themes for workshops, webinars, or social events
    q. Discussion of potential dates and locations (virtual or in-person)
    r. Assignment of leads or committees for event organization
    s. Exploration of collaboration opportunities with other organizations
    t. Setting preliminary goals and budgets for future events

8/21 - Sean will look to attend as many of the events as possible throughout the year.
Board members are encouraged to attend these events.
Shivon stepped away but left a write-up for the webinar.
We are allowed once a year, can host a second workshop potentially.
What are those webinars GPN defines for our chapter to host
https://thegpn.org/page/workshops
Sean will speak to the emerging pros team. At GIA 2025, there was a discussion of potentially doing a BBQ or some event together.
Have the gpn board to attend this event. Potentially expanding to the overall org.

7. Board Motions
    a. Seed money (and deduction from GIA 2025 profits)
        i. 8/21 - ASPRS are still discussing their increase in seed money
            1. 9 yes

ii. GIS In Action would like to increase the seed money by $2,500 for a total of $7,500 starting this year for GIS 2026. Additional funds will:
    1. Cover cost for pre-paid and deposit catering
    2. Cover increase cost of catering
    3. Cover additional and increase technology cost
    4. Cover additional materials for registration and organization due to increased on registrations
    5. Lease/renting/deposit location potential fees
    6. Built up funds and cover the cost for GIA 2027 location
    7. Tax preparation and coverage as we are over the maximum total revenue for non-profit
    8. Branding cost

b. GIS In Action would like to review the current agreement with ORURISA/GPN-PNW to:
    1. 8/21 Vote - 9 Yes
    ii. Reflect the name change
    iii. Add additional seed money as described above
    iv. Extend the agreement for three years

c. Final determination on logo
    1. 8/21 - Vote - 9 Yes
    ii. Motion to accept the proposed logo change as reflected in Section 2.i.2.

Notes

Action Items:

July 17th, 2025

The meeting was cancelled due to the ESRI Conference.

June 26, 2025

Erick's Notes for 06/26/2025

Rebranding

- Do we need a board vote for the final decision for the rebrand and logo
- Create a form to make the vote official.

Executive Committee

- Still attempting to define what the committee does.
- Continue to define what the committee will do and accomplish
- Define the process of decision making.

Website

- Reviewing domains for gpn-pnw
- gpn-pnw.org is available for $9
- Part of the official vote and motion to include the website
- Include as much decision-making as possible into the single motion.

FOS4G

- We plan to move the funds out of pnw account
- Ending all discussions on using the funding
- Present it as a donation for tax write off

Misc

- Create a motion/decision log tracker to look back at decisions.
- Erick to create this

June 19th, 2025

The meeting was cancelled due to the Juneteenth Holiday.

May 15th 20th, 2025

1. Announcements (all)
2. GIA Updates (Diego)
    a. Attendance numbers and feedback
        i. 250 attendees
        ii. Excellent feedback
        iii. More folks want to volunteer for the next year.
        iv. Registration was quick
        v. Catering was successful

vi. Feedback - want options to network, job finding, map gallery expanded. Wifi wasn't great. The sound in some classrooms should have more microphones.

b. Financial summary
    i. ~$45k as of May 2nd 2025.
        1. Compared to previous year, it's an increase.
    ii. Increase seed money to do more.
c. Keynote speaker and session highlights
d. Lessons learned for future events
e. Follow-up actions or pending items
    i. Continuing to have retrospectives. Identify items to follow up on.
    ii. Already preparing and doing things for GIA 2026.

3. Rebranding (Diego)
    a. No further actions have been taken just yet. Good feedback during GIA.
        i. More discussion around location coverage, circle back, and define what's next.
        ii. Sean - we already voted to accept the new name.
            1. What does rebrand implementation look like
            2. We did not appear to have resistance to our boundary.
            3. Currently, I am in Southern WA, not all of WA.
            4. If we expand, some questions came in about our geographic coverage, such as, do we ever take GIA to Seattle?
            5. Define Sig boundaries with geographic coverage?
            6. Unknown approach currently. Do we include WA or stick with the current geographic location?
            7. We need to make these decisions and define the approach to address this.
        iii. Alexa - Fees, what does it equate to in GPN's perspective
            1. Not getting rid of Friends of GPN PNW
            2. Friends of GPN PNW do not have voting rights and cannot be on the board.
            3. Do members pay the GPN fee?
            4. Does PNW fee cover the GPN membership?
            5. Do we make sigs and sec leads GPN members? Does that provide voting rights?
            6. Identify what does need a formal vote?
            7. Ask GPN for rebranding packet
            8. This could solve some of our questions
            9. We also have boundaries on a map
            10. Create partnerships, get members on board in regions that have no representation on our board.
        iv. Erick
            1. Can we focus on one thing at a time for rebrand?
                a. Sean - yes, agreed. We should focus on one task at a time.

        i. Website changes/updates to new rebrand
        ii. Reached out to GPN Rocky Mountains
        iii. Sean is going to get some details from them
        iv. Is part of defining our boundaries, do we send formally to GPN?
        v. The Rocky mountain has a polygon on a map
        vi. Are we encroaching on other groups if we expand?
        vii. ASPRS has a new president, wondering if GPN vs ASPRS and who joins what.
    b. Diego reached out to the same chapter
        i. Research around what they have done and how to approach our own rebrand.
        ii. Adding WA would be a big lift
        iii. Suggest to keep our boundaries now
        iv. We have a lot of things to do in our boundary, get our house in order first, then expand.
        v. It's possible to do GIA in other cities, in WA.
        vi. We shouldn't expand into areas that have GPN chapters
  b. Progress on legal and administrative aspects
  c. Website and communication channel migration
  d. Rollout plan and timeline for full adoption
  e. Discussion of member understanding and adoption of the new brand
  f. Review of rebranding costs and budget
4. FOS4G Funds Decision
  a. Money is tied up in our account
  b. Does GPN PNW get any of it?
  c. Landing spot is moving this money out of our account, no more discussions about getting anything from this or using it in any way.
  d. Move it out swiftly.
  e. Alexa - Do we report this? Does it do anything if we report moving those funds?
  f. Sean, if anyone looks at this, it is our money. Present it as a donation to FOS4G. You will be able to write it off. Let's do this as quickly as possible after accepting funds from GIA.
  g. Do we need to vote?
    i. It's a donation; we may not require a vote.
    ii. We voted to move it in. We should vote formally to donate it.
5. Executive Committee
  a. Expand on this more next meeting
  b. Sean floated this idea at GIA to establish a committee
  c. Consists of board officers to streamline some of these decisions
  d. Establish thresholds and bylaws.
6. Membership Discussion
  a. Current membership numbers and trends

    b. Strategies for membership recruitment and retention
    c. Discussion of member benefits and fee proposition
    d. Ideas for engaging with current and potential members
    e. Analysis of membership
7. Future Event Planning
    a. Identification of potential topics or themes for workshops, webinars, or social events
    b. Discussion of potential dates and locations (virtual or in-person)
    c. Assignment of leads or committees for event organization
    d. Exploration of collaboration opportunities with other organizations
    e. Setting preliminary goals and budgets for future events

Notes

Action Items:

- Reach out to the Rocky Mountain chapter about rebranding
- Get a vote to move the FOS4G money out of our account and donate it

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March 20th, 2025

8. Announcements (all)
9. Elections (Alexa)
    a. Nomination Committee proposes changes to the roles and responsibilities:
        i. Secretary - add “Onboarding new Officers on documentation and access, etc.”
        ii. At-Large - add “Positions support Treasurer, Secretary, GIA, and membership coordination.”
    b. Nominate Erick Caceres for Secretary and ask for an early board vote.
10. GIA Updates (Diego)
    a. [get slides]
    b. call to BOD for promoting workshops
11. Rebranding (Diego)
    a. Board Vote. DBA “GPN: Pacific Northwest (PNW)”
    b. 8 yes, 1 no, 3 abstain

February 20th, 2025

1. Announcements (all)
    a. (Rachel) GIA Update: as of last Friday 14th only 7 abstracts, 35 registrants. request to BOD outreach to get abstracts (deadline Feb. 28th and likely extended) and registration. Will seek volunteers closer to the event, in about a month. Same topics as last year.
        i. Suggestion from Lesley - check out users group agendas from the past year or so and reach out to any speakers that had interesting presentations. I have a page on the WVGISUG page "Meeting Archives" that lists the presentation titles, speaker and organization.
    b. Alexa is waiting to hear back on the color selections for our new logo/rebranding.
    c. The MWV winter meeting is today at 1:00 in Eugene- it will also be available on MS Teams.
2. Webinar Summary (Alexa/Shivon)
    a. The webinar went very smoothly; 45 registrations; $1820 fee revenue minus the fee for the instructor. Successful event for revenue registration.
    b. Sent a follow up survey on the webinar; only 5 responses so far. Generally, folks wanted more specific information for GIS - the content was very high-level.
    c. If we do more of these or have more attendees, we would want a way to automate the Certificate of Completion that was provided to all attendees; would be beneficial to meet with the instructor and/or review the slide deck before the webinar so that we could help tailor the content for GIS.
    d. Generally folks thought the $50 price was good. We also feel like it was a good experience and event for ORURISA.
3. Retreat Follow Up
    a. Membership (Colleen/Alexa)
        i. We are looking into the role of Wild Apricot and how it can help us manage our membership better; Alexa sent out a survey to the Board and SIG leaders to get feedback on admin use of Wild Apricot, challenges, areas of improvement, etc. The survey responses are due by tomorrow.
        ii. Also looking into membership levels and benefits; Colleen is gathering some older materials created on this topic from Nikki and will circle back.
    b. Events (Shivon)
        i. One of the goals discussed was the use of webinars; specifically the pilot webinar discussed above.
        ii. One of the goals of this group was to provide some resources for the SIGs. The group planned to talk to Lesley to get her input on this topic and brainstorm.
    c. Finances (Alexa)

        i. Josh reached out to GPN for info on a CPA and they provided a resource in Chicago. Group decided a local firm/person would be more ideal; they are reaching out to a few and awaiting some quotes/information.

4. Rebranding Committee (Alexa)
    a. A meeting is scheduled for next week to determine action items/next steps; they worked on the logo color selection.
    b. More discussion is needed on the geographic extent of our group. Alexa reached out to David Banis regarding the Cascadia definition of a geographic extent - uses natural features as boundaries. "Pacific NW" follows general jurisdictional boundaries.
5. Nomination Committee (Alexa)
    a. Alexa, Erik, and Josh? are on this committee.
    b. Main task is to find a new Secretary to fill the 2-year term Rachel is vacating at the end of April. It is a voting officer position.
    c. Two At-Large positions are also becoming available. (Erik and Shivon) These folks are welcome to nominate themselves to continue in these roles.
    d. We typically send a nomination form and advertisement of upcoming vacant positions out to membership and keep the nomination process open through the conference.
    e. Alexa will reach out to the nominating committee members to refresh the forms/content.

January 16th, 2025

1. Announcements (all)
   Board Retreat coming up on January 31st. Meeting will be in the Portland Building at 1120 SW 5th Ave, Portland, OR 97204, room 205. It can accommodate 20 people.
   Winter meeting for WV SIG is February 20th in Eugene. See the SIG page for more details.
   Southern OR is targeting a March/April meet-up.

2. Committee Updates
    a. Financial Strategy Committee (Alexa) - no updates.
    b. Board Business Committee (Alexa) - no updates.
    c. Communications Committee (Robb) - no updates.
    d. Events Committee (Sean) - haven't met yet.

       The last board business meeting talked about splitting out the board business and communications committee into different committees. But all of our committees need updated Charters and clarity of purpose/focus. Alexa mentioned that we could simplify our Charters but agreed that this is needed.
       Concern is that the work on the charters is getting in the way of business/activities and vice versa. ie..appropriate timing and how this should all come together.
       We agreed that this should be a topic/activity for the retreat. Everyone should bring their ideas/list of actionable activities that the board needs to work on in 2025. Then we assign them to the committees.

e. Nominating Committee (Alexa) - we need a new Secretary beginning in May. Let Alexa know if you have someone in mind. Rachel can continue through April. Elections occur at GIA. Every year there are 2 at-large positions that roll-over. Sean takes over as President, Alexa as past-president, Robb will continue on board as Portland SIG leader. Josh will help Alexa on the nominations.

f. Retreat (Shivon) - Shivon and Alexa are meeting Tuesday @ 2pm to finalize the agenda for the retreat. All board members are welcome to attend and help.

3. URISA Webinar (Shivon)

Twenty-five (25) people are registered for the upcoming webinar we're hosting. We have been using Wild Apricot for organizing the event, registration, and collecting funds. $10 student rate and $50 general rate. Free for folks in the mentorship program. (no ORURISA member rate) So far it has generated $1,010 in revenue. We still need to pay the webinar instructor.

No cap/limit on the registrations.

Are there other payment options other than a credit card? not sure. Checks could be possible, but it requires more coordination and communication. Not ideal, but doable.

Do we want to provide any other free registrations? Since this is a pilot and test to see how it goes, then maybe we hold it as-is. Perhaps we can consider this for the next one. Board members give extra personal time and this could be a way to reward board members for their contributions to the organization.

Folks from outside the state are also interested. ie..not just Oregon residents attending.

We get one of these per year from GPN. We offered the instructor $300. Additional webinars will cost a $500 fee plus the instructor fee.

We need to keep in mind our financial strategy for ORURISA going forward.

4. CRDC GPN meeting yesterday

We missed this meeting, but recordings should be available afterwards. Waiting to find out about rebranding efforts. The agenda says that they were looking at the financial impacts of subgroups due to rebranding. Sean, Alexa and Josh have access to the content/list of activities.