

Cartography and Geographic Information Society, Inc.

Meeting of the Board of Directors

March 19, 2005

Las Vegas, Nevada

Attendees:

Brandon Plewe, President

Aileen Buckley, Director

Greg Allord, Director

Dalia Varanka, Director

Libby Wentz, Director

Dave Danko, Director (outgoing)

Paul Young, Secretary-Treasurer

Others in Attendance:

Curt Sumner, ACSM Executive Director

Tim Trainor, CaGIS Delegate to the ACSM Congress

Eric Anderson, CaGIS Delegate to the ACSM Congress

Lynn Usery, Editor, CaGIS Journal

Ilse Genovese, ACSM CaGIS Journal Managing Editor

Call to Order and Roll Call

President Plewe called the meeting to order at 9:10 AM. Immediate Past President Tom Loveland, Vice-President Doug Vandergraft, and Director Elizabeth Nelson were unable to attend.

Additions to Agenda

Lynn and Eric: update AutoCarto 2005. Dalia: discuss the CaGIS scholarship. Brandon: update on Strategic Plan. Aileen: discuss establishing a life-time achievement award.

Approval of Minutes from October 2004 Meeting

MOTION - Dave made the following motion and Aileen seconded the motion:

Approve the minutes of the October 2004 meeting as written.

There was no additional discussion.

Motion passed unanimously.

Secretary-Treasurers Report

2004: The audit of our 2004 books is complete. Paul does not have the full report yet, but should receive it at the ACSM Budget and Finance meeting on Sunday. He does have the financial report.

The Statement of Financial Position is prepared by the auditor and gives a high level summary of our financial health. Total current assets (as of December 31, 2004) are shown to be \$162,593 with total current liabilities at \$68,772. That leaves us with net assets of \$93,821.

The Statement of Activities is prepared by Karen Kerrick at ACSM and provides useful information for us. Total operating income was \$108,659.76. The majority of the income is from the CaGIS Journal (\$60,338.37) followed by memberships (\$47,380.39). The largest operating expense is the journal (\$48,460.48) followed by Administrative (\$38,105.28). Net income is \$8,549.62 – this is higher than I expected because the auditor moved about \$7,000 that we paid to ACSM in 2004 for 2003 expenses back into our 2003 books.

Our fund balances at the end of the year (December 31, 2004) are as follows: operating \$55,200.95, ICA travel \$17,509.21, and education \$21,110.42.

Since 2004 was the first year we budgeted the entire society we'll find many lessons in the Budget vs. Actual report. We completely missed the mark on on-line subscriptions (first year we've had income in this area) and secondary memberships. Printing expenses were much higher than we expected due to more printing requirements than anticipated. A lot more back issues were mailed out than in previous years (fulfillment).

2005: To date Paul has just received financial reports for the end of January. They show income of \$64,790 and expenses of \$7,632.25. Most of our income comes in during the first 3-4 months of the year from membership renewals and journal subscriptions.

ICA Travel Fund: Paul had Karen move the \$2,000 we budgeted this year into the ICA travel fund a couple of weeks ago. The current balance in the travel fund is \$19,384.80 and this amount has is available to the United States National Committee to the ICA for the Spain meeting for travel grants. Cindy Brewer will work through Paul and Karen Kerrick on this.

Education Fund: Paul failed to make progress on getting additional information from AAG on how they manage their scholarships. He'll pursue this and report to the board at the fall meeting with a full list of options for better management of our education fund.

ACTION: Paul will get trend data for CaGIS Journal subscriptions for 5-years including institutional versus individual subscriptions, and print versus on-line for 2004.

Election of Secretary-Treasurer

The By-Laws stipulate that the Secretary-Treasurer serve as a 1-year term.

MOTION - Greg made the following motion and Aileen seconded the motion:
Elect Paul Young as Secretary-Treasurer for a 1-year term.
There was no additional discussion.
Motion passed unanimously.

ACSM Congress Update

Eric reported that there are not many issues at the ACSM Congress level. The Conference Program Committee refused to allow AutoCarto 2005 logo on the front of the Program. They claimed we were too late in the planning process.

ACSM Gov't Affairs Update

CaGIS selected Rich Leadbetter to serve as the CaGIS representative to the committee. Dave said he communicated with Rich that the meeting was yesterday. Dave was going to go, but was unable to attend. Ilse had a copy of the minutes from yesterday's meeting and distributed them to the Board.

CaGIS Logo

As part of the strategic planning effort we discussed a new logo that would indicate that we are moving in a new direction. This will be wrapped into the publicity effort and should aim to be released at the ESRI User's Conference. Brandon proposed 2 logos several weeks ago and several members provided comments. Mark Harrower (University of Wisconsin) offered to have students work on it. Brandon's students began several logos, but did not complete any for us. Aileen asked ESRI graphics department, but they cannot work on it for us. Libby offered to check into having someone work on it as well. The cost for a professional graphic arts firm is prohibitive. Brandon offered to be the point person for this effort. We also need to look at an AutoCarto logo if we aim to continue that series.

ACTION – Greg will contact Mark Harrower and ask for logo suggestions

ACTION – Libby will contact someone at her university.

ACTION – Greg and Aileen will continue to work towards a publicity plan which would include new Society and AutoCarto logos as part of promoting our new direction.

CaGIS Website

All agree that CaGIS' web presence needs to improve. Design and hosting are the 2 issues. Currently the hosting and design are done via ACSM and all updates go to that company. A new design is critical. Maintaining information on the page is large effort. Hosting can be done by one of many companies for a fee. The ad-hoc publicity committee will include this in their plans. The ACSM Communications Committee has responsibility for the ACSM website. CaGIS needs to have a presence on the committee. Libby has a former student who does web design for a fee. Whoever does the site needs to have a point person to feed them content. Ilse could contribute to do this; she suggested talking to Curt. Brandon suggested finalizing it at the Fall board meeting.

ACTION: Eric will get Brandon information on the ACSM committees.

ACTION: Libby will ask her former student for his fee structure or proposal.

Scholarships

Since the new website will not be in place, we'll use the existing website to help advertise the scholarship. We should continue to advertise with the other ACSM scholarships. We will continue to administer the scholarship ourselves, rather than have the ACSM Awards Committee do it for us. This year we moved the submission date back which caused issues with the committee and ACSM. The response we got (9 submittals) was better than before because we advertised it in other venues. Pat Canfield is the ACSM staff person who coordinates scholarships. This year we should keep the same deadline with the other ACSM awards. Dalia will continue to coordinate for us and will communicate with the Awards Committee; she'll serve as a member. Curt said he'll work with Ilse to come up with a process and send to all MO's to approve.

ICA Report

No report was submitted. Cindy asked for a meeting at AAG this year. Bob McMaster will represent ICA at AutoCarto.

ESRI User's Conference

Paul has 2 hotel rooms reserved. The hotel costs have gone up this year making it harder for students to attend with the funds they have after paying for a hotel. Since the scholarship winners help ACSM in the booth, the Board asked Paul to request at the Budget and Finance Committee meeting for ACSM contribute \$500 providing an extra \$250 each.

Aileen said the question asked the students will be changed to "how will this conference help you". It'll be on on-line application again this year.

ACTION: Paul will request \$500 from ACSM Budget and Finance Committee.

Curt cannot attend the ESRI conference this year. As a sponsor ACSM gets 8 registrations for the GIS Summit. MO's are asked to provide names of members to use these free registrations.

Greg and Aileen will include ideas for how to promote CaGIS at the ESRI User Conference.

Map Competition Update

At Aileen's request National Geographic increased their contribution to \$350 for student awards. Software maker Avenaza will also contribute \$150. Each student award (print and digital) will be \$500

with an atlas from National Geographic and software from Acenaza. Fifty-five entrees came this year, an increase over last year. Arthur Robinson's (print) and David Woodward's (electronic) names will now be added to the names of the awards.

ACTION: Aileen will send us the new award names

Nominations for 2006

For the 2005 election we just need a vice-presidential candidate that is not a federal employee. We have not had a private sector or a state or local government person in this position for a long time. No directors end their terms in 2006, so we do not need director candidates. Deadline is usually early September to Trish at ACSM headquarters. The Immediate Past President handles nominations.

ACTION: suggest vice-president candidates to Tom Loveland

Library of Congress Map Display Update

Curt updated the Board on the Library of Congress Map Display. The Library's Interpretive Group gave their blessing to the display. The current timeframe is June, but the Library has not discussed the display items, final budget, and display design with ACSM so this might very well slip. The proposed budget is \$30,000 and ACSM has \$27,000 in hand. Our keynoter, John Hebert from the Library, is helping to coordinate so he'll discuss on Sunday. Aileen is working with Mike Weir on getting a donation and display from ESRI. Leo Dillon helped select the maps.

Awards Reception

Curt mentioned that we're going to have a pre-reception for the presenters to meet the awardees. Our scholarship winner is not planning on attending and no map competition winners are here. Mrs. Woodward is planning on coming here to accept her husband's Earl J. Finnell award. Curt will present that on behalf of ACSM.

Journal Update

Lynn provided a verbal report to the Board. Manuscript flow has increased since the October Board meeting; 15 have been submitted since then. Of these 15, 10 have been reviewed and 1 has been rejected. There were 12 papers in review as of last October. The April issue is a special issue on visualization from paper presented at the GIScience meeting. The student winner's paper is in review. The October issue will be special issue from AutoCarto and will include 15 to 20 papers of the 40 submitted. This will be an extra large issue so extra copies will be printed and sold. All 40 papers are on the AutoCarto website, but the ones submitted for the special issue will be removed. Eric asked about the subject matters that are coming in. Lynn mentioned that papers have been broader, more GIS and some remote sensing. Other papers are being rejected that are well beyond the journal's scope. Lynn will meet with Bob McMaster to implement paper submittals from ICA. ICA papers from the Spain meeting may become a special issue in April of next year.

Journal Editor Search

Lynn will step down in December. It would be ideal to have a new editor named by October so there is overlap. He has papers for the January and April issues in progress. He is not able to continue for another 3 years. It needs the right person at the right point in their career. Lynn said it is about 10 hours or more per week; most of the time is getting reviewers to respond plus reading all of the papers submitted. The editor is the final authority on what gets published. There needs to be more book and recent literature reviews.

ACTION: Lynn will send Brandon a list of people he thinks could do the job.

AutoCarto 2005

The response has been tremendous. Fifty-six abstracts were submitted, 50 were selected, and of these 40 papers were submitted. There is good international participation. There will be 2 plenary sessions and 1 panel session. Two parallel tracks of papers will take place over 2-1/2 days. On Monday evening there will be a reception from 7:00 to 9:00. Nick Chrisman has done a poster session on the history of digital cartography that will be displayed at the reception. ESRI will contribute \$5,000 towards AutoCarto; since we got a late start in organizing this symposium it was difficult to ask for financial support without knowing if there was potential for a successful symposium. Costs paid by CaGIS include the reception, poster displays, and travel for 1 of the key note speakers.

Next AutoCarto?

The spring of even years might be a better timeframe since ICA is in odd years in the summer and GIScience is usually in the fall of even years. Given a successful AutoCarto 2005, seeking financial support for the next AutoCarto would be easier. Brandon is willing to play a role in a future. Linking with a partner has it's benefits and disadvantages. Brandon is planning on reaching out to the other society presidents and will discuss joint conferences. Several members mentioned the idea of doing an AutoCarto separately. Doing a conference next year might be tough and will the science topics presented by much different than this year. Waiting 3 years would make it hard to continue the momentum generated from this meeting. Linking to ICA commissions was another idea suggested. A method of bringing the conference to the spring of even years is to have the next conference 18 months from now with the next one 18 months after that. GIScience 2006 is supposed to be in Europe – so it would help us if we hold a meeting in the fall of 2006. The other idea is to do a joint meeting with NACIS in fall 2006 in Madison, Wisconsin. Another possible partner is UCGIS – for the summer of 2006. We could hold the symposium before the summer assembly. ICA commissions can also be approached to do a joint meeting at that time. Another idea is to get federal agencies along with academia and software vendors to discuss NSDI research needs.

ACTION: Brandon, a NACIS board member, will discuss a Fall 2006 joint meeting at the April NACIS board meeting.

ACTION: Lynn will discuss with the UCGIS Executive Committee the idea of holding a joint meeting.

ACTION: Tim, Paul, and Dave will discuss having an NSDI focus at the Orlando meeting.

ACSM Congress Delegate Terms

Tim's term ends at end of 2005. Aileen suggested Dave Danko as Tim's replacement. Dave is willing.

MOTION - Aileen made the following motion and Greg seconded the motion:
Elect Dave Danko as CaGIS Delegate to the ACSM Congress for a 3-year term beginning January 1, 2006.
There was no additional discussion.
Motion passed unanimously.

Lifetime Achievement Awards

We have not recognized a lot of the luminary people who have contributed to the cartography and geographic science fields. Everyone agreed we need to recognize people who have made significant contributions. The American Cartographic Association, the predecessor to CaGIS, had such an award so we do not need to create a new one. Judy Olson would have the information on the award and its criteria. Judy might also have a list of past winners. Hal Moellering is another contact that would have a lot of the past information.

ACTION: Libby and Dalia will work together to get this award back on track.

Strategic Planning

Brandon handed out the most recent version of the strategic plan and asked for everyone's comments and participation at tomorrow's meeting.

Action Items

The Board reviewed past action items. Paul will send out the updated list.

Fall Board Meeting Location

A possibility is NACIS which meets in October in Salt Lake City. Some federal agencies experience difficulty traveling in early if there is a continuing resolution. All agreed that late September in the DC area is good, ideally in conjunction with the ACSM fall committee and Congress meetings.

Adjournment

MOTION - Aileen made the following motion and David seconded the motion:

Adjourn the Board meeting at 4:45 PM

There was no additional discussion.

Motion passed unanimously.