

The Hawai'i Geographic Information Coordinating Council

Business Plan to Codify the Operational Structure of the Council



APPLIED GEOGRAPHICS, INC.

Empowering People with Spatial Solutions

Applied Geographics, Inc.

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HIGICC Business Plan to Codify the Operational Structure of the Council

1 Executive Summary

Geospatial technology has been in use throughout many areas of the State of Hawaii for many years. In 1999 the Hawaii Geographic Information Coordinating Council was formed as a 501.c.3 not-for-profit organization to provide coordination of geospatial activities among the wide range of GIS users in order to avoid duplication of effort, promote data sharing, and maintain data standards throughout the state. The mission of HIGICC “is to bring together and continue to build the geographic community into a cohesive, recognized coordinating body that facilitates the use, development, sharing, and management of geographic data and communicates the value of geographic information to citizens and decision-makers.”

Now celebrating its ten-year anniversary, HIGICC leadership decided to take a look at its accomplishments, its recent and planned activities and reach out to all of the stakeholders of Hawaii to see how the Council could better serve the community as a whole. To help carry out the process HIGICC applied for and received a grant from the Federal Geographic Data Committee CAP grant program to develop the future goals and objectives of the community in the form of both a Strategic and a Business Plan. The effort was overseen by a Steering Committee comprised of members of the HIGICC Board of Directors and the process was facilitated and documented by *Applied Geographics, Inc.*, of Boston, Massachusetts.

Through the strategic planning process, three primary short term goals were established for the implementation program that are believed to be the most important and realistic steps that can be achieved that will help move this program along:

- Complete the Strategic and Business Plans
- Improve the HIGICC web site
- Increase HIGICC membership

To that end, the goal of the business plan is to restructure the HIGICC and continue to build a cohesive coordinating body that will effectively support the Hawaii geospatial community. In addition to defining the roles and responsibilities of the Board and the Executive Officers, the business plan recommends the creation of the following Standing Committees and their supporting Working Groups:

Membership Committee

Recommends policies, procedures, initiatives and strategies for retaining and enhancing the current membership of HIGICC.

Finance Committee

Makes budget recommendations, monitors the annual budget and identifies new and existing income sources and strategies to support HIGICC objectives.

- Grants and Scholarships Working Group

Policy and Compliance Committee

Reviews the bylaws and Board policies that impact the operations and legal obligations of the Board.

Education and Outreach Committee

Promotes geospatial education through outreach, creative programs and online resources, builds awareness of and support for geospatial technology and resources in the community at large, and identifies training needs and opportunities.

- GIS Day/Event Planning Working Group
- Curriculum Development - K-12 Support for Educators and Students Working Group
- Special Events and Conferences Working Group
- Luncheon Series Working Group
- HIGICC Newsletter Working Group
- Outreach Working Group

Information Technology (IT) Committee

Identifies technology that could benefit the operations of HIGICC and makes recommendations for its use as well as improvements that could be made to current technologies that are in use.

- Website Working Group
- Contact Management Working Group

Data Inventory & Assessment Committee

Facilitates data acquisition and development of data standards by taking a leadership role in coordinating data acquisition efforts, establishing and promoting data standards, and facilitating data distribution.

- Framework Dataset Working Groups

Transition Task Force

Plans for and assures the execution of a smooth transition between the departing Board and the incoming Board of HIGICC.

The following plan details the mission statement, objectives, activities, measures of effectiveness, budget requirements, benefits, and risks for each standing committee and its supporting working groups.

2 Program Goals

2.1 Overview

The primary goal of this business plan is to codify the structure of the HIGICC to continue to build the geographic community of Hawaii into a cohesive, recognized coordinating body that facilitates the use, development, sharing, and management of geographic data and communicates the value of geographic information to citizens and decision-makers. This will be completed by refining the structure of the Council, creating standing committees and appropriate working groups within the committees, and distributing the workload and activities that must be accomplished amongst a broader audience of the HIGICC to improve its reach and effectiveness.

2.2 Formalize Council Structure

The following sections of this plan define the revised council structure, the roles and responsibilities of the Board, the Executive Officers, the Standing Committees, and the Working Groups. It further defines the activities of each of these entities and measurements of success that will be used to periodically evaluate the effectiveness of each entity.

2.2.1 HIGICC Board

Roles & Responsibilities of Board:

The Board shall have supervision, control, and direction of the affairs and funds of the HIGICC and shall carry out the policies or changes therein within the limits of the bylaws. The Board shall actively effectuate the HIGICC's purposes, objectives, and mission. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in execution of the powers granted, appoint such agents as it may consider necessary. The Board may delegate powers to officers, staff, and committees as it deems necessary for the administration of the affairs of the HIGICC.

2.2.2 Executive Officers

The Officers of the HIGICC shall consist of a President, a Vice-President, a Secretary and a Treasurer.

Roles & Responsibilities of Officers:

The Executive Officers of HIGICC shall have the following roles and responsibilities:

A. President

The President shall be the principal officer of the Board, shall preside at all meetings of the Board and shall be responsible for implementing the decisions and actions taken by the Board. The President shall serve as the Board's representative on or before other organizations having missions and objectives common with those of the HIGICC and shall represent the Board before other bodies and organizations on issues relevant to the HIGICC's purposes, objectives, and mission. The President may authorize or appoint other members to represent the Board with other organizations upon approval of the Board. The President shall be a member, with right to vote, of the Board and may serve on all committees created by the Board other than the

nominations and elections committee. The President shall fill vacancies on the Board from eligible voters within thirty days.

B. Vice-President

The Vice-President will assist the President in the discharge of the President's duties as requested by the President or Board. In the absence or inability of the President to perform the duties of the President, the Vice-President shall assume all duties of the President. The Vice-President shall be a voting member of the Board and may serve on all committees created by the Board other than the nominations and elections committee.

C. Secretary

The Secretary shall give notice of and attend all meetings of the Board, keep a record of the proceedings, keep a record of the contact information including the last known address of members, cause the records of proceedings to be distributed to the members, attest to documents of the Board, and perform such other duties that are usual for such office or as may be duly assigned.

The Secretary shall be the chair of the Membership Committee.

D. Treasurer

The Treasurer shall keep an accurate account of all moneys received and expended for the use by the Board and make disbursements authorized by the Board and shall report to the Board an audit of the accounts at the first general meeting following the close of the fiscal year. The fiscal year for the HIGICC shall be July 1 through June 30. The Treasurer shall deposit all sums received into a special account kept with a financial institution approved by the Board. An independent audit may be conducted at the direction of the HIGICC. The report of audit and collective action taken (if any) shall be presented by the Treasurer at the first general meeting following receipt of the independent auditor report.

The Treasurer shall be the chair of the Finance Committee.

2.2.3 Creation of Standing Committees and Working Groups

The following standing committees shall be formed as part of the formal structure of HIGICC. At no less than on an annual basis each of these committees shall be reviewed by the Board as to its mission, need, and effectiveness and adjustments shall be made if necessary.

Pursuant to Article VI of the Bylaws, these standing committees "shall keep a record of all proceedings and provide a copy to the Board Secretary...(and) shall meet at least quarterly..." The short- and long-term goals listed here are preliminary; upon meeting, the committees are responsible for reviewing and adopting them, or, if necessary, developing and adopting their own specific, achievable short- and long-term goals. In addition to the activities outlined here, the Board may from time to time assign issues to be discussed, studied and resolved by the committees.

Membership Committee

Membership Committee Mission Statement

The Membership Committee is an internally focused committee tasked with growing and strengthening the organization. The Membership Committee recommends policies, procedures, initiatives and strategies for retaining and enhancing the current membership in HIGICC both quantitatively and qualitatively. The Membership Committee is chaired by the Secretary of HIGICC and the objectives of this committee include:

- Establish policies and create/oversee processes and activities related to HIGICC's membership
- Expand HIGICC membership and retain existing members
- Establish benefits that have a real or perceived value and that provide an incentive or motivation to become a member of HIGICC

Membership Committee Activities

The activities that will be carried out by this committee include the following:

- Distribute yearly reminders to existing members encouraging renewed membership and promoting benefits of membership
- Organize social activities/events that encourage membership networking
- Provide professional development and training opportunities for members

Membership Committee Measures of Effectiveness

Short-Term Goals

- Continue use of and develop expertise in Wild Apricot Membership Management software
- Create an inventory of membership that will allow tracking and analysis of current membership base and provide useful demographic information for new membership recruitment
- Identify and implement procedures to maintain an accurate member inventory
- Evaluate current membership both qualitatively and quantitatively
- Survey existing state councils for membership benefits
- Evaluate implementation of additional member benefits, if appropriate
- Publicize member benefits (e.g., discounts, supplemented luncheons, etc.) to attract new members and encourage membership renewals
- Reactivate membership within known community (past members)
- Obtain list of members prior to 2005 as likely candidates for renewed membership
- Evaluate membership fee structure

Long-Term Goals

- Develop strategies to increase membership in groups not currently well represented

Membership Committee Budget

- Wild Apricot Content Management Software Subscription: \$600 annually
- Potential: If HIGICC contracts for membership program assistance, additional costs (TBD) will be incurred

Membership Committee Benefits and Risks

The following benefits will be achieved if this committee's mission is successful:

- Expanded membership will enhance participation in all activities
- Expanded membership will enhance the reputation, viability, and credibility of HIGICC in national organizations (NSGIC, ASPRS) and with Federal and State agencies.
- Expanded membership will increase financial viability of HIGICC

The potential risks of failure of this committee are that:

- Membership will decline and HIGICC will cease to exist
- Potential inability to deliver expected benefits as promised to members

Finance Committee

Finance Committee Mission Statement

The Finance Committee is an internally focused committee with sustainability impacts. The Finance Committee is chaired by the Treasurer. The Committee makes budget recommendations, monitors the annual budget and identifies new and existing income sources and strategies to support HIGICC objectives. The Committee works to develop and recommend policies that ensure that the Board acts in a fiscally responsible manner.

Finance Committee Responsibilities

The Finance Committee's primary responsibilities can be broken into two major areas; managing the internal finances of HIGICC's budget, and managing external finance activities for scholarships and grants. Internal responsibilities are primarily managed by the Treasurer and other members of the Board, while a working group shall manage grants and scholarships while involving stakeholder groups in the process.

Internal responsibilities

- Critically monitor income and expenses on a quarterly basis
- Work with the Membership and Outreach Committees to continually increase funding

Internal Activities

- Provide annual financial summary reports to directors and members
- Produce annual budget and submit to directors for approval (and modify as necessary)

Finance Committee Measures of Effectiveness

Short-Term Goals

- Develop 2009-2010 Budget and present to Board by 8/1/09
- Provide quarterly budget vs. actual reports in support of improved budget monitoring
- Increase income by 10%
- Apply for State GE Tax Exemption
- Inventory existing state councils and fees paid for membership (joint task with Membership Committee)
- Evaluate HIGICC's finances compared to other state's councils

Finance Committee Working Groups

❖ ***Grants and Scholarships Working Group***

Grants and Scholarships Working Group Responsibilities

The primary responsibilities of the grants and scholarships working group are to carry out all activities related to the HIGICC scholarship fund and to research, identify, and pursue or assist members in the pursuit of geospatial grants.

Grants and Scholarships Working Group Activities

Scholarship

- Review and edit solicitation materials
- Publicize scholarship opportunities
- Work with the Education Committee to publicize college/university scholarships for high school seniors
- Work with Membership Committee to identify potential donors to the scholarship fund
- Evaluate and select recipients
- Develop and adhere to annual scholarship schedule
- Administer HIGICC scholarship distribution

Grants

- Identify grant opportunities having a geospatial component for HIGICC to advance overall HIGICC mission that benefit Hawaii geospatial community
- Identify grants that will provide HIGICC funding to execute its mission
- Participate in preparation of HIGICC grant applications
- Assist Treasurer and grant PI in monitoring of HIGICC grants
- Identify grant opportunities for constituent members and/or member groups

Grants and Scholarships Working Group Measures of Effectiveness

Scholarship

- Finalize calendar/schedule for 2009/2010 scholarship award by September 30
- Review scholarship application for errors or develop new application by October 31.
- Revise forms, meet deadlines and receive at least 5 applications.

Grants

- Identify grant opportunities that HIGICC should pursue that could benefit the membership as a whole.
- Apply for at least two grants in FY 09-10
- Identify at least two grant opportunities that have a geospatial component that would benefit specific subgroups with the HIGICC membership (Public Works, Public Safety, Health, Broadband, Economic Development) and educate them on their applicability.

Long-Term Goals

- Assist in preparation of grant applications
- Assist in program management for awarded grants
- Develop documentation for Scholarship Program administration to be included in the Board Transition Plan to be prepared by the Transition Task Force
- Develop documentation for Grants administration to be included in the Board Transition Plan to be prepared by the Transition Task Force

Finance Committee Benefits and Risks

The following benefits will be achieved if this committee's mission is successful:

- Budget management will assure the longevity of HIGICC and the activities that the council performs

- Improvements in the scholarship fund and program will build awareness of the council and its activities with those in higher education as well as those about to enter the workforce
- Scholarships will help deserving students further their studies in geospatial data and technology
- Improved management and educational awareness of grant programs will provide a tangible benefit for members and motivate non-members to join HIGICC

The potential risks of failure of this committee are that:

- Finances will be mismanaged and the council may cease to function properly
- The HIGICC community will not be aware of potential grant opportunities for which they are eligible
- Deserving students will not have HIGICC scholarship funds available to them

Policy and Compliance Committee

Policy and Compliance Committee Mission Statement

The Policy and Compliance Committee is focused on external issues with an internal decision making process. The Committee reviews the bylaws and Board policies that impact the operations and legal obligations of the board. The Policy and Compliance Committee tracks, reviews and reports on changes to tax and non-profit law, court decisions, pending litigation and non-profit "best practices" to determine the impact on the Board functions as well as on the geospatial community in Hawaii. The Committee recommends bylaw and/or policy changes as may be necessary to comply with new or revised laws, best practices or changing circumstances, and develops related draft policies for submission to full Board for approval. The Committee also monitors the Hawaii legislative session and makes recommendations to the Board on how to react to legislative issues.

Policy and Compliance Committee Responsibilities

The primary responsibility of the policy and compliance committee is to assure that HIGICC is in compliance with IRS laws and non-profit best practices.

Policy and Compliance Committee Activities

- Review current policies
- Address policy issues as they arise
- Review organizational structure
- Assess organizational effectiveness
- Consider policy issues related to other committee activities (e.g. for the Education and Outreach committee, should a commercial presenter only participate in part of a sponsored lunch?)

Policy and Compliance Committee Measures of Effectiveness

Short-Term Goals

- Complete bylaw review with attorney in time for vote by membership at 2010 annual meeting
- Develop policy to respond to requests for assistance/letters of recommendation, etc. by members by January 1, 2010
- Complete a review of HIGICC organizational structure vs. other state boards for submission to board by June 30, 2010
- Develop policies for document retention, whistle blower, code of ethics, other standard "non-profit" policies with at least 3 new standard non-profit board policies by June 30, 2010
- Draft policies on how HIGICC should react to legislative issues or requests for assistance raised by members by June 30, 2010
- Review legislation for involvement of state and federal employees in the operation of HIGICC and report to Board on findings by January 1, 2010
- Review event sponsorship for possible conflict-of-interest issues

Long-Term Goals

- Periodic Review of HIGICC Bylaws
- Review proposed legislation and make recommendations for improvement where revisions could improve geospatial activities in Hawaii
- Track proposed legislation that could be revised to improve geospatial activities in Hawaii on an ongoing basis

Policy and Compliance Committee Budget

- Potential costs include attorney to assist with bylaw review (as recommended by accountant): approximately \$2,000

Policy and Compliance Committee Benefits and Risks

- Benefits include assurance that HIGICC maintains compliance with changing bylaws and/or policy changes and improved council structure and effectiveness through periodic assessment of HIGICC structure.
- Risks include loss of non-profit status if HIGICC is not in compliance in relevant state and local laws, especially those pertaining to non-profits (e.g., IRS 501(c)(3) laws).

Education and Outreach Committee

Education and Outreach Committee Mission Statement

The Education and Outreach Committee's mission is to promote geospatial education through outreach, creative programs and online resources, build awareness of and support for geospatial

technology and resources in the community at large, and identify training needs and opportunities of the Hawaii geospatial community.

The following working groups shall be established to aid in the execution of this mission. The responsibilities, activities, and measures of effectiveness of each working group are further defined to follow.

Education and Outreach Committee Working Groups

❖ GIS Day/Event Planning Working Group

GIS Day/Event Planning Working Group Responsibilities

GIS day events are held worldwide, typically in mid-November. For many years HIGICC hosted an event at the McCoy Pavilion although none has been held for the past two years as the focus turned toward curriculum. This working group's responsibility is to plan and coordinate all aspects of an annual GIS Day event and HIGICC's participation in this national event. This working group should consider participation in GIS Day and explore the options, cost, coordination effort, availability of volunteers and audience for other options. Activities planned for in this event should be evaluated as to how they support the HIGICC mission statement.

GIS Day/Event Planning Activities

Planning activities for future events will need to address such issues as:

- Event format
- Level of effort for coordination
- Volunteer recruitment
- Audience participation
- Direct monetary support
- Publicity
- Number of attendees

GIS Day/Event Planning Measures of Effectiveness

For GIS Day planning activities, key milestones that must be met and performance of the group shall be measured against adherence to the milestones listed below.

- August 31 – Decide on type of event and venue
- September 15 – Content determined, volunteers sent “save-the-date” notification
- September 22 – Schools notified and enlisted
- Oct 31 – Dry run of event
- Nov 18 – GIS Day

❖ ***Curriculum Development - K-12 Support for Educators and Students Working Group***

Curriculum Development Working Group Responsibilities

For the last two years, HIGICC has worked with DOE, UH, and others resulting in the successful development of one introductory lesson. HIGICC should consider formats for future support and examine what worked and did not work during the past two years of curriculum development.

Curriculum Development Working Group Activities

Short-Term Goals

- Create and maintain a bureau of potential speakers that can present on various real-world topics having different levels of complexity
- Provide reviews of existing materials and make recommendations as to ways to improve or enhance the programs
- Review and provide feedback on at least one existing K-12 program
- Work with website working group to create a resource center on HIGICC web site to store presentation materials, PowerPoint presentations and case studies
- Consult with other GICCs to locate resources that should be linked to or absorbed into HIGICC website

Long-Term Goals

- Design and develop curriculum for teaching K-12 students about the use of geospatial technology including lecture materials, PowerPoint presentations and sample datasets
- Identify, solicit and market to K-12 educators who may not be aware of geospatial technology and the relevance that it has to the subjects that they teach
- Identify and establish two new programs per year in K-12 curricula that do not currently have a such a program
- Add at least five new people per year to the speakers bureau to present at annual event
- Create educational materials for managers and government officials
- Create training materials for GIS professionals

❖ ***Special Events and Conferences Working Group***

Special Events and Conferences Working Group Responsibilities

Special Events and Conferences Working Group Responsibilities: HIGICC has sometimes partnered with HCPO and/or APA to organize the Statewide GIS Conference (called by various names over the years). The most recent conference occurred in 2006

and the next one is planned for September 2009. This working group's responsibility is to coordinate the activities of HIGICC at these conferences and other events that support HIGICC's overall mission.

Special Events and Conferences Working Group Activities

- Research and evaluate events for potential HIGICC participation
- Make recommendations as to participation in potential events to the Board
- Establish planning milestones for each event that HIGICC decides to attend
- Execute activities that are undertaken
- Identify potential partnerships and sponsorships
- Evaluate benefits, risks, resources required, costs, timeframe and conflicting / competing activities

Special Events and Conferences Working Group Measures of Effectiveness

- For each event, key planning milestones must be met and performance of the group shall be measured against adherence to the set milestones.

❖ ***Luncheon Series Working Group***

Luncheon Series Working Group Responsibilities

The luncheon series has been historically sporadic but reinvigorated over the last year. The responsibility of this working group is to continue the momentum of this past year and plan a luncheon series that supports the mission statement of the HIGICC.

Luncheon Series Working Group Activities

Activities to be carried out by this working group include planning for and managing the execution of the luncheon series.

- Identify potential topics for the luncheon series
- Consider pros and cons of each event as they relate to the HIGICC mission
- Research opportunities to recruit commercial sponsors and presenters
- Establish the appropriate cost of lunch
- Research and establish an additional HIGICC organizing fee

❖ ***HIGICC Newsletter Working Group***

Newsletter Working Group Responsibilities

A HIGICC digital newsletter has been created sporadically in the past and it is desirable to achieve this on a more regular basis (at least 4 newsletters annually). The responsibility of this working group is to manage and perform all activities related to producing the newsletter on a regular basis.

Newsletter Working Group Activities

- Solicit and select editor for newsletter
- Establish frequency for newsletter production and distribution
- Establish key milestones to meeting frequency
- HIGICC Newsletter Working Group Options for Development
- Volunteers (Must consider availability)
- Paid Contractor (Must consider funding and selection process)
- Sponsored topics (Must consider selection process and cost)
- Regular contributions / articles from the Standing Committees
- Regular articles from the Federal, State and County representatives
- Regular articles from the President
- Solicit articles from general membership and geospatial community at large

HIGICC Newsletter Working Group Measures of Effectiveness

- Create Digital Newsletter on at least a quarterly basis

❖ ***Outreach Working Group***

Outreach Working Group Responsibilities

The responsibilities of this working group are to reach out to segments of the community that are not currently using geospatial technology and educate them on its benefits and engage them as active stakeholders in HIGICC.

Outreach Working Group Activities

Identify sectors or industries for geospatial outreach and groups that represent these entities and reach out to these groups (sectors and industries that have been identified to date include IT, Planning, Surveying, Engineering)

- Work with membership committee to increase awareness of geospatial technology in poorly represented groups and secure their active participation in and support of the HIGICC activities
- Work with IT Committee to improve web site and to utilize video and web conferencing technologies
- Work with Policy Committee to build awareness of and support for geospatial technology with legislators and decision makers and high-level government executives (e.g., Cabinet Members, Department Heads)

Outreach Working Group Measures of Effectiveness

- Establish relationship with at least one new outside organization.

Education and Outreach Committee Budget

GIS Day

- \$500 for McCoy Pavilion
- Other event costs - unknown

Curriculum Development

No costs are anticipated at this time.

Special Events and Conferences

These events should be self-sustaining, generating enough revenue to cover the associated costs.

Luncheon Series

There will be a small subsidy for members in the range of \$5 or \$10 per member per lunch (at four lunches per year, 30 members, \$600 to \$1,200 for member subsidy).

HIGICC Newsletter

An all-electronic version of the newsletter is planned with no associated production costs.

Outreach

No costs are planned at this time. The working group may propose activities or projects during the year for which individual budgets will be developed.

Education and Outreach Committee Benefits and Risks

- Benefits include improved relationship with constituencies and better publicizing of work to the broader community
- Potential risks include not being able to meet an ambitious set of goals

Information Technology (IT) Committee

IT Committee Mission Statement

The IT Committee is an internally focused committee with an external impact. Its mission is to identify technology that could benefit the operations of HIGICC and make recommendations for its use as well as improvements that could be made to current technologies that are in use.

IT Committee Responsibilities

Provide technical advice, expertise and leadership to the council. Specific technical issues shall be anticipated, reviewed, researched and evaluated, and appropriate recommendations shall be provided to the council

IT Committee Working Groups

The following working groups shall be established to aid in the execution of this mission. The responsibilities, activities, and measures of effectiveness of each working group are further defined to follow.

❖ *Website Working Group*

Website Working Group Responsibilities

The responsibility of the website working group is to keep the HIGICC website current both from the standpoint of the content of the site and the technology used to provide the content to the intended users.

Website Working Group Activities

- Evaluate features of website (restricted pages, blogs, discussion pages, events, membership)
- Evaluate Internet and other technologies that may benefit HIGICC (web and video conferencing, YouTube, podcasting, Twitter, social networking sites)
- Evaluate file storage options
- Review site versus other Council websites as to content on the site.
- Evaluate and recommend technologies to allow participation in meetings and events by users in remote and off-site locations

Website Working Group Measures of Effectiveness

Short-Term Goals

- Review other councils as to application of technology that could benefit HIGICC and report to committee by January 1, 2010
- Complete migration from A-Tech site to Wild Apricot site by January 1, 2010
- Move 'higicc.org' domain from A-Tech to Wild Apricot
- Reorganize / redesign website (include job openings, resumes, applications, Strategic Plan, Business Plan, etc.) by July 1, 2010
- Provide relevant documentation to Transition Task Force (passwords, how-to's, etc.)

Long-Term Goals

- Evaluate hardware, software and IT outsourcing needs
- Create and manage restricted pages for Board Members and / or committees
- Support and facilitate the work of other committees
- Evaluate other technologies that could improve HIGICC operations

❖ **Contact Management Working Group**

Contact Management Working Group Responsibilities

This working group will work to optimize the management and use of the Wild Apricot contact management database to support outreach and membership working group activities.

Contact Management Working Group Activities

- Become more familiar with all the features of Wild Apricot contact management database
- Work with all committees to take full advantage of the capabilities of the database
- Evaluate email server options and recommend improvements if deemed beneficial
- Explore GIS Inventory.net (Ramona) and Geospatial One Stop

Contact Management Working Group Measures of Effectiveness

Short-Term Goals

- Evaluate features of Wild Apricot's new contact database by January 1, 2010
- Review database with Membership Committee to ensure that it's current and accurate by January 1, 2010
- Educate membership committee on use of Wild Apricot by January 1, 2010
- Evaluate email server options by January 1, 2010

Long-Term Goals

- Periodically review database to ensure that it is current and accurate
- Work with other committees to take advantage of contact database features (targeted mailings, discounted events, etc.)

IT Committee Benefits and Risks

- Benefits include enhanced HIGICC operations through technological investments such as improved communication and information management tools
- Additional benefits may be greater visibility for the organization and an enhanced reputation in the geospatial community
- Potential risks include additional need for training with rapidly changing technology and additional need for content management with increased reliance on web and database applications
- Potential risk of having just a few users develop expertise in manipulating and managing the website (transition planning is important since Board members periodically rotate off)
- Potential risk of website becoming stale and static and not a resource for members and the geospatial community at large

IT Committee Budget

- Potential: If HIGICC contracts for web management, additional costs (TBD) will be incurred
- Web hosting by Wild Apricot: \$50 per month
- Hosted email server and file storage services are potential cost items
- Remote broadcast technology will incur additional costs

Data Inventory & Assessment Committee

Data Inventory and Assessment Committee Mission Statement

The Data Inventory and Assessment Committee is both an internally and externally focused committee. The Data Inventory and Assessment Committee shall support HIGICC programmatic goal of facilitating data acquisition and development of data standards by taking a leadership role in coordinating possible data acquisition efforts, establishing and promoting data standards, and facilitating data distribution.

Data Inventory and Assessment Committee Responsibilities

The Committee shall coordinate with the Outreach Committee to promote understanding of diverse use and availability of spatial data and it shall establish policies, standards and general procedures for the submission, evaluation, maintenance, on-line access, and dissemination of all geospatial data within the purview of the Council.

- Coordinating data acquisition
- Developing and promoting geospatial data standards, and
- Facilitating data distribution across geographic and administrative boundaries.

Data Inventory and Assessment Committee Working Groups

The Committee shall to establish working groups to support strategies for priority framework datasets as identified by all stakeholders in Hawaii and in support of NSDI. The framework data sets and corresponding working groups include:

- Geodetic Control
- Ortho Imagery
- Transportation
- Hydrography
- Elevation
- Governmental Units
- Cadastral
- Utilities
- Structures

HIGICC Business Plan

- Physical Environment and Natural Hazards
- Cultural Resources
- Terrestrial Layers
- Marine Layers
- Scanned Maps

Data Inventory and Assessment Committee Working Group Responsibilities (all framework datasets)

Each working group shall be responsible for the following executing all of the activities listed below for its respective data layer.

Data Inventory and Assessment Committee Working Group Activities (all framework datasets):

- Establish a community of "interested parties" for each data layer
- Development of an inventory of existing conditions
- Development of an inventory of near-term planned improvements or projects that will enhance the data layer
- Development of a vision for the future of the data layer
- Development of data standards
- Maintenance of the inventory on an annual basis
- Working with the website group to establish appropriate links or distribution mechanisms for each data layer

Data Inventory and Assessment Committee Working Group Measures of Effectiveness (all framework datasets)

Short-Term Goals

- Establish Committee and Chair
- Establish priority Working Groups

Long-Term Goals

Each working group will develop a business plan for each framework data layer including:

- Current status
- Short and long term goal for each dataset
- Programs currently underway
- Near term planned programs
- Implementation program
- Resource requirements

Data Inventory and Assessment Committee Budget

The Committee may request funding from the HIGICC board to convene workshops and/or meetings that advance the work of the Committee and the mission of HIGICC. No base budget for data acquisition, storage, or distribution is needed at this time.

Data Inventory and Assessment Committee Benefits and Risks

Benefits of this Committee include improved facilitation of data acquisition, improved use of data standards, and improvements in data distribution.

2.3 Creation of a Transition Task Force

One of the common themes that emerged from the strategic planning process was that the transition from one board to the next is a particularly ineffective time period of the council's history. The mission of the Transition Task Force is to properly plan for and assure the execution of a smooth transition between the departing Board and the incoming Board of HIGICC.

Transition Task Force Activities

Short-Term Goals

- Identify information that should be provided to an incoming Board that would assure a successful transition with the least amount of disruption of operation
- Identify information that should be provided to only selected board members (e.g., logons, treasurer files, etc.)
- Develop an implementation strategy for transition of existing Board

Long-Term Goals

- Monitor and revise plan as appropriate based on work of all committees and working groups of HIGICC

Transition Task Force Measures of Effectiveness

- Complete board manuals in place by 12/31/09
- Successful transition of existing board

Transition Task Force Budget

- Materials for manuals, duplication costs: \$200