

SUBJECT: Membership Committee Meeting Summary

DATE: January 16, 2009

LOCATION: Teleconference Call

The teleconference meeting began at 10:00 AM.

Meeting Purpose

Review Committee goals, membership database, outreach ideas

Attendance

Sheri Norton, Katherine Barnes, Clare Dunn, Razy Kased, Deborah Parker, Carol Zollweg

Committee Goals

The draft list of goals and responsibilities were reviewed. These include:

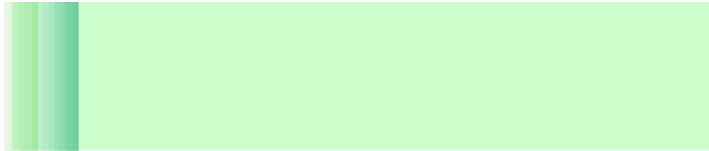
- Increase membership via outreach (coordinated with the Marketing and Education Committees)
- Track student versus professional membership (via membership fee option to begin in January 2009)
- Manage general meeting sign-in (form preparation, determine quorum requirement, assist with member and non-member sign-in)
- Fee tracking (coordinated with the Association Treasurer)
- Email membership certificate to new and renewed members (see attached!)
- Follow-up missing contact information for flagged records in the membership database
- Semi-annual NYSGISA newsletter

The Committee members agreed that follow-up of records missing information probably isn't necessary, since membership active status upon which quorum is based will be dependent on fee payment from here on out.

Membership Database

Carol Zollweg took over maintenance and enhancement of the membership database in late December 2008. Carol and Sheri Norton cleaned up the main membership table of duplicate records and bogus entries (e.g., Bill Gates), and records missing information were flagged. Some additional features include:

- Automatic generation of certificates for new or renewed members for distribution
 - Can create a single Microsoft Publisher document with multiples pages or
 - Create a single PDF with multiple pages
- Related tables for tracking details of membership participation
 - Years of active membership
 - Committee service (Chairperson, member)
 - Board of Director service
- Report templates for:
 - Comprehensive listings of active membership for specific time periods (e.g., current year) to determine general meeting quorum requirement
 - Individual membership summary (for GISP Professional Contribution tally)
 - Creation of general meeting sign-in forms



Outreach

Clare Dunn suggested compiling a list of universities in NYS that currently have GIT degree programs (certificate through to PhD) and requesting contacts at each institution post a NYSGISA flier in the fall and spring semesters. Clare and Katherine Barnes volunteered to create the list and touch base with the respective staff.

Sheri Norton has completed a draft of the first semi-annual NYSGISA newsletter and has requested feedback from the Board of Directors and the Committee Chairs. She hopes to distribute the newsletter via the NYS GIS List Serve and the Association website by the end of January. The newsletter has been designed to complement the website content, providing updates to NYSGISA activities and a resource for additional information on GIT in the state. Sheri volunteered to continue editing the newsletter.

Several Committee members suggested explicitly describing the difference between the NYSGISA and the regional groups, since many people seem confused by what each has to offer. Sheri Norton agreed to pass this recommendation on to Jeff Volpe and Bruce Oswald for PR focus in 2009.

Another recommendation is having a packet of PR materials (e.g., PowerPoint, newsletter, brochures, buttons, etc.) that can be brought to outreach events for distribution. Deborah Parker suggested asking Bruce Oswald of the Marketing Committee about possibly ordering/purchasing "Ask me about (NYSGISA log) I'm a member" buttons to wear to events.

Action Items:

- Sheri Norton will generate a committee contact list and email it to the Committee
- Carol Zollweg will get a list of all people with an email address containing **.edu** to Clare Dun.
- Carol Zollweg will send a sample of the certificates generated by database to Christa Hay
- Katherine Barnes and Clare Dunn will compile a list of GIT degree programs in NYS
- Sheri Norton will email the draft newsletter and meeting sign-in forms to the committee
- Sheri Norton will compile a list of conferences and events in NYS

The meeting was adjourned at 10:55 AM.