



**Potomac Region Meeting Minutes**

**16 May 2007**

**Date:** 16 May 2007

**Time:** Meeting called to order at 4:35 PM by President David Szymanski

**Location:** via teleconference

**Attendees**

David Szymanski, President  
Barbara Eckstein, Secretary/Treasurer  
James Hipple, Nat'l Director, Potomac Region  
John Manzer, Region Dir. & Comms Chair  
Brian Mayfield, Ed. & Comms Committees  
J. Chris McGlone, Tech. Prgm Committee Chair  
Larry Pettinger, Membership Committee Chair  
Yogendra Singh, Historian

**Absent Board/Committee Members**

David Kohlbrenner, Past-President  
Amy Becker, Region Director  
Richard Gomez, Ed. & Prof Dev. Committee Chair  
Cliff Greve, Board Advisor  
Steve Payton, Region Director  
Nate Smith, Board Advisor  
Srinivasan Dharmapuri, NC Chapter President

**Agenda Topics**

1. Introduction of New Board and Committee Members
2. Region Rebate
3. Abe Anson Memorial Scholarship
4. Board Member Information
5. Treasurer's Report
6. Budget
7. Communications Committee
8. Technical Program Committee
9. Membership Committee
10. Professional Development Committee
11. 2009 National Conference

**Topic 1: Introduction of New Board and Committee Members**

Dr. David Szymanski introduced the new ASPRS-Potomac Region board and committee members:

- A. Barbara Eckstein, newly elected Secretary / Treasurer
- B. John Manzer, newly elected Regional Director and Communications Committee Chair
- C. J. Chris McGlone, new volunteer for Technical Program Committee Chair
- D. Brian Mayfield, new volunteer for Communications and for the Education & Professional Development Committees

**Topic 2: Region Rebate**

On 14 February 2007, the motion passed to direct the Secretary/Treasurer to apply for the region rebate retaining 75% of the rebate for the Region treasury and donating 25% of the rebate to the ASPRS Foundation. David Szymanski, then Secretary/Treasurer, applied for the region rebate. ASPRS-Potomac Region has since received a check for \$6,027 from the ASPRS Foundation, which is 75% of the Potomac Region's membership rebate for 2007, based on the 2006 membership year.

**Topic 3: Abe Anson Memorial Scholarship**

On 30 April 2007, the motion passed, with 7 "ayes" and 2 abstentions, to commit \$500 of Potomac Region funds to the ASPRS Foundation towards the Abe Anson Memorial Scholarship. Brad Doorn negotiated with the ASPRS Foundation for the Potomac Region's Rebate of \$2,009, plus the ASPRS match, also applied to the Abe Anson Memorial Scholarship. With the addition of \$500, Mr. Anson's original bequest of \$20,000 will be raised to the "Endowment" level of \$25,000. James Hipple will send Barbara Eckstein the name and address necessary for sending the \$500 contribution, to ensure that the money goes to the proper account.



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The scholarship will be awarded yearly, in the amount of 4% (i.e., \$1,000) of the endowment principal. ASPRS-PR should determine the scholarship's official name, the requirements for receiving this scholarship (e.g., student's specialty, such as remote sensing, photogrammetry, etc), academic year (e.g., graduate, under-graduate), and other terms. ASPRS-PR plans to contact Mr. Anson's surviving daughter for guidance on then scholarship terms. The first award of the scholarship will probably be at the 2009 ASPRS National Conference in Baltimore. Mr. Anson's daughter may possibly present the first award. Whether ASPRS National or the Potomac Region administers the award is TBD.

**Action Item #1:** The ASPRS-PR Awards Committee, chaired by David Kohlbrenner, should develop the terms of the Abe Anson Memorial Scholarship, and enquire of Mr. Anson's daughter whether she wishes to be involved. Note that Yogendra Singh has volunteered to assist – he is currently setting up a scholarship for another board on which he serves.

**Action Item #2:** James Hipple will send Barbara Eckstein the contact information for ASPRS-PR's contribution of \$500 to the Abe Anson Memorial Scholarship to ensure that the money is applied to the proper ASPRS-National account.

**Topic 4: Board Member Information**

David Szymanski compiled a spreadsheet of the ASPRS-Potomac Region board and committee members, and Barbara Eckstein has made all changes that have since been requested.

**Topic 5: Treasurer's Report**

Barbara Eckstein presented the Treasurer's report. For the year to date, ASPRS-PR expenses totaled \$6,065.11, income totaled \$15,135.75, for a net income of \$9,070.64. The Region Rebate from the ASPRS Foundation of \$6,027.00 was included in the report. The current accounting categories do not separate income and expenses for the annual PR GeoTech conference.

Dr. Eckstein proposed an annual audit of the ASPRS-PR financial records, performed by the ASPRS membership. She learned that the ASPRS Foundation has specified accounting rules for the regional chapters. Yogendra Singh believes an annual audit is a good idea. The PR board tabled the topic and will consider an audit at another time.

Currently ASPRS-PR is tax exempt, and has the same fiscal year as the national ASPRS Foundation. James Hipple reported that the last Congress changed the way non-profit organizations such as ASPRS report to the IRS. In the past, ASPRS-PR has not needed to file a tax return. Now, ASPRS-PR may need to file for the 2007 fiscal year. The IRS has not yet decided on the criteria for non-profit tax filing. Mr. Hipple will keep ASPRS-PR informed. If ASPRS-PR must file a tax return, Dr. Eckstein proposes hiring an accountant to ensure that the tax laws are properly followed. Some of the other regional chapters hire accountants to manage their finances.

**Motion #1:** Separately track the GeoTech conference expenses and income. The motion was seconded, and passed unanimously.

**Action Item #3:** Barbara Eckstein will learn about the accounting rules for regional chapters specified by the ASPRS Foundation.

**Topic 6: Budget for 2007**

There was extensive discussion of the ASPRS-PR budget proposed by David Szymanski for 2007, which allocates money to each PR committee. Although the committees have existed for years, they have apparently not had separate budgets. Last year's expenses may not be suitable guides, since the Communications Committee (formerly the Newsletter Committee) sent electronic newsletters instead of printed hardcopies last year.



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**Action Item #4:** Committee chairs will find any information they may have on their committees' operating expenses.

**Action Item #5:** Mr. Singh will send ASPRS-PR board and committee members his strategic plan for guidance on the chapter's budget.

**Action Item #6:** David Szymanski and Barbara Eckstein will draft budget details for both 2007 and 2008, using information supplied by committee chairs, Mr. Singh, etc.

**Topic 7: Website Maintenance Contract**

David Szymanski reports that the performance of the website manager hired by ASPRS-PR is adequate. The contract renewal occurs at the end of May, and ASPRS-PR pays \$2,769 each year for this service, which includes basic maintenance and updating the current web pages. Any additional material beyond updating is not included in the contract.

Dr. Szymanski recommends that a volunteer be found to manage the website contract, making sure that the terms of the contract are met and that the website is up-to-date. Currently Dr. Szymanski is managing the contract. Whether old web pages are archived is unknown, but should be done – another task for the PR website contract manager. Dr. Szymanski said that John Manzer may possibly manage the website contract. ASPRS-PR will continue to investigate the value provided by the website contract.

**Motion #2:** A motion was made to vote about renewing the website contract via email, since many of the ASPRS-PR board and committee members were not in attendance. The motion carried unanimously.

**Action Item #7:** David Szymanski will put the website contract renewal decision to a vote via emails with the ASPRS-PR board members.

**Action Item #8:** David Szymanski will find out whether old ASPRS-PR web pages are archived.

**Action Item #9:** David Szymanski will find an ASPRS-PR member to administer the website contract.

**Topic 8: Technical Program Committee**

- A. **July and October Activities:** Chris McGlone and David Szymanski have been discussing possibilities for July and October activities, which include a possible tour of NIST, the Army Topographic engineering Center (TEC), and the U.S. Geological Survey (USGS) (Mr Singh's suggestion).

**Action Item #10:** David Szymanski and Chris McGlone will work out the details of the July and October activities, hopefully in time for advance publicity to the ASPRS-PR membership.

- B. **2007 GeoTech Wrap Up:** David Szymanski is currently uploading the briefings presented at GeoTech 2007 to the ASPRS-PR website. Some income is still coming in. Mr. Singh suggested that a brief write-up of GeoTech 2007 be included in the next ASPRS-PR newsletter. Presentations were generally considered good. Areas to improve include the vendor/exhibitor portion, and more attendees.

Barbara Eckstein asked whether speakers and volunteers should be thanked by formal letter. At previous GeoTechs, speakers were immediately presented with a certificate of appreciation, and later received a "Thank You" letter. Mr. Singh also suggested that NOAA/NGS be sent a "Thank You" letter.

**Action Item #11:** Ask David Kohlbrenner to provide names and addresses for all GeoTech participants who should receive a "Thank You" letter.



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**Action Item #12:** Barbara Eckstein and David Szymanski will draft “Thank You” letters, which will be signed by David Szymanski and sent to the appropriate GeoTech participants.

**Action Item #13:** Yogendra Singh will email softcopy of the ASPRS-PR letterhead to all ASPRS-PR board members for use in official correspondence and other documents.

- C. **2008 GeoTech:** If this event takes place, planning must begin soon. Student participation should be encouraged.

**Topic 9: Membership Committee**

ASPRS-PR was named “Region of the Month” by the national ASPRS Foundation, with 11 new members in April 2007. ASPRS-PR received a \$40 ASPRS Buck\$ voucher toward merchandise in the ASPRS bookstore. David Szymanski also received a \$10 ASPRS Buck\$ voucher.

Brian Mayfield is the new ASPRS-PR membership officer – he and David Szymanski attended membership officer training at the recent ASPRS conference in Tampa, Florida. Mr. Mayfield plans to look into past membership committee activities and figure out how to focus new activities.

Yogendra Singh reported that ASPRS-PR may soon get approximately 14 new members.

ASPRS-PR needs to nurture associate members – those who are only 1 –2 years out of college – by providing networking opportunities. Perhaps a happy hour event?

**Action Item #14:** David Szymanski and Brian Mayfield will strategize on how to build membership, not only of students and associate members, but also from the large pool of government and contractor employees in the region.

**Topic 10: Professional Development Committee**

Mr Singh and Richard Gomez have drafted student forum guidelines, which are now in review by Dr. Frederick Doyle. The ASPRS-PR board will review the guidelines after Dr. Doyle’s review is complete. ASPRS-PR plans to use scholarship money to create student forums, by sponsoring student membership. The current proposal is for 4 new forums, with 10 student members per forum. Note that there is an ASPRS student chapter at Virginia Tech.

**Topic 11: 2009 National Conference**

James Hipple reported that the technical program chairpersons have been chosen. John Manzer is the User Group Chairman. Abstracts are due in August 2008. The ASPRS Foundation is looking for a conference theme. Note that 2009 is the 75<sup>th</sup> anniversary of the ASPRS Foundation, which plans to host a gala event.

At past national conferences, the local region hosts a social evening before the conference begins – in this case, on Tuesday evening. ASPRS-PR spent \$13,000 on the last such social event. These expenses were covered by the ASPRS Foundation.

Al Gore may be a keynote speaker at the 2009 conference.

Note: The next board meeting is scheduled for 20 June (the 3<sup>rd</sup> Wednesday in June).

Note: Larry Pettinger and John Manzer left the meeting at 5:38 PM.

The meeting adjourned at 6:23 PM.

Minutes respectfully submitted by

Dr. Barbara A. Eckstein

ASPRS-PR Secretary Treasurer 2007

29 May 2007