



**Potomac Region, American Society for Photogrammetry & Remote Sensing**  
*The Imaging and Geospatial Information Society*

## **Meeting Minutes: ASPRS-PR**

**When:** Thursday 18 February, 2010, 6:00 – 7:00 PM EDT

**Where:** Teleconference, Call-in number. 888.330.9552  
Access number - 8490721 (followed by the # sign)

Attendance: Peter, Wong, Yogan, Chris, Josh, John, Barbara, Alan

1. Final report for 2009 status (B Eckstein, C Parrish, J Manzer)
  - a. All sent in. + Region of the Year Sent to Sokhan digitally (Barbara/Chris to sent paper to Yogan)
2. Needs for liability insurance and independent accountant (C Parrish)
  - a. It is common for the officers of the Board of nonprofits to have liability coverage.
  - b. Don't (yet) have a current cost quote to obtain liability coverage
  - c. Some talk about having an accountant audit or records as our first line of defense for financial credibility.
  - d. Consult Jim Plasker for the ASPRS HQ insight ; Chris Parrish (Action Item)
3. Treasurer's report (J Manzer)
  - a. John Manzer (Treasure) now has control of the SunTrust accounts on paper and online.
  - b. Setup of read-only online accounts done for all 4 executives, UserID's and passwords sent. Please login, Chris, Pete, and Barbara
  - c. Working to establish a better transition to gain access to the "admin" privileged account (there are three UserIDs set by SunTrust).
  - d. Approved to commit to a 10 month – no penalty for early withdrawal CD. Will put \$25k into the new CD (adding approx \$7.3K, because it is no penalty for early withdrawal.
4. Reports on Region Events:
  - a. Annual Meeting & Dinner (P Doucette)

- i. Yogan to forward photo from Annual Dinner of PR Executives
  - ii. 2 new members. Manzer to send application forms to Sokhan with subsidized checks. Pete is sponsor of both.
  - iii. Attendance List from Annual Dinner, Ok to send to participants – they agreed to while registering. Maybe Google Docs.
- b. MDA Federal tour (C McGlone: Absent)
- c. NASA tour (D Szymanski Absent )
- 5. National Director Report: (A Falconer)
  - a. JACIE Meeting in Fairfax in March about \$285, Alan will send some info.
- 6. NC Chapter Status: (L Cortes Absent)
- 7. GeoTech 2010 (P Doucette)
  - a. Format: same as past, or solicit short papers?
    - i. Considering an overview paper approach (1-3 pages) vs. formal conference proceedings. Encourage invited speakers to submit their presentation material for sharing and distribution. Should be possible to spin out an article into PE&RS.
  - b. Committee appointments
    - i. Peter is Conference Director and Technical Chair, via bylaws VP is normally involved, Chris McGlone will co-chair, Chris Parrish active too.
- 8. Nominees for committee appointments (All)
  - a. Communications (Josh to think about, take off-line)
  - b. Newsletter
  - c. Education and professional development
- 9. Other issues (All)
  - a. Monthly meeting times What is an optimal day?
  - b. The University teaching schedules might want to be considered.

SharePoint, Google, our Web Site manager Martin Wills; Will HQ provide this level of support to help limit of web service bill. Categorize content into shared vs. private, like detailed financials.

Template for thanks letters, other “stuff” – that is not of interest, but really convenient when someone on the board has the responsibility. We should consider transition to a little more self-serve, because the progression of the internet is supporting this more and more.

Two topics, Share documents and web site maintenance. Design is important as well as how it is hosted and organized. Yogan, asked how secure is Google Docs? Josh explain the invitation process to view content. Are we breaking away from our web site? Have a demo for the board of Google Docs. We might want to schedule a vote, based on John & Josh's recommendation. Josh knows how to use Google Doc w/out a Gmail account. Everyone is encouraged to setup a Google account of their own and connect with [asprs.potomac@gmail.com](mailto:asprs.potomac@gmail.com).

Thanks for all the volunteer support.

Next meeting: March 2010 TBD