



URISA Texas Chapter Meeting Minutes

Date: Tuesday, March 25th, 2014

Time: 11:00 a.m. – 11:30 a.m.

Location: Conference call

Attendees

- Officers
 - Brian King – President
 - Sumant Mallavaram – Vice President
 - Tina Hansen – Treasurer
 - Jenni Moore – Secretary (absent)
- Members and Attendees
 - Bob Ayensu
 - Phillip Davis
 - Patrick Garnett
 - Susan Horvath
 - Michael Lundgren
 - Kevin Milton
 - Marion Noble

Agenda

1. **Outstanding Action Items**
 - a. By-Laws Status
 - b. 501c3 Status
 - c. Website Content and Volunteers
 2. **Workshops and Webinars**
 - a. Solicitation of ideas
 - b. URISA webinars available to chapters
 3. **New Action Items**
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Discussion Topics

1. Website

- a. Asked for website content ideas
 - i. Suggestion to use Survey Monkey to gather ideas
- b. Asked for those interested in helping with the website
- c. Post chapter meeting minutes

2. By-Laws

- a. Status – in last stages of development and review by the Board
- b. Suggestion made to post the preliminary By-Laws on the website for comments

3. Workshops and Webinars

- a. Noted NCTCOG in DFW is currently hosting a URISA workshop
- b. Continue to solicit ideas for workshops
 - i. Suggestion made to enter workshop ideas on website and add a link to the list of available URISA workshops on the URISA website
- c. Suggestion made to use NCTCOG workshop as an opportunity to inform attendees about URISA Texas
 - i. Bob Ayensu is attending the workshop and volunteered to provide attendees information about URISA Texas
 - ii. Suggestion made to have available a flyer or brochure with quick details on URISA Texas and a link to our website
- d. Discussion on webinars being prepared by URISA to be available to chapters
 - i. Suggestion made that Texas chapter could host webinars through Adobe Connect
 1. Potential first webinar topic: UAVs

4. 501c3 Status

- a. Discussed a brief outline of process
 - i. Determined 501c3 and not 501c6 direction list Cumberland URISA chapter as parent organization (URISA national) is a 501c3
 - ii. Tina Hansen and Jenni Moore are working on the required documentation
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New Action Items

1. Website

- a. Post chapter meeting minutes and agendas on website

2. By-Laws Status

- a. Finalize By-Laws
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- b. Distribute via website
- 3. 501c3 Application**
- a. Application documentation to be researched and completed by Tina Hansen and Jenni Moore
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Upcoming Events

- Next monthly chapter meeting
 - Tuesday, April 22nd, 2014 at 11:00 a.m. – 11:30 a.m.