



Date: December 24, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on December 21, 2007

The meeting was called to order at 8:30 AM

Board Members Present:

Matt McGarvey, Mayor designee, Board Chair
 Chandra Wallar, Chief Administrative Officer designee

Others Present:

Andrew Abouna, SanGIS Executive Director
 Phyllis Chapin, GIS Manager, City of San Diego
 Ross Martin, GIS Manager, County of San Diego
 Bill Smith, General Council, County of San Diego

Consent Agenda

No consent agenda for this meeting

Regular Agenda (summarized here in numerical order)

Item #1: Minutes of SanGIS Board of Director's Meeting, November 9, 2007

The Board approved the minutes from the November 9, 2007 Board Meeting.

Item #2: Comments from the public

There were no comments from the public at this point in the Agenda.

Item #3: Current Financial Status

Andrew presented the three spreadsheets summarizing the current financial status for the agency. Matt noted a discrepancy between the Expense and Summary spreadsheets, either due to a formula or value entry. Andrew was asked to correct the sheets and resend them to the Board following the meeting.

Item #4: Revenue and Invoicing Schedule

The Board approved the following schedule for revenue payments from the City of San Diego and County of San Diego:

| | |
|---------|-----------|
| July | \$250,000 |
| October | \$250,000 |
| January | \$261,896 |

The Board was also informed that the schedule for annual City labor invoicing to SanGIS would now occur regularly in Periods 4, 8, 12 and 13. This schedule would better coincide with the agency's revenue and minimize the amount of the year-end labor invoice which is typically encumbered into the subsequent fiscal year.

Item #5: Temporary Employee Agency Pay Increase Request

Andrew summarized the pay increase request and costs for the two TOPS temporary workers. With regards to the previous Board action item, no amendment to the agreement with TOPS is required to reflect a pay increase, since the agreement states that SanGIS shall determine the hourly rate to be paid to each employee. Chandra asked if legal council had reviewed the agreement to determine if an amendment or any other action was required to be taken with regards to pay increases for the temporary workers. Andrew replied that several months ago Tom Harron did review the agreement and determined that no specific action was necessary. Chandra asked that in the future any request for pay increases from TOPS for its workers simply state the amount of the requested pay increase and the date of the previous increase. The 5% pay increase as presented for Greg Smith and Robin Bennett was approved by the Board.

Item #4: SanGIS IT Priority 1 Upgrade

Two options for leasing the IT hardware were reiterated: leasing through SDDPC or the City. Lease costs for either option were not yet available, requiring decision on this item be moved to the next Board meeting.

Andrew also presented a summary showing current, updated costs for the necessary hardware that could either be purchased directly by SanGIS or for use as a validation of the earlier quote from SDDPC.

Item #5: Governance and Funding Study by PSOMAS

Decision on this item is pending the decision of the IT upgrade. Therefore, the Board asked this item to be removed from future agendas until they requested it returned.

Item #6: SanGIS Business Model Comparison

The Board was presented with the latest SanGIS and County Proposals' Gaps Analysis document and were pleased that it now provided a method for more clearly seeing the differences between the two proposals. This document would be the focus of the discussion at the January 16th workshop. In addition to explaining the document, Phyllis, Ross and Andrew noted that the document will also help in developing additional Level of Service standards for many of the business functions that SanGIS provides, and for instituting labor tracking. Matt cautioned not to use more detail than necessary when tracking labor, but to consider accuracy versus precision. However, it makes sense to track labor at the business function level.

Item #7: Other

Andrew advised the Board that he had received requests for 'link sharing' between tourism agencies but was reluctant to consider the requests for concern over implied endorsement. The Board concurred that SanGIS could not host the links.

The meeting adjourned at 9:00AM.

Action and Pending Items:

1. Update the financial spreadsheets to correct for the discrepancy between the Expense and Summary spreadsheets.

Andrew. Correct financial spreadsheets and email the Board the updated sheets as soon as complete.

2. Determine cost to lease IT upgrade hardware as quoted by SDDPC.

Matt and Phyllis. Notify board when determined.

Respectfully Submitted,

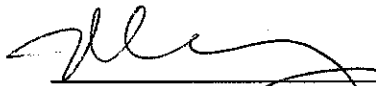


Andrew Abouna
Executive Director

1-11-08

Date

Approved,



Matt McGarvey, CIO
Board Chair

1/11/08

Date

