

**Minutes of the Meeting of the Board of Directors for
The International Association of Chinese Professionals in Geographic
Information Sciences (CPGIS)**

The Board of Directors of The International Association of Chinese Professionals in Geographic Information Sciences (CPGIS) held its September 2011 board meeting September 13 - 22, 2011. The current BOD members are:

- (1) Lu, Yongmei, Chair
- (2) Chen, Aijun
- (3) Ding, Yuemin
- (4) Guo, Diansheng
- (5) Guo, Qinghua
- (6) Li, Xiang
- (7) Liu, Desheng
- (8) Liu, Yu
- (9) Luo, Wei
- (10) Mu, Lan
- (11) Shi, Xun
- (12) Yao, Xiaobai

There were four major items in the agenda of this BOD meeting:

- (1) To review, discuss, revise, and vote for CPGIS to adopt the Guidelines for CPGIS Financial Management.
- (2) To review, discuss, revise, and vote for CPGIS to adopt the Guidelines for CPGIS Headquarter Office.
- (3) To discuss and decide on a reward CPGIS is to grant to the Local Organizing Committee of GeoInformatics 2011 for their outstanding contribution to the Conference and CPGIS.
- (4) To discuss on issues related to the upcoming BOD and CPGIS President Elections.

After review and discussion of the related documents, BOD voted on three motions:

MOTION 1: *The Guidelines for CPGIS Headquarter Office* be fully adopted by CPGIS.

Motion passed with 12 YES, 0 NO, 0 ABSTAIN.

Note:

- The original Guidelines draft was developed by Xun Shi and Qiming Zhou in 2010; the draft was included in Aijun Chen's President Report 2010-11.

- BOD revised the draft and voted to fully adopt the revised document as guidelines for the future CPGIS financial operation.
- The BOD-approved Guidelines is included in Appendix I of this Minutes.

MOTION 2: *The Guidelines for CPGIS Financial Management* be fully adopted by CPGIS.

Motion passed with 12 YES, 0 NO, 0 ABSTAIN.

Note:

- The original Guidelines draft was initiated by Shuming Bao in 2010; the draft was included in Aijun Chen's President Report 2010-11.
- BOD revised the draft and voted to fully adopt the revised document as guidelines for the future operation of CPGIS Headquarter Office.
- The BOD-approved Guidelines is included in Appendix II of this Minutes.

MOTION 3: To grant 10% of the total monetary income of CPGIS from the 2011 GeoInformatics Conference to the Local Organizing Committee as a reward. This is to appreciate the Committee's outstanding work for GeoInformatics 2011 and its contribution to CPGIS.

Motion passed with 11 YES, 0 NO, 1 ABSTAIN.

Note:

- This is a one-time reward and does not have to become a formal policy, since every year the situation can be different.
- We have about \$20,000 from the GeoInformatics 2011 Conference revenue in our CPGIS account - we should have a precise count of the final number by the end of October after CPGIS receive the report from Local Organizing Committee.

END OF MEETING

Submitted by Yongmei Lu

09/24/2011

Appendix I

The Guidelines for CPGIS Financial Management

1. The structure of financial management of CPGIS

The structure is consisted of three parties: the BOD, the President's Office, and the Headquarter Office.

- 1) The BOD has the ultimate decision-making power over financial issues, unless there is a necessity to call for an all-member vote. The BOD shall examine and approve the budget proposal submitted by the Treasurer at the beginning of a fiscal year; the BOD shall examine and approve the financial report submitted by the Treasurer at the end of a fiscal year. The BOD shall make decisions on financial issues that go beyond the power scopes of the President and the Treasurer.
- 2) The Treasurer shall be the financial officer of the President's Office. The Treasurer shall be the executive party in the financial system of CPGIS. The Treasurer shall report to the President. The major responsibilities of the Treasurer shall include proposing the fiscal policy whenever necessary, preparing budget proposal at the beginning of a fiscal year, preparing financial report at the end of a fiscal year, overseeing all financial transactions, and managing financial records (including membership due payment records) through working with the CPGIS Headquarter Office.
- 3) The Headquarter Office, headed by the Secretary General, shall be responsible for the daily accounting tasks, including managing accounts, acquiring and preserving financial documents (e.g., receipts), issuing checks, and maintaining all financial records. The Headquarter Office shall perform daily management of the two Funds

described in Section 2. The managing policy shall be conservative and shall be approved by the BOD. Any changes to the policy shall be approved by the BOD.

2. The structure of the monetary base of CPGIS

The monetary base of CPGIS contains two components: General Fund and Special Funds.

- 1) General Fund: This shall be the primary financial source of CPGIS. All the income of CPGIS shall be deposited into the General Fund. The only exception is the donations that are designated for specific usage by the donors. All expenditure budgets of the General Fund shall be approved by the BOD. All un-budgeted spending larger than \$300 shall be approved by the BOD. CPGIS President has the right to make decision on an un-budgeted spending smaller than or equal to \$300; however, the BOD reserved the right to veto the spending.
- 2) Special Funds: A donor may designate her/his donation to be used for a special purpose, e.g., a special event or activity of CPGIS. A Special Fund shall be established to honor such requests and to host such donations. The expenditure from the Funds shall be approved by the BOD. Any spending from the Funds shall be included in the Treasurer's end-of-year financial report.

3. Policies on some major financial issues

- 1) Regular expenses at the Headquarter Office
At the beginning of a fiscal year, the Secretary General shall submit to the Treasurer a budget proposal for the regular expenses at the Headquarter, including the expenses of personnel, website and database maintenance, office supplies, postage, and incidental costs. In the proposal, changes from the last year shall be highlighted and justified. The Treasurer shall include this proposal into the general budget proposal and submit it to the BOD for approval.

2) Membership due

Members shall pay their dues through the CPGIS website, or to their regional coordinators. The regional coordinators shall forward the collected dues to the Headquarters in a timely fashion.

3) Conference income

A budget proposal, including the expected amounts of the registration fee and publication fee, shall be a required component of the Conference proposal that is submitted to the Conference Site Selection Committee. This proposal shall be subject to the BOD's approval. Any major revisions on the final budget proposal, such as the changes in the registration fee and publication fee, shall be reported to the Treasurer before the conference is announced, who shall forward them to the BOD for approval. A portion of the gross conference registration income shall be collected by CPGIS in a timely manner, as defined in the CPGIS Conference Guidelines. In a situation that the Conference Local Organization Committee acts as the party to collect the conference registration fees, the Conference Local Organization Committee shall transfer the appropriate amount of the collected fees to CPGIS within two months after the conference and through working with the CPGIS Headquarter Office.

4) Journal subscription cost

Appropriate expenses for the subscription of Annals of GIS shall be included in the Treasurer's annual budget.

5) Donation

All donations to CPGIS go to the General Fund, unless the donor specifies otherwise.

6) Advertisement income

All advertisement incomes of CPGIS go to the General Fund, unless the client specifies otherwise.

4. Financial budget approval procedure

General fund covers all regularly budgeted items. All budget requests shall be submitted to the Treasurer at the beginning of a fiscal year to be considered for the CPGIS annual spending budget. Each budget item shall be proposed by a committee; the committee shall act as the sponsor of the related activity. For any un-budgeted items, the procedure described below should be followed to secure proper approval for the expenses. In general, BOD will not be willing to prove un-budgeted financial item, unless it is critical and urgent to the association.

All un-budgeted spending requests shall pass a formal procedure as follows:

- 1) The requestor shall submit a proposal to the Treasurer, who shall give the proposal an initial review;
- 2) Should the Treasurer find the proposal valid, the Treasurer shall forward the proposal the President;
- 3) Should the President approve the proposal but the budget size is larger than \$300, the President shall forward the proposal the BOD;
- 4) If the President does not approve the proposal, the Treasurer shall notify the requestor. The requestor may appeal to the BOD for a final decision.

5. This Guidelines was approved by CPGIS Board of Directors on the 22nd day of September, 2011.

Appendix II

The Guidelines for CPGIS Headquarter Office

1. Structure

- 1) The CPGIS Headquarter (HQ) Office shall include Secretary General, Deputy Secretary General and a number of office assistants.
- 2) The Secretary General shall be appointed by the CPGIS President in each term.
- 3) The Deputy Secretary General shall be recommended by the Secretary General and appointed by the CPGIS President within the same term of the Secretary General.
- 4) The office assistants shall be appointed by the Secretary General.
- 5) The Secretary General shall be in charge of the CPGIS HQ Office and shall report to the BOD and President.
- 6) The Secretary General shall serve as a non-voting member on the CPGIS BOD.
- 7) The Deputy Secretary General shall assist the Secretary General for the operation of the HQ Office.
- 8) The CPGIS HQ Office shall coordinate with the Regional / Local Offices of CPGIS in China and other regions in membership updating and other activities.

2. Responsibilities

The CPGIS HQ Office shall be responsible for the following tasks:

1) CPGIS membership management

The CPGIS HQ Office processes the new or renewal membership applications, deposits the membership fees, updates the membership database, keeps tracking the membership records, and sends reminders to expiring memberships. The new/renewal membership applications should be processed within one week upon their receiving.

2) CPGIS document management

The CPGIS HQ Office is responsible for maintaining the collection of all CPGIS documents, including every term of presidents, BOD members, CPGIS activities, CPGIS bylaws, CPGIS regulations, and CPGIS publications.

3) External communications

The CPGIS HQ Office is responsible for establishing and maintaining the general communications with other organizations and help promoting CPGIS. The CPGIS HQ Office is responsible for receiving incoming CPGIS mails and forwards them to other CPGIS officers as needed.

4) CPGIS web update

The CPGIS HQ Office collaborates with CPGIS Web Committee in updating the CPGIS web site, which may include

- Pay the CPGIS web hosting fee and domain name registration fee annually
- Update information about CPGIS Officers and BOD members
- Update CPGIS documents such as bylaws and reports by sub-committees
- Update information about CPGIS events and activities
- Update CPGIS newsletters.

5) CPGIS annual conference support

The CPGIS HQ Office works with the annual CPGIS conference organizer in maintaining the conference web site, online submission and registration, and the online proceedings.

3. Financial Management

- 1) The CPGIS HQ office shall work with CPGIS President and BOD to explore different ways to raise funds to support CPGIS activities.
- 2) The CPGIS HQ Office shall not make budget decisions for CPGIS.
- 3) The CPGIS HQ Office shall open a local bank account for CPGIS' revenues and expenses. The CPGIS HQ Office shall manage the bank account, keep the records of all financial transactions, and provide annual financial reports to the Treasurer of CPGIS.
- 4) The CPGIS HQ Office shall work with the CPGIS President's Office and/or CPGIS Treasurer by providing the related financial and/or transaction records should there be an accounting need.
- 5) The CPGIS HQ Office shall work with the CPGIS Treasurer to submit the annual financial report to the CPGIS president and CPGIS BOD, and shall file annual tax reports to IRS if needed.

4. Operation Budget for the HQ Office

The CPGIS HQ Office shall be granted an annual operation budget at the beginning of each fiscal year. The Secretary General shall submit an annual budget request to CPGIS

Treasurer to be included in the Treasurer's Annual Budget Proposal to CPGIS President and BOD. The size of this annual budget shall be decided by considering such factors as the previous year's regular office operation expenses, any expected increase in the operation expenses, and normal inflation.

5. Term

The CPGIS HQ Office shall be established by the Secretary General in each term. The CPGIS BOD has the right to impeach the Secretary General or restructure/dissolve the CPGIS HQ Office if needed.

6. This Guidelines was approved by CPGIS Board of Directors on the 22nd day of September, 2011.