MAGIP Board Meeting Minutes

Tuesday, February 16, 2010
9:30 AM

Technical Committee Report - Nate Holm
- ○ MSDI Framework Workshop - *Lance & Erin scheduled to talk about this later as well*
  - ▪ sent 2 representatives to participate (Jason Danielson & Catherine Love)
  - ▪ discussion involved multiple aspects of each framework
  - ▪ looking to require use by state agencies
    - □ possible MLIAC policy?
  - ▪ devolved into a discussion of funding
  - ▪ Tech Committee will be putting together a short write-up of our participation

- ○ Portable Internet Hotspot Research – myself, Jason Danielson & Chuck Fahner
  - ▪ have looked into recommendations by IT staff at Flathead and Lewis & Clark
    - □ most portable hotspots rely on 3G/4G networks
    - □ access is usually limited to a handful of users
    - □ would likely run into the same bandwidth problems we had in Kalispell
  - ▪ temporary hardline is connected to the state network for the IT Conference
    - □ probably want to go this route for future MAGIP training/conferences
  - ▪ still waiting to hear details on IT Conference setup from Gordy Conn with ITSD

- ○ Standardizing Best Practice Development
  - ▪ creating a workflow of the steps involved in developing best practices
  - ▪ each step in the workflow will be analyzed for development
    - □ guidelines to follow
    - □ documents needed (for topic submission, etc)

- ○ 2010 Fall Technical Session
  - ▪ Billings?
    - □ recruiting Tom Tully & Annette Cabrera
  - ▪ Helena suggested too

Montana Summit - Janet Cornish
- ○ Timing is flexible
- ○ Talk about MAGIP work plan - tie to strategic planning
- ○ Discussion led by each committee
- ○ Plenary
  - ▪ State of the state
  - ▪ Membership
  - ▪ Who is speaking?

Education Committee Report - Stephanie Anderson
- ○ Trying to get content for new web from old web site
- ○ Trying to get dates/guidance for scholarships from old web site
  - ▪ Not there - will have to determine dates new

Professional Development Committee Report - Stuart Challender
- ○ Conference
  - ▪ Tracking MAGIP involvement
  - ▪ Give certificates and thank you letters
  - ▪ We should get a group photo at the conference

- ○ Mentoring
  - ▪ Developing short proposal, will have to the board soon
    - □ Would like to promote at conference
- ○ Web
  - ▪ Working on building committee page
- ○ Awards
  - ▪ Nominations posted on web site
  - ▪ Need to make sure that awards have MAGIP logo (not conference logo)
- ○ Chair
  - ▪ Term coming to a close - will need to recruit a replacement

Secretary's Report - Lee Macholz
- ○ Virtual voting process:
  1. Contact MAGIP president to determine if issue requires a vote (contact other member of the executive committee if president is not available)
  2. If yes:
     1. Create a discussion thread on the web site (that is public)
     2. Send an email to BOD that announces issue and discussion thread and states timing
  3. Discussion is open for 5 business days
  4. Contact Secretary to create and announce a vote
     1. Secretary responsible for creating Survey Monkey based on a motion carried by the board in the discussion forum
     2. Secretary sends an email to BOD with link to survey to vote and timing
  5. Voting is open for 5 business days
  6. Secretary closes and tallies votes, announces result to BOD and posts result to web

  ### Motion (Lee): to adopt virtual voting process as stated above
  2nd (Kris)
  APPROVED

- ○ Membership Duration: Discussion regarding whether MAGIP membership renewal should be on a fixed date (e.g. every MAGIP membership renewal is due on Jan 1 of each year, regardless of when a member signs up or renews) versus renewal on individual anniversary dates (e.g. If I sign up on April 10th, then my membership renewal is due on April 10th the following year) that fall 1 year on the date of payment. Current constitution says that membership renewal date is May 1 for all members.

  ### Motion (Kris): Propose to the membership that we modify the constitution such that the membership period runs Jan 1 through Dec 31. (Matching the calendar year)
  2nd (Linda)
  For = 5 votes
  Against = 3 votes
  APPROVED

- ○ Membership Dues: Do we want to maintain Student and Associate membership levels?
  - ▪ Yes - Student for current students only
    - □ ask for contact information for advisor to confirm
  - ▪ Yes - Associate - this should be more of a 'Corporate' memberships
    - □ Benefits?
      - ◆ Potentially: discount for vendor booth at conference
      - ◆ Logo on our web site
    - □ Should be for a business, not individuals
  - ▪ COST - membership sub-committee discuss and propose costs to the board

Treasurer's Report - Tony Thatcher
- o Had recent large expenditures for the web site and logo
- o Income starting to come in from conference registration
- o See Profit and Loss statement attached

Operations & Business Committee Report - Erin Geraghty
- o Web Sub-committee - Lee Macholz
    - ▪ Web content
        - □ need to address who provides what
        - □ Should do workshops/presentations at Conference
            - ◆ For board members as editors
            - ◆ For members as users
    - ▪ MAGIP email
        - □ Using gmail with filters
        - □ Trying to eliminate personal email addresses from web site, etc
        - □ Investigate ability to use 'magip.org' instead of 'gmail.com'
- o Special Interest Groups (SIGs) - Erin Geraghty
    - ▪ Discussion regarding if the board should promote/organize/etc
    - ▪ Determined that SIGs are different than User Groups in that they are topic-driven
    - ▪ Should provide time for SIGs at conference
- o Elections - Erin Geraghty
    - ▪ Election committee: Erin, Kris, Linda
    - ▪ Kris, Lee, Tony, Stuart - at end of terms
    - ▪ Positions up for election:
        - □ Vice President
        - □ 2 Members At Large
    - ▪ Position up for appointment:
        - □ Professional Development Committee Chair
    - ▪ Call for nominations
        - □ Nominations open - 3/1/2010
    - ▪ Ballot open - [date?]
        - □ Voting open for 30 days
- o MAGIP Administrator Duties - Erin Geraghty
    - ▪ Janet not renewing her contract for administrative services for MAGIP
    - ▪ Starting in May, we will need to find someone for new admin contract
    - ▪ Janet is willing to continue the MT Summit and the grant writing workshop
    - ▪ Need a comprehensive list of admin duties
    - ▪ Possibility to contract with Lee Macholz for web and admin work
    - ▪ Need to discuss future needs - should we continue on a contract basis or should we (can we afford to) explore hiring an employee
- o MSDI Theme Stewardship Meeting - Erin Geraghty, Lance Clampitt, Linda Vance
    - ▪ Need to encourage them to have a facilitator next time
- o MAGIP Retreat and Workplan
    - ▪ Yes, we should have another retreat