

# MAGIP Board Meeting Minutes

Thursday, November 19, 2009

## Technical Committee Report - Nate

- Tech session successful (~75 people)
- Stu Kirkpatrick questioning why we have MLIAC endorsing the best practices?
- Nate - do research on options/costs of wireless hubs for trainings/meetings/etc
- Nate - getting volunteers to serve on committee
  - Have a group of 5 (including Nate) and are going to start working on the workplan
- Spatial best practice - now have a couple of maps that Gerry Daumiller put together to show the Harn transformations - work on this front moving forward
- Robin is putting together a framework stewards meeting and the technical committee has been requested to have a presence there (see request for assistance below)
- **Need to do a MAGIP inventory**
  - **What 'stuff' does MAGIP own? Where does it live?**
  - **Questions to address:**
    - **Who do?**
    - **Where should stuff live in future?**
    - **How do we communicate that we have this stuff?**
    - **How do we make this stuff available to members?**

Request for Assistance (see attachment #2)

- MSDI Framework Theme Leads workshop - not requesting funding, but formally requesting MAGIP representation.

## ***Motion to approve the request for assistance to provide MAGIP representation at the MSDI Framework Theme Leads Workshop***

***Motion by Lee Macholz***

***Second by Kris Larson***

***Approved***

## ***Motion: to approve meeting minutes from 9/17/2009***

***Motion by Kris Larson***

***Second by Mindy Cochram***

***Approved***

## Professional Development Committee Report - Stuart

- 3 active subcommittees
  - GISP subcommittee - headed by Kris Larson
  - Mentoring subcommittee - headed by Diane Papineau
  - Conference subcommittee - headed by Allen Armstrong
    - Presentation recruitment is ongoing
    - Call for papers will go out about the 2nd week in Dec.
    - Web site will be up soon - on current MAGIP site
      - ◆ NEED TO GET CONTENT TO NEW SITE ASAP

## Education Committee Report - Stephanie

- k-12 grant - have received the final report and will get the final disbursement out ASAP
- Scholarship - have not been able to contact scholarship recipient
  - Will try again via the school and re-check the address we have
- GIS Day 2010
  - Prompt members to be thinking about it well in advance (April / August)

- What audience? Kids v Adults?
- Can we pull together canned curriculum/presentations for people to use?
  - e.g. like ESRI has on their web site
- Open houses

### **Proposed Bylaw Changes - Kris**

See attachment #3

1. Re: Board policy to actively recruit representatives/members from Federal/Tribal/Local Gov/State Gov/Private/Educ groups as board members
  - a. Discussion: defeats the purpose of elections and our current board members are really a fair representation of our members
  - b. Result #1: withdraw this recommended change
  - c. Result #2: keep this as a statement of intent/desire related to board and we all need to be actively recruiting people to run for the board as our replacements
2. MLIAC board member verbiage
  - a. Already approved by the board
3. Vice President as parliamentarian
  - a. Discussion: we need someone on the board dedicated to knowing the fine print of our bylaws and constitution - vice president is a good candidate because then they know the ins and outs throughout their 3-year appointment
  - b. Motion: motion to approve appointment of vice president as parliamentarian**
    - i. Motion by Mindy Cochran, Second by Diane Papineau, APPROVED**
  - c. Result: motion approved
4. Discussion: all board members have the responsibility to recruit new members
  - a. Result: withdraw this recommended change
5. Discussion: re-reading the bylaws shows that ALL board members have 2-year appointments except for the vice president/president/past president
  - a. Result: withdraw this recommended change
6. Discussion: none
  - a. Result: withdraw this recommended change
7. Scholarship subcommittee
8. Adding the OAB committee to the bylaws
  - a. Discussion: yes, need to come up with language (re: selection of committee chair from standing board so that we are not adding a 12th board member)
  - b. Result: none - subcommittee will bring the wording back to the board at the next meeting

### **User Group Meetings Policy and Procedures - Erin**

See attachment #5

- Regions / Past or Present User Groups:
  - Missoula Coffee Talk (past)
  - Helena Therapy Session (present)
  - Polson/Flathead (present)
  - Billings (none)
  - Bozeman (past)
  - Wolfe Point (past?)
- We want to encourage participation and have groups take on a life of their own
- Board is offering some funding to support up to 2 meetings/region/year
  - With a few policies to follow...
- We need to actively pursue monetary and leadership role
- Multiple reasons for seeding these user groups
  - New membership
  - Venue for mentoring
  - Tech topics
  - Education opportunities

- Erin will make some changes to attached doc (#5), put together a packet of standard MAGIP information to present at meetings (requirement if funded by MAGIP), and propose a break-down of regions - these will be brought to the board for discussion/approval in early 2010.

#### GISP - Kris

- No response from membership to Kris' call for "how can we support you" email that went to the list serve
- To do:
  - Article in the vector
  - Use MAGIP listserv to update members on what is happening with GISP certification
  - 4-hr workshop at Bozeman conference
    - Can we get GISCI to the 2010 conference?
  - Web presence

#### Marketing Materials - Erin

- Logos - have narrowed it down to 2 colored logos - board vote
  - Black wins

#### Web Subcommittee

- Survey Monkey
  - Propose that we have our own survey monkey account (paid professional level)
  - Discussion: we are using someone else's right now, but we are using it for board votes and elections - this should thus be kept more private
  - **Motion: motion to create MAGIP's own Survey Monkey account (professional level annual subscription of \$200/yr)**
    - **Motion by Kris Larson**
    - **Second by Nate Holm**
    - **APPROVED**
  - Lee - set it up
- Web site
  - Lee presentation of 2 options - custom vs targeted COTS application (see attachment #6)
  - Discussion: we do not want to get stuck in the same situation we are in now, with a custom application that we have little control over. The Wild Apricot application provides for 99% of our requirements (only exception is the knowledge base for the mentoring program)
  - Vote - in favor of using a targeted COTS application rather than pursuing a custom app - YES
  - **Motion: move to adopt Wild Apricot application for our new web presence**
    - **Motion by Diane Papineau**
    - **Second by Kris Larson**
    - **APPROVED**
  - Lee - make change to a paid account (start at Community level)
  - Lee - contact Allen Armstrong regarding conference information to post
  - Current site contract is up in March - maintain our current site until new site is ready

#### Treasurer Report - Tony

See attached #4

#### Mentoring - Diane

- Discussion:
  - What are the drivers for the mentoring program?
    - User in need (bottom-up)
    - Best practices (top-down)
  - Risks
    - Mentors get overloaded
    - What is the risk of NOT doing this?

- ◆ Increased stress on Base Map Service Center
- ◆ MAGIP becoming more irrelevant to members
- ◆ It is a need expressed by the community and we risk not fulfilling user/member needs if we don't pursue this
- Training vs Mentoring
  - Mentoring NOT replacing training, but augmenting it
  - e.g. by helping identify training needs and opportunities

# #0 Attendance Form

Wednesday, September 16, 2009

12:17 PM

Kris Larson	In person
Erin Geraghty	In person
Linda Vance	absent
Lee Macholz	In person
Tony Thatcher	On phone
Mindy Cochran	In person
Diane Papineau	In person
Stephanie Anderson	In person
Nate Holm	In person
Stuart Challendar	On phone
Lance Clampitt	absent
Janet Cornish	absent

## # 1 Agenda

**Montana Association of Geographic Information Professionals  
Board Meeting  
November 19, 2009  
CDM - Conference Room  
50 W 14th Street, Helena  
10:00am - 2:15pm**

- 10:00 – 11:00am**      **MAGIP Committee Reports**
- Technical Committee – Nate Holm
  - Tech Session Final Report
  - Professional Development Committee – Stewart Challender
  - Conference Report
  - Educational Committee – Stephanie Anderson
- 11:00 – 11:30am**      **Proposed Bylaw Changes – Mindy Cochran, Kris Larson**
- 11:30 – 11:45am**      **User Group Requirements/Policy – Diane Papineau, Erin Geraghty**
- 11:45 – 12:00pm**      **GISP Support Policy – Lance Clampitt, Kris Larson**
- 12:00 – 12:20pm**      **Logo / Marketing Materials – Erin Geraghty**
- 12:20 – 12:45pm**      *Potluck lunch!*  
*Callers – we will be breaking briefly and working through lunch*
- 12:45 – 1:45pm**      **Web Presence – Lee Macholz**
- 1:30 – 1:45pm**      **End of Year Business Wrap Up – Erin Geraghty/Janet Cornish/Tony Thatcher  
Financial/Taxes/Accounts/Other**
- 1:45 – 2:00pm**      **Mentorship Program – Diane Papineau**
- 2:00 – 2:15pm**      **Wrap Up & Adjourn**

**CONFERENCE CALL INFORMATION:**

Teleconference: Call-in toll number (US/Canada): 1-650-429-3300

Meeting Number: 942 154 589

ATTENDEE: < <https://mwmmus.webex.com/mwmmus/jm.php?PWD=&MK=942154589> >

A projector will be available for PowerPoint presentations.

*Next MAGIP BOD meeting to be set for the week of February 15th (Tuesday or Thursday)*

*Happy Holidays!*

## #2 Request for Assistance

### Montana Association of Geographic Information Professionals

#### Request For Assistance

Please complete this application, with your project narrative attached and submit it to Janet Cornish, MAGIP Administrator at [JanAllyce@aol.com](mailto:JanAllyce@aol.com), or by mail to 954 W. Caledonia; Butte, MT; 59701. The MAGIP Board of Directors will review and respond to applications within one month of receipt.

#### Organization Requesting Assistance

Name of Organization MDSI Framework Theme leads Contact Person Michael Fashoway

Address 910 Helena Ave, Basement

City Helena State MT Zip 59601

Phone 406-444-2793 e-mail mfashoway@mt.gov

Web Address \_\_\_\_\_

#### Type of Assistance Requested (Please check those that apply.)

- Research
- Analysis and Review**
- Survey
- Public Policy
- Professional Development
- Continuing Education
- User Group Meeting Support
- Other (please explain) \_\_\_\_\_

#### Project Narrative (Please attach a one to two page summary)

Please describe the project or program requiring assistance from MAGIP. Items to address include:

- ✓ Background and Context
- ✓ Project/Program Description
- ✓ How the program/project will advance the field of GIS
- ✓ Other Partners (as applicable)
- ✓ MAGIP's proposed participation in the program/project
  - Time and Level of Effort Required
  - Number of MAGIP members (for committee or technical review requests)
  - Funds Requested (if any) \$ \_\_\_\_\_
- ✓ Other information pertinent to this request

#### Project Time Line

Start Date February 4, 2010 Completion Date February 4, 2010

#### Applicant Resources to be committed to this project\*:

- Financial Lunch will be provided
- Personnel \_\_\_\_\_

\*Please note that MAGIP does not accept fees for services that compete with the livelihood of our members.

MAGIP Request for Assistance  
MSDI Framework Theme Lead Meeting  
Project Narrative

The MSDI Framework theme leads and stewards, along with the GIO and staff from both the Base Map Service Center and NRIS will be meeting in Helena on February 4, 2010 to develop best practices, standards and guidelines for MSDI stewardship (see attached meeting announcement). The planning committee would like to invite representatives of the MAGIP Technical Committee to attend and provide input from the perspective of Framework end users.

To quote the recent MSDI Framework Technical Review document completed by MAGIP at the request of the Montana Land Information Advisory Council (MLIAC):

"Many of the framework themes are dependent on other themes for spatial accuracy and reliability...". Further, "MLIAC (and MAGIP) should promote and support regularly scheduled meetings of the framework theme stewards. Discussion of current issues and advancements would be beneficial in providing information to theme stewards as other themes are developed and would ensure that nothing is "lost in the shuffle". Additionally, the group felt that a visual depiction of the interworking relationships between framework themes should be developed. Not only would this help to identify areas where error may be introduced, but it might also improve user buy-in of the framework themes."

The attendance of 2-3 MAGIP Technical Committee representatives at the daylong meeting will give MSDI Framework theme leads an opportunity to get valuable feedback on possible best practices and how the Frameworks can better serve the GIS community. Technical Committee attendees will be provided lunch. It is not anticipated that any additional time beyond the meeting will be required.



11/4/2009

## MSDI Framework Layers Theme Stewards/Leads Workshop

**When:** Thursday, February 4, 2010; 8:30 am – 4:30 pm

**Where:** Colonial - Red Lion Hotel, Helena, MT

**Purpose:** Develop best practices, standards and guidelines for MSDI Stewardship.

**Agenda:**

- What do you see as the technical infrastructure (e.g., portal, web services, etc.) necessary to manage and deliver your framework layer?
- How should the technical requirements of theme stewardship “drive” policy issues?
- How do we better interact/communicate:
  - a. Between stewards/leads?
  - b. With users?
  - c. With the GIO and MLIA Council?
- How should framework layers and services be identified in the Portal?
- What are the minimal requirements for a Montana Framework theme or what frames framework in Montana?
  - a. Consistent state-wide data
  - b. Data Standards
  - c. Metadata
  - d. Maintenance Program / Plan
  - e. Portal Registration
  - f. Distribution Plan / Mechanism
  - g. Service link or support
- What type of services should be required of theme stewards:
  - a. Projections?
  - b. Caching?
  - c. Metadata?

**Outcome:**

Identification of MSDI Framework Themes “Best Practices”, potential policy issues for the MLIA Council, and preparation for reporting to MAGIP members at the April 2010 Intermountain Conference.

## #3 Proposed Bylaws Changes

### Proposed Changes to MAGIP Bylaws Conference Call - October 27, 2009

Submitted by the Bylaws Review Committee:

Mindy Cochran, Flathead County

Kris Larson, CDM

Linda Vance, Montana Natural Heritage Program

On September 18, 2009, a number of proposed changes to the MAGIP Bylaws were emailed to the MAGIP Board of Directors. No comments were received. The Bylaws Review Committee had a conference call on October 27, 2009 to discuss the eight potential changes to the Bylaws and recommends the actions listed below. Proposed new text is in Arial 11 Italic font.

**At the MAGIP Board Meeting on November 19, 2009, the items below were discussed. The results of the discussion are in Bold Blue Text.**

#### 1) To be added under ARTICLE II. – BOARD OF DIRECTORS

Proposed wording under Section 1 is:

**Section 1** -- The Association's Board of Directors (the "Board") shall consist of a minimum of eleven (11) individuals. There shall be five (5) officers of the Association, and a minimum of six (6) additional Board members. All members of the Board must be Association members, in a membership category that is allowed to vote under the Constitution of this Association, for their entire period of membership on the Board. *MAGIP encourages all GIS practitioners to actively participate in the Association and ideally the Board will include representatives from Federal, Tribal, Local and State governments, as well as representatives from the private and educational sectors.*

**TABLED. It should be Board policy to actively recruit people from the various sectors, but this does not need to be addressed in the Bylaws.**

#### 2) To be added under ARTICLE II. – BOARD OF DIRECTORS

Proposed wording under Section 2 is:

There shall be four (4) at-large members, elected by the Association membership. There shall be one Board member recommended by each of the Association's Standing Committees. One member shall be recommended to the Board by the Montana Land Information Advisory Council (MLIAC). ~~The term of this appointment will be coincident with the current appointment to the Council of the member.~~ *The term of this appointment will be coincident with the current appointment to the MLIAC. In the event that the Board members MLIAC term lapses or they leave the MLIAC, the chair of MLIAC will appoint an interim MAGIP representative, and with the approval of the MAGIP Board, that person shall serve until such time as the Council elects a formal representative and that representative is approved by MAGIP. The MLIAC representative may be appointed to the Board for subsequent terms but must be voted on or ratified by the MLIAC and by MAGIP every two years.* All recommendations are to be ratified by a majority of the elected members of the Board.

**Submitted by Lance Clampitt & approved at MAGIP Board Meeting 9-17-09**

#### 3) To be added under ARTICLE III. – OFFICERS

Proposed wording under Section 5 is:

**Section 5** -- The Vice President assumes the duties of the President in the absence of the President. He or she performs other duties as the President and Board designate. *The Vice President shall serve as MAGIP Parliamentarian.*

**APPROVED.** Mindy Cochran moves; Diane Papineau seconds.

**4) To be potentially added under ARTICLE X. – COMMITTEES**

There was some discussion at the 5/21/09 meeting about "Committee Chairs" but the minutes don't give much detail. While the discussion about committee chairs was remembered, the Review Committee was unclear about Board intention in regards to the bylaws.

**TABLED.** Ongoing responsibility.

**5) NO CHANGE REQUIRED**

The comment was, "More well-defined terms of board members. Terms are 2- to 3-years, depending on the way that the person became a board member. While this IS currently mentioned in the by-laws, it is confusing and at times contradictory."

After considerable discussion, the Review Committee determined that the intentions of the bylaws WERE clear; we just hadn't previously READ them with clarity.

The ADDENDUM says, "The President of the Charter Board shall serve as the Past President of the 2006 Board. The membership shall elect a President, who will serve one year as President and one year as Past President. The membership shall elect a Vice President, who will become President and Past President in subsequent years. The membership shall elect 2 Directors to 2-year terms and 2 Directors to 3-year terms. The Technical Committee shall recommend a member to a three-year term. The Education and Professional Development Committees shall recommend members to two-year terms. The Montana Land Information Advisory Council shall recommend a member to a term that coincides with the remainder of his or her current appointment on the Council. All recommendations are subject to approval of the elected members of the Board."

So the Board member terms were staggered when the MAGIP Board was initially created (described in the ADDENDUM) and NOW all Board members (except Vice President, President, and Past President) have two-year terms and will automatically be staggered. See the following sections in the Bylaws for additional clarification:

**ARTICLE II. -- BOARD OF DIRECTORS**

...

**Section 2** -- Except as otherwise noted in these Bylaws, Board members shall serve two-year terms without term limits. The Vice President shall be elected to a three (3) year term, serving as Vice president the first year, President the second year, and Past President the third year.

**ARTICLE X. – COMMITTEES**

**Section 1** -- Standing Committees

...

Each Standing Committee shall elect a Chair to a two-year term. The Chair shall be the Committee's representative on the Board of Directors. The election of the Chair is subject to the approval of the elected members of the Board of Directors.

**NO CHANGE REQUIRED.**

- 6) Propose adding "ARTICLE XI – MEMBERSHIP" which would require re-numbering of the existing ARTICLES:

**ARTICLE XI. -- SCHOLARSHIP AND GRANT FUNDING**  
**ARTICLE XII. – DISSOLUTION**  
**ARTICLE XIII. – AMENDMENTS**

To become:

**ARTICLE XII. -- SCHOLARSHIP AND GRANT FUNDING**  
**ARTICLE XIII. – DISSOLUTION**  
**ARTICLE XIV. – AMENDMENTS**

Proposed wording of **NEW**ARTICLE is:

**ARTICLE XI. -- MEMBERSHIP**

**Section 1** – *Membership fees shall be included in the cost of the Intermountain GIS Conference (hereinafter referred to as "the Conference") when the Conference is in Montana. The cost of membership is \$50 for two (2) years.*

**Section 2** – *Annual membership fees for all membership categories are \$30 for those that have not attended the Conference in Montana.*

**Section 3** – *A membership directory will be made available to all MAGIP members. Those members that do not wish to be listed must select the option not to participate.*

Background Discussion from 7/21/2008 minutes:

It was discussed that collecting membership dues tends to cost us more (\$ paid to Janet) than we make in dues. In November of 2007, the BOD approved a motion to set the membership fee at \$50 for Conference years (2-year membership) and set all membership categories to \$30 for annual membership. The 2008 conference offered free 2-year memberships to all registrants.

Members-only portion of the web site should go away / be made public. The member directory should remain. This directory needs to be directly linked to Janet's membership database (which includes an opt-out field). All future event registration forms (or anywhere need to have an "optout" field).

Motion: Anyone that attended any MAGIP conference or MAGIP event in the last 4 years, or has paid the membership fee (\$50/2-years) is a member. **Approved.** (This needs to be re-visited in light of the bylaws to determine a permanent change in membership dues structure.)

**TABLED. Not to be addressed in Bylaws.**

- 7) To be added under ARTICLE XI (or XII). – SCHOLARSHIP AND GRANT FUNDING

Proposed wording under a **NEW** Section 4 is:

**Section 4** -- *The scholarship **sub**committee shall consist of the Education committee chairperson and at least three (3) other members of the Education Committee.*

**APPROVED. Mindy Cochran moves; Stephanie Anderson seconds.**

**8) Not added to current MAGIP Bylaws**

Do we need to define OAB Committee in Bylaws?

**NEXT MEETING AGENDA ITEM. Add OAB as a Standing Committee, but they shall be chosen from the existing board.**

# #4 Financial Report

9:03 AM  
 11/19/09  
 Accrual Basis

## Montana Assoc. of Geographic Information Professionals Profit & Loss January through December 2009

	Jan - Dec 09
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Conference Income</b>	
Fall Tech Session 09 Kalispell	1,298.40
Miles City 2009	4,299.04
<b>Total Conference Income</b>	5,597.44
<b>MAGIP Membership Income</b>	
Membership Dues (general)	120.00
Membership Dues (online)	760.85
<b>Total MAGIP Membership Income</b>	880.85
<b>Total Income</b>	6,478.29
<b>Expense</b>	
<b>Conference Expenses</b>	
Fall Tech 09 Kallispel	2,447.00
Miles City 2009	4,192.50
<b>Total Conference Expenses</b>	6,639.50
<b>GIS Awards</b>	
Scholarship	1,000.00
<b>Total GIS Awards</b>	1,000.00
<b>MAGIP Board Expenses</b>	
Communication Services	468.00
Contract Labor	3,959.84
Meetings	592.84
Miscellaneous Expense	76.40
Postal Services	64.29
Professional web services	2,028.75
<b>Total MAGIP Board Expenses</b>	7,190.12
<b>MAGIP Education Committee</b>	
Scholarship Award	1,800.00
MAGIP Education Committee - Other	192.14
<b>Total MAGIP Education Committee</b>	1,992.14
<b>User Group Meeting</b>	74.77
<b>Total Expense</b>	16,896.53
<b>Net Ordinary Income</b>	-10,418.24
<b>Net Income</b>	-10,418.24

## #5 User Group Policy and Procedures

### MAGIP User Group Meetings Policies & Procedures

A users' group (also users group or user group) is a type of club focused on the use of a particular technology, usually (but not always) computer-related.

The MAGIP Board of Directors voted at the September 17, 2009 to sponsor User Group Meetings throughout the state. There will be a funding limit to two meetings per defined region annually. Below are the requirements for requesting and conducting a meeting.

#### Requirements for requesting a MAGIP Sponsored User Group Meeting

1. The person request assistance must be a MAGIP Member in good standing.
2. An official MAGIP request must be filled out for this request; the agenda must be attached with this document.
3. The request must be made at least 6 weeks prior to the event.

#### Requirements for hosting a MAGIP Sponsored User Group Meeting

1. Reimbursements will be made after the event. The receipts must be submitted to the MAGIP Treasurer. The event host will be reimbursed for the MAGIP Board approved dollar amount. This money is meant to be used for meeting materials, room rentals, and/or snacks. This money should not be spent on alcoholic beverages.
2. The User Group Meeting shall be announced via the MAGIP Listserv at least 2 weeks prior to the event.
3. During the meeting these requirements must be met:
  - a. Attendance & meeting minutes shall be taken and submitted to the MAGIP Board of Directors.
  - b. Standard MAGIP Agenda items shall be covered:
    - i. List of Upcoming MAGIP Events
    - ii. The MAGIP Listserv
    - iii. MAGIP Membership
    - iv. Opportunity for Service

#### Requirements for the MAGIP Board of Directors

1. The MAGIP Board shall be decided upon the User Group request within 2 weeks of receipt.
2. The MAGIP Board will help stimulate/encourage participation in User Group Meetings.
3. The MAGIP Board will schedule & conduct User Group Meetings, if the membership has not requested them.
4. At least one MAGIP Board Member shall attempt to attend the meeting.
5. MAGIP Board Members, if attending will help facilitate the standard MAGIP Agenda Items (see above)
6. MAGIP Board will be responsible for publishing the meeting materials to the MAGIP website and support the User Group meeting as much as possible
7. MAGIP Board will be responsible for publishing meeting documents after the meeting has taken place.

## #6 Web Site Options

Targeted COTS application

- Wild Apricot
  - Full-package deal:
    - Web site
      - Fully customizable web pages
        - ◆ Super easy to create pages - just need to know your content! Site provides formatting tools and templates
      - Public, private, and hidden pages
      - Multiple administrative options (can give mult people unique admin privs)
      - Member directories
        - ◆ Public - can customize so only show name, organization, and city (or more)
        - ◆ Private - can customize to show full contact info and more (or less)
      - Google map - there is a way to include a google map to show members' locations
    - Membership mgmt
      - On-line membership registration
      - Automate member renewals
        - ◆ Options to send automatic emails, set membership status to 'lapsed' if not renew, etc
      - Can manage multiple membership levels (e.g. regular and corporate)
      - Members can be assigned to 'groups' e.g. board members, committee members - can't find much functionality beyond just assigning to a group (would want to be able to email members of a group, give them access to specific pages/functionality, etc)
      - Members can manage their own "profile" information
    - Event mgmt
      - Calendar of events - calendar view or list view
      - Built-in event registration
        - ◆ Can customize fields
        - ◆ Can set registration limits
      - Tracks events that members have registered for
    - Social networking
      - Blog pages
      - Forum pages
    - Accepting online payments
      - Requires you to have a merchant account
      - Choose to use:
        - ◆ PayPal
          - ◇ Fee: ~ 2.9% + \$0.30 per transaction
          - ◇ [https://www.paypal.com/us/cgi-bin/webscr?cmd= wp-standard-overview-outside](https://www.paypal.com/us/cgi-bin/webscr?cmd=wp-standard-overview-outside)
        - ◆ Google Checkout
          - ◇ Fee: ~ 2.9% + \$0.30 per transaction
          - ◇ <http://checkout.google.com/sell/>
        - ◆ Authorize.net
          - ◇ Fee: Initial Gateway setup fee \$99.00, monthly gateway fee \$20.00, Transaction fee \$0.10
          - ◇ <http://www.authorize.net/solutions/merchantsolutions/pricing/>
  - Misc other functionality
    - Email to members
      - Group 'blast' emails
      - Automated emails triggered by events/membership status
      - ? Emails to members of a group?



- Newsletter
    - Post online and email
  - Can re-direct it to our existing domain name
  - DB driven
    - Standard fields
    - Can add as many custom fields as we want
- Web site: [www.wildapricot.com](http://www.wildapricot.com)
- My test MAGIP site: <http://magip.camp7.org/>
  - Login - your email
  - Password - 'magip'
- Cost
  - Community Plan - \$50/month (\$540/yr) for 500 contacts in the DB
  - Professional Plan - \$100/month for 2000 contacts in the DB
  - We could start with the Community Plan, but we may need to upgrade to the Professional Plan within a couple of years
- Pros:
  - I had a MAGIP test site set up in a matter of minutes
  - Could have a full MAGIP test site up in a matter of hours if we had a good sense of what content we wanted to include and an idea how to organize it
  - We can do it all "in-house"
  - Provides all the functionality we had identified in one place, from the start
  - Multiple administrators/access levels
  - The company is not going anywhere, they currently have over 15,000 clients
  - NO technical knowledge required to create/maintain the site
  - Full backup
  - No start-up fee/cancellation fee
  - No need to fly an RFP
  - Can manipulate the DB to meet all our membership DB needs by adding custom fields
    - My only question is about linking people to specific presentations they may give at an event (this is a level deeper than just event registration)
  - ...
- Cons:
  - Could get more costly if/when we have to upgrade to the Professional Plan
  - ...

#### Custom application

- IT consulting companies offer business website solutions
  - Based on custom or open-source content management systems
  - Will pay consulting fees for customization
  - May have more or less control over functionality/content - depends on provider and user skills
  - Pros:
    - Can keep it local
    - Less expensive on a monthly basis
  - Cons:
    - We could very well end up with a similar situation that we're in now
    - May have less control over site design and content
    - May take increasing amount of consulting hours (aka money) to customize to the point of including all the functionality we want
    - The more 'customized' we get here, the more technical knowledge it takes to support the site
    - ...
- Example: Axiom IT Solutions (Missoula)
  - <http://www.axiom4.com/new-business-website-solutions.html>
  - Built on Joomla (open-source content management system)

- Templates available
- Search Engine
- Backup (nightly)
- Google Map
- Instructions document to do-it-yourself
- Up to 2 or 5 consulting hours included in set-up fee
- Cost:
  - One-time set up cost
    - \$1590 without web store
    - \$2290 with web store (requires separate merchant account)
  - Monthly fee
    - \$15 without web store
    - \$25 with web store
  - Additional cost for back-end database space??
- What can we get via Joomla modules? These plug-ins are free, but the consulting/programming time to integrate the functionality is not. (there are currently over 3500 plug-ins available on the Joomla site)
  - Forum
  - Blog
  - Photo gallery
  - Event calendar
  - Event registration
  - Membership - may have to do some digging/tweaking to make this do what we want
  - Newsletter
  - Polls
  - ...