Minutes

Thursday, November 20, 2008
10:00 AM

Agenda: see attachment #1

<u>Dick Clark appointed to the National Geospatial Advisory Council</u>
http://www.fgdc.gov/ngac
-Patricia, ask him to write something for Vector
-Questions for Dick?
- what does this appointment mean?
- what is the position?
- what can we provide him?

<u>Approve July 21st Minutes</u>
Kris Larson - move for a vote to approve the minutes from July 21st meeting
Doug Burreson- second
Approved

<u>Technical Committee - Michael Fashoway</u>
Update on Fall Technical Workshop
-80 registrations - record attendance
-Pat Halcro did excellent job
-nothing but positive comments
-Tony has paid the bill
-A mix of federal, state, local gov't....
- 4-5 federal
- 38 state
- 9 private
- 22 local
-Janet & Pat -article for Vector
-probably made $1500 to $2000
- Made ~$3000 in registrations
- Spent ~$300 in processing
- Spent $971 on venue
-Can we document Pat's service?
- Janet will write a thank you / recognition letter & Kris will sign
-Future protocol: request that presentations be provided to MAGIP and we will post them to website

Best Practices
-committee met & wrote a draft, which is out for comments
-draft will come to Board at next meeting for review & endorsement
-should set info out to membership (that were doing this & invite participation)
-Evan recommends that MAGIP adopts Best Practices then take to MLIAC and ask them to endorse
- should be mentioned to MLI AC @ next mtg (12/9)
Here's a quick run-down on topics:
- Metadata -recommend to adopt Library's standard
- Persistent identifier
- spatial ref. system
  Topics for future discussion:

- boundaries be tied to GCDB
- addressing data (how stored in DB)
- data transfer standard
- data accuracy standards
- imagery format standard
- post to a website (like metrogis.org) & link to it from others
  - □ is that sufficient?
  - □ what other steps can we take to get info into the hands of GIS users
  - □ want it to be practically impossible for people to start in GIS in Mt & not know that there are best Practices w/in the State
  - □ can we brand this, w/ a "stamp of approval" that users can have a logo or something that advertises that you use best practices and are endorsed by professional community - doing same kind of thing in Portal

Michael - write an article for the Vector… why this is important, etc

Tangent / Conversation
Agenda item for next mtg: "How can we be more effective at outreach?"
- ○ It's the 1-on-1 relationship that really makes a difference
- ○ Need member engagement
- ○ MAGIP in role off professional support

Ideas:
- ○ option on registration form to be added to listserv (conferences and meetings with 'registration')
- ○ list of people that are teaching GIS (elementary school to college)
- ○ send letters to other professions, offering our services, knowledge, etc... & offer a presentation
  - each of us brainstorm potential organizations (and send to Janet)
- ○ Tell a friend
- ○ Important to give instructions on how to join listserv

Education Committee - Van Shelhamer
See attached budget request / proposal (attachment #2)
Info:
- ○ 2 trunks
  - k-6 is pretty up to date, moderate use
  - 7-12 is outdated, very little use
- ○ (15) Garmin Go GPs units available for checkout to Purchased by Natural History Center (NHC)
  - request to buy trunk for transfer of GPS units (pelican 1550) and request for $500 for maintenance
- ○ The NHC has proposed an increase in rental fee to $50 (is currently $25 plus return shipping)
- ○ trunks assembled by MAGIP and NHC houses & coordinates
  - "Jointly sponsored by MAGIP and NHC, available via NHC's web site"
- ○ Idea to put together a Virtual Trunk & put on MAGIP's web site
  - lessons, links to lessons, etc... canned by grade level
  - at least put up a list of trunk contents on the web with link to NHC site

Van - do a write-up about trunks in Vector, a press release, and article in Superintendants letter

Ideas:

- How are we notifying schools
- Scouting program
- Get people to show interest in going to schools & helping with lessons
- On display @ conferences
- we should have a presence @ school/ teacher conferences. etc...

Continue w/ K-12 curriculum grant
- The problem is that we're not getting curriculum product back, but want to continue program to see if can improve
- continue w/ Higher Ed scholarship $1000 to anyone in state
    - Is this Still in our budget?
        - Tony, look in budget if there is funding set aside for scholarship (e.g. purpose of $ raised from silent auction at conference is supposed to support education activities, is this money designated / set aside?)

Education Committee's funding request is for $5750 (2000 is existing for k-12 curriculum and higher Ed scholarships)
- Budget Requests:
    - $1,700 new money to support Trunks
        - $1,000 to hire someone to go through and update 7-12 trunk
        - $250 to buy a hard travel case for the new GPS units
        - $500 maintenance and repair fund
    - $2,000 new money for teacher scholarships
    - $1,000 continued funding for k-12 curriculum grant
    - $1,000 continued funding for Higher Education Scholarship

Kris Larson - move to approve funding for Education Committee as presented in proposal (see attachment #2) with the stipulation that the Education Committee develop criteria for grants and scholarships.
Nat Carter - second
Approved

ESRI School statewide distribution license
MT has had community support from various sources to provide ESRI EULA for MT schools
- Are we doing enough to advertise that we have licenses available? (some schools buy licenses on own)
- where does this need to live?
- Current EULA set to run out [when?]
    - Do we re-new? If so, who pays?
    - do we have a $ source for renewing?
    - who houses this & how distributed?
- Currently lives at SpatialSci - Educ Committee should ask for a report from SpatialSci, specifically how many licenses are out there?
- unlimited # of licenses for $27,000... is it cost-effective?
    - is $27k a state cost or is it custom cost for MT? might be based on population Size or # of Schools or something
Educ committee will continue to work on this

Ideas:
Trunks
- For those who rent it, ask that they be on a contact list as a teacher who have used the trunk in the past
- surveys on trunk use/ contents

Scholarships
- scholarship for GIS professional to attend MAGIP conference
- scholarship for sending professional to ESRI Conference
    - institute limits / requirements/ matching $

Agenda Item for next meeting: Discuss scholarships for GIS conferences (MAGIP, ESRI)

Treasurer's Report - Tony Thatcher
Current Balance: $54,599
Conference update
- have secured the Grand Tree in Bozeman for the location (will cost less than MSLA)
- have secured keynote speakers
    - Conrad Anker - lunch - $800
    - William Wykoff - plenary - free
- Some sort of GIS Summit
    - strategic how did we progress from last summit?
- Invited speakers
    - contact Janet if you have recommendations for speakers
- Incorporate Governor's GIS challenge?

MAGIP's Electronic Presence
- Tony suggests to simplify MAGIP site & take it off of INet & host elsewhere
- Kris suggests that if no one has a problem with removing the site from Inet, then we should move to give the web committee authority to move the site and report to the Board, or to make a proposal to the Board to move the site
- Regarding the Wiki, right now were riding on the 5 users for free but that may be going away
- We need to be award that it can be very hard to maintain web presence & update contents, especially without a content manager
    - We need to explore how, who, etc...
    - We also need to consider the task of integrating membership list in cooperation w/ the site
- Nat asked to send out a message to invite participation in a meeting to determine how to continue / proceed & bring a proposal back to the board
- Evan recommend bringing in a consultant to help us determine what we need for web presence
    - within website, Listserv, logo, etc...

XX - move to approve wiki: for another year at a cost of $1000
XX second
approved

XX - move to have Nat Carter head up an ad hoc web presence committee
XX second
approved

Vector Content
Articles due Jan 10th
- Dick Clark on his new role with the NGAC
- Michael Fashoway - Best Practices
- Janet Cornish / Pat Halcro - Fall Technical Session
- Van Shelhamer - Education committee trunks
- Cathy Maynard - something non-state related (this will be the State of the State Feature

Project for this quarter?)
- ○ Evan Hammer - MLIAC update
- ○ Mindy (Palmer?)- Hot Technology Topic: Topology bug in ArcMap
- ○ Kris Larson - President's Corner
- ○ Board Members - short paragraph (hopefully will fit in the same amount of space as the last one): What's your most embarrassing GIS experience? Also for the next meeting, be thinking of a new question for the board members for the next Vector…
- ○ Calendar events
    - ○ Send events to Janet (for web) and Patricia (for Vector)

Professional Development Committee - Patricia Williams
- ○ Have about 8 to 9 members / peoplethet have expressed interest
- ○ Talking with Bryant & Gerry about the session for E. MT

Calendar of Events
Email events to Janet

Parliamentarian Update - Evan Hammer
Lobbying
- ○ Can we lobby? yes. but caveats
- ○ not considered lobbying if just providing into, but not trying to influence a decision / outcome
- ○ have to disclose amount of money we are spending, can't exceed 20%
- ○ A state employee not allowed to lobby w/out permission
- ○ comments from members
    - ○ tricky situation, best to stay out of it
- ○ Janet-recommends that we might want to ask if people are interested in bills & then give people informational only, not official lobby then people can provide thier own effort / perspective
- ○ Keeps MAGIP out of taking official position or lobbying
- ○ Maybe think about shadowing a lobbyist for a day and see what benefits are, etc
    - ○ Or invite MAP lobbyist to come talk to us on benefits
- ○ To think about - Better have deep pockets & must be there on the last day
    - ○ all MAGiP does is provide information such as an email saying 'There is a bill that effects GIS in MT, review it if you are interested' and link to mt.gov/laws site
- ○ Can send support for a bill (to who?) but talking to a particular legislator is Lobbying

At lists this time, we do not want to consider Lobbying
We do not know what we want to do, so right now-we are going to do nothing

Membership
Not addressed in bylaws, but is addressed in constitution
- ○ says membership is 1 year duration (and gives specific dates)
- ○ The three categories are in constitution (student, associate, full)
- ○ Options:
    - ○ can amend constitution
    - ○ can declare operationally what we are doing, but is not official without amending constitution
- ○ BD had decided that everyone that that attends a conference or tech session gets 2 1-year memberships - all full members
- ○ Recommendation is that we look at writing an amendment to constitution & vote on it at the 2010 conference

Bylaws also state that all recommended appointees to the Board must be ratified by the board

(e.g. appointments to represent committees, appointments to replace a Board member mid-term)

Erin Geraghty - move that all recommended appointees to Board be ratified
Michael Fashoway - second
Approved

MAGIP Flyer - Erin Geraghty
Will have it ready for IT conference
Will send to Board for comments

Open Items
Does MAGIP want to endorse GISP?
- Specifically, do we support the concept of professional GIS certification via URSA's GISP certification?
- Board will re-visit this issue in the future
- Suggest that the Professional Development Committee investigate the GISP certificate and report to the Board

Agenda item for future:
- *marketing strategy (booth, fliers, outreach, etc)*

Calendar
- It would be nice for NRIS, MAGIP, the Basemap Service Center to share 1 calendar

Erin-send out info re: It conference to MAGIP

Next meeting is Feb 19th. 2009

Meeting Attendance
In Attendance:
Kris Larson
Erin Geraghty
Doug Burreson
Lee Macholz
Tony Thatcher (via conference call)
Michael Fashoway
Van Shelhamer
Evan Hammer
Nat Carter
Patricia Williams (via conference call)
Janet Cornish (via conference call)
Jane Horton
Gerry Daumiller

MAGIP Agenda
November 20, 2008
CDM Conference Room
50 West 14th Street - Suite 200
Helena, MT
Phone: 406-441-1400
10am - 1pm/Lunch Provided

10:00 - 10:05am	Welcome & Introductions
10:05 - 10:25am	Dick Clark appointed to National Geospatial Advisory Committee

- See http://www.matr.net/article-31300.html
- CIO's vision
- How MAGIP might assist/ask for assistance

10:25 – 10:30am	Approve July 21 Minutes

- See http://www.magip.org/who/default.asp?ID=288

10:30 - 10:45am	Technical Committee - Michael Fashoway

- Update on Fall Technical Workshop
- Best Practices

10:45 – 11:00am	Education Committee - Van Shelhamer

- Purchase GPS units?
- Adopt policy on funding Education Events?
- ESRI School statewide distribution license?

11:00 – 11:15am	Professional Development Committee - Patricia Williams

- Spring 2009 Session in Glendive or Miles City?

11:15 – 11:30am	Treasurer's Report - Tony Thatcher

- 2009 MAGIP Budget

11:30 – 11:45am	Vector Content - ALL

- President's corner
- 2-3 articles
- Upcoming Conferences/Meetings/Items of Interest
- Due date

11:45 – 11:50am	Calendar of Events - Janet Cornish

- Additions, subtractions, comments…
- Intermountain GIS Conference: April 19 - 24, 2010
  - Head up Awards Committee?

11:50 – 11:55am	MAGIP/ITWG archives - Mike Sweet

- What to keep/toss
- Susan Sweet, minimum wage, scanning, CD

11:55 – noon	Parliamentarian Update - Evan Hammer

- 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.)

noon – 12:15pm	MAGIP's Electronic Presence - Tony Thatcher/Nat Carter

- Wiki or other Presence --- cost, switching to a new service, etc.
  - Keep using BaseCamp for general MAGIP updates?
  - 5 people going on existing socialtext wiki
    - Tony Thatcher
    - Janet Cornish
    - Stuart Challender
    - Allen Armstrong
    - Others?
- MAGIP website
  - Completely update?

- o New logo?
- o Members only pages
  - discussion forum
  - the employment opportunities
  - the resume posting section
  - the member's contact list
  - and the member management page
- o We would have to pay iNet to build a search button.
- o GIS honors section --- updates for Janet?
- o Statewide Contacts
  - No "authoritative" source for newbie GIS person looking for resources/local help
  - http://www.magip.org/membership/default.asp?ID=295 is currently blank
  - Put conference attendees online? Updating nightmare…
  - MAGIP "Local Contacts" page is out of date…
  - List general contacts in the State like NRIS, ITSD, DEQ, DNRC, etc. Similar general info for Federal, Tribal, University, Private?
- Webex – Tony Thatcher has un/pw if needed
- Can we have ~facebook on MAGIP website? Bryant Ralston

12:15 – 12:30pm	Lobbying Subcommittee? - ALL

- Mission Statement
- What would we Lobby for?
  - o Agency budgets?
  - o BMSC?
  - o HB 49?
- Process for reporting to/from board?
- Who will be responsible for bill-tracking?
- Training materials. In-service or train ourselves?

12:30 – 12:35pm	MAGIP Flyer - Erin Geraghty

- Comment, suggestions, feedback?

12:35 – 12:40pm	2010 Conference in Bozeman - Tony Thatcher

- Keynote: Conrad Anker, William Wyckoff
- The conference committee would like the board to consider drafting a timetable of MAGIP activities and how they may coincide with supporting the 2010 conference. Help us define the conference … like react to the current proposed format\schedule. The more opportunities we have to engage the membership in forming the conference, the better. Sense of ownership.
- Management Track
  - o Robin Trenbeath, Janet Hess Herbert, etc
  - o How to talk to your manager if you only have 10 minutes
  - o How to write a SOW

12:40 – 12:45pm	Support statewide GIS efforts - Kris Larson

- Letter supporting BMSC on Base Camp

12:45 – 12:50pm	Report to MLIAC from MAGIP - Kris Larson

- Basically, this agenda.
- Anything else?

12:50 – 12:55pm	Open Items - ALL
12:55 – 1:00pm	Meeting Dates Set for the Next Year/Adjourn

- February 19, 2009
- May 21, 2009
- August 20, 2009
- November 19, 2009

Educational Committee Budget Request to the MAGIP Board of Directors

7-12 MAGIP Trunk housed at the Montana Natural History Center, Missoula, MT.

The Committee is requesting $1700 to support MAGIP GIS 7-12 Educational Trunk.

The Committee is recommending that the 7-12 GIS Trunk be replaced by a Virtual Trunk, supported by the availability of 15 Garmin GPS Receivers, that the Montana Natural History Center recently obtained through a grant. The Committee is requesting $1,000 to grant to the Center (or MAGIP) to hire someone to go through the trunk, find resources that are now available electronic, and create a Virtual Trunk. The Trunk would be hosted on the MAGIP Web site. Obsolete GPS units in the trunk could be donated to a museum, that collects old technology, or given away to a collector.

MAGIP would purchase a Pelican #1554 shipping case to be used to story and ship GPS units to schools or agencies conduction GPS/GIS Education. The cost of the Pelican Case is $173.54, plus shipping of $18.60 (www.casesbypelican.com/1554). The Center is concerned about damage and maintenance on the GPS units as well as a way to keep the rental costs lower. The Committee is requesting $500 per year that the Center would have available to keep costs low and cover maintenance and repair. The Center would bill MAGIP for those costs, up to $500.00 for the first year. After the first year, an audit of expenses and usage would be conducted to determine the appropriate amount of funds that MAGIP should provide. In addition, if the rental fee is a prohibit factor for schools, a scholarship to cover those costs would come from the $500.

The Committee requests $2000 for teacher scholarships.

The Educational Committee would like to encourage teachers to attend GIS trainings and GIS in-service educational activities, or to conduct in-service training at other schools. In order to be more proactive in encouraging teachers to participate the Committee would like to establish a scholarship of up to $200 to participate in training opportunities or conduct trainings for teachers. A sub-committee would review applications and approve funding. Specific criteria will be developed and presented to the Board of Directors, if this is approved. The availability of these scholarships would be posted on the MAGIP web site and announced through the Superintendent of Public Schools newsletter.

The Committee asks that the Educational Committee be able to continue with the K-12 Curriculum Grant ($1000) and the Higher Education Scholarship ($1000.)

The Education Committee would ask that the Board discuss the role MAGIP should play in the continuation of providing ArcGIS school site Licenses to Montana Public Schools. The current three year contract held by the U of M, expires in the spring of 2009. As of now, there are no pending grants that would continue with the funding of the Statewide license at the U of M. (See minutes of Committee meeting in October for further information.)