MAGIP Board Meeting Minutes

Thursday, October 27th, 2011
Montana State Library Building
10:00 AM

Attendance:
Miles Wacker
Jon Henderson
Mike Sweet
Lance Clampitt
Chris Stump
Eric Spangenberg
Maya Daurio
Linda Vance
Wendy Thingelstad
Jason Danielson
Meghan Burns
Mike Rave

Wendy Thingelstad called the meeting to order at 10:00 AM and asked if there were any revisions to the agenda.

Miles Wacker asked that the GIS Day discussion be added to the agenda

Review of March 10th Board Meeting Minutes
Motion (Lance): adopt meeting minutes
> 2nd (Linda)
> APPROVED UNANIMOUSLY

Review of June 23rd Board Meeting Minutes
Motion (Miles): adopt meeting minutes
> 2nd (Jon)
> APPROVED UNANIMOUSLY

Request for Assistance
Motion (Eric): to approve request for assistance by Erin Fashoway and Diane Papineau for GIS Day at the Capitol support of $250 for supplies, MAGIP pint glasses, 1 year of MAGIP membership, and BOD participation
> 2nd (Chris)
> APPROVED UNANIMOUSLY

Committee Reports
- o Professional Development Committee
  - Mike Sweet, Committee Chair, reported that the committee has been focusing on the upcoming Intermountain GIS Conference.
  - FY2012 budget items have been submitted to Jon Henderson
  - Committee would like to offer honorariums to workshop presenters. All workshops will be volunteer not contract. Wendy asked Mike to put together a policy statement for offering a honorarium to be voted on by the BOD.

- o Business and Operations Committee
  - ▪ Eric Spangenberg, Committee Chair, will inventory the MAGIP swag after the GIS Day event
  - ▪ Miles Wacker was announced as the new Membership Subcommittee Chair; Jason will grant Miles access to the appropriate websites
  - ▪ There was some discussion on the marketing budget for 2012. There was no money spent on marketing in FY11 to date.
- o Web Subcommittee
  - ▪ Jason Danielson, Subcommittee Chair, reported that they have drafted a template for the "Did you know" emails for MAGIP members. They will send out the first one next week
  - ▪ They are putting together survey questions regarding the website
  - ▪ A new "Share Page" was created and an announcement was sent out to the list
  - ▪ A MAGIP LinkedIn page was created. Erin Fashoway setup the account. Jason and Eric have administrative privileges. Nothing has been updated on the page. Wendy requested admin rights and will work on the website. The group is "closed" so members have to ask to be added to the group.
  - ▪ Lee Macholz has been organizing MAGIP documents and working on a BOD responsibilities document
  - ▪ The subcommittee is working on a disclaimer for the mentoring program
  - ▪ Jason received an email requesting non-board member access to the Survey Monkey account. Haven't allowed access in the past because election results are stored there. Discussed archiving and then deleting past election results so that Survey Monkey will be available to the general membership.
  - ▪ Subcommittee is working on keeping FAQs updated. Wendy suggested adding a blurb about the upcoming Conference.
  - ▪ Mike Sweet asked in MAGIP has an ArcGIS Online Group. There is not one currently. Mike will establish one. Also, Mike will be hosting a virtual lab test in January, which will provide information on MAGIP's ability to host webinars.

- o Education Committee
  - ▪ Maya Daurio, Committee chair, distributed a packet with the following documents:
    - ▪ K-12 Educational Grant Application Process
    - ▪ MAGIP k-12 Educational Grant Rubric
    - ▪ K-12 Educational GIS Applications - Call for Proposals
    - ▪ Higher Education Scholarship Application Process
    - ▪ Higher Education Scholarship Rubric
    - ▪ Higher Education Scholarship Announcement
    - ▪ Montana DEQ Request for Assistance
  - ▪ Maya reported that the GIS trunks have been inventoried and require updating. The K-5 trunk is often requested in still in use. There have been recommendations to make the 6-12 trunk a "virtual trunk". The Montana Geographic Alliance can provide an intern to research curriculum or develop website showcases different options for teachers.
  - ▪ Jason will add the DEQ Request to the MAGIP Announcements on the website.
  - ▪ Maya reported that the committee is currently planning Public Night for the Intermountain GIS Conference.
  - ▪ Maya will start a discussion thread to the BOD regarding the Higher Education Scholarship and K-12 GIS Educational Grant processes, announcements, and rubrics

- o Technical Committee
  - ▪ The Fall Technical Session was held October 3 – 4 with positive feedback
  - ▪ Chris Stump, the committee chair, reported that the committee has been working on a best practices document for the MSDI layers as well as revising the documents for the process of submitting a best practice. He would like to see MAGIP lead the conversation on what are the responsibilities of the MSDI theme leads

GIS Day Discussion

Erin Fashoway reported that the Capitol Rotunda is reserved for November 16 and for the next three years for GIS Day. Adults are the target audience with special invitations to be sent to community leaders. They will also put out press releases to the public and state employees. GIS Day will be an all day event with setup from 8 – 9:30 AM. There is a spot reserved for MAGIP. Wendy will setup the MAGIP booth. Eric will look into providing a MAGIP flyer.

Budget Discussion

- Jon Henderson, Treasurer, distributed the MAGIP Budget for FY10, FY11, and FY12. He will start a discussion thread for the BOD to collect recommendations for the draft budget for 2012.
- For the FY2012 budget "Requests for Assistance" and "Reserve/Web-based Training" have been added. For now $500 has been budgeted for "Requests for Assistance". Jon didn't know what number to budget for "Reserve/Web-based Training". The number budgeted for Administration Fees has been increased. Noted that the expenses to run organization are growing
- Input is needed from the Business and Operations Committee regarding the amount to budget for marketing and to address Goal 2 – involvement in other groups. Eric will take topic back to committee to address if money should be budgeted for MAGIP to attend other conferences.
- FY12 numbers will be the same as the FY11 numbers for the Technical Session unless the Technical Committee submits a new estimate.
- MAGIP has been losing money the last two years. Idea to use GIS Summit at upcoming Intermountain GIS Conference to address this issue. Possibly change model for conferences/tech sessions and revisit membership dues
- Jon will make changes and bring budget up for vote at next MAGIP BOD meeting
- Jon and Mike will work on policy to address making amendments to the budget
- Discussed where the Education award winners conference attendance fees should be located within budget – under Intermountain Conference instead of Education Committee
- Current balance: $45,155.30
- MAGIP Retreat Cost = $1735.79
- Fall Technical Session: $1,863.95 (net profit)

MLIAC Report

Lance Clampitt, MLIAC Representative, reported that MLIAC is currently restructuring. Darlene Staffeldt, the acting chair, recently retired. The next MLIAC meeting will be December 6th. Jennie Stapp may chair the meeting in the interim. They expect to have a full Council by December. The 2012 Land Plan is currently being drafted and will be presented to the Council in December. The executive summary of the September 1 meeting can be found at: http://www.msl.mt.gov/About_MSL/Montana_Land_Information_Advisory_Council/

Mentoring Subcommittee

Diane Papineau reported that she presented on the mentoring program to the BOD at the March meeting. Since that time new board members have been elected. Diane would like to present where the mentoring program is to the new board members. The mentoring content is on the MAGIP website, but has not undergone a final review.

2012 Work Plan

The 2012 MAGIP Work Plan was reviewed.

Upon reviewing Goal 4 – Evaluate potential for Executive Director Position it was noted that MAGIP is a 501 C6 nonprofit. This gives MAGIP the ability to lobby, but therefore we couldn't apply for certain grants which would limit the Executive Director position to be self-supporting.

Motion (Mike): continue current contractual agreement for administrative assistance for another year

2nd (Eric)

APPROVED UNANIMOUSLY

Eric Spangenberg will look into the costs for a booth at the upcoming IT Conference, or other options available. Mike will look into GIS tract coordination for the IT Conference

Meeting Adjourned

Motion (Maya):

2nd (Miles)

APPROVED UNANIMOUSLY