



MAGIP 2010-2011 WORK PLAN

October 2010

Last Updated: 11/8/2010

Introduction

MAGIP was founded to facilitate communication among GIS professionals and users in Montana, to promote education and professional development, and to advance best practices and standards in GIS data development. This document represents the planned work for the MAGIP Board of Directors and committees for the 2010-2011 board term.

MAGIP Board Directives

- Maintain an active membership with a committed volunteer base.
- Build a strong foundation of financial and administrative support for MAGIP.
- Increase overall value to MAGIP members.
- Promote awareness of GIS.

2010-2011 MAGIP Board of Directors

- Linda Vance, President
- Wendy Thingelstad, Vice President
- Erin Geraghty, Past President, Operations and Business Committee Chair
- Jon Henderson, Treasurer
- Mindy Cochran, Secretary
- Lance Clampitt, MLIAC Representative
- Stephanie Anderson, Education Committee Chair
- Nathan Holm, Technical Committee Chair
- Ricki Ketterling, Professional Development Committee Chair
- Jason Danielson, Member-at-Large
- Diane Papineau, Member-at-Large

MAGIP Administrator

- Lee Macholz

Technical Committee Work Plan

Mission Statement: The MAGIP Technical Committee is responsible for advising the MAGIP Board and professionals using Geographic Information Systems (GIS) in Montana on technical issues relating to the creation, maintenance, and dissemination of geographic data. To promote sound practices and knowledge sharing, the Technical Committee conducts technical sessions, fosters respectful and open dialog among all users, and leads the development of best practices and data standards that are relevant to the Montana GIS community.

Technical Committee Membership:

- Nathan Holm, chair
- Linda Vance
- Jason Danielson
- Chuck Fahner
- Michael Fashoway
- Valentijn Hoff
- Bob Holliday
- Catherine Love
- Danielle Price

2010 – 2011 Goals & Objectives

- Provide timeline information for annual calendar for all relevant activities – Q4 2010

Goal 1 – Plan and Host the Fall Technical Session

Objectives:

1. Create a document identifying the tasks/roles that need to be completed/filled during planning efforts. – Q1 2011
2. Develop timelines for annual and planning calendars. – Q1 2011
3. Work with the Professional Development committee to identify specific audiences and workshop content. – Q2 2011
4. Begin Planning Effort – Q2 2011

Goal 2 – Promote MSDI Stewardship and Framework Data Content

Objectives:

1. Establish a venue through which MSDI Theme Stewards and data users can make announcements and discuss Framework Layers on the MAGIP website.
 - a. Work with the Web Subcommittee for development of web forum. – Q4 2010
 - b. Standardize scheduling, announcement, dissemination, and documentation processes. – Q4 2010
2. Work with MLIAC to promote the development and use of MSDI Framework data standards and best practices.
 - a. Establish the ability (as representative of the Montana GIS community) to be reviewers of standards and best practices as they are developed by MSDI stewards. – Q1 2011
3. Work with MSDI Theme Stewards to develop Theme-specific data standards and best practices.
 - a. Select an MSDI Theme to act as a test-run. – Q1 2011
 - b. Identify a working group to provide input and guidance during Theme review. – Q1 2011

- c. Development. – Q2 2011
4. Produce, publish, and promote a standardized document outlining the approved data standards and best practices. – Q3 2011

Goal 3 – Evaluate Abilities and Opportunities to Enhance Online Training Resources

Objectives:

1. Identify and prioritize a list of topics that the Technical Committee can provide content for as web-based training opportunities are developed by the Professional Development Committee. – Q4 2010
2. Evaluate the need for—and development of—training resources related to existing Best Practices (Persistent Identifiers, Metadata, and Spatial Reference).
 - a. Determine Content (ArcGIS 10 updates?)– Q4 2010
 - b. Consider Training Formats (Classroom/Webinar/Document/etc) – Q1 2011
 - c. Development of Training Materials – Q2 2011
3. Showcase current technology by leveraging ArcGIS.com with local data on the MAGIP website. – Q3 2011

Professional Development Committee Work Plan

Mission Statement: The MAGIP Professional Development Committee is responsible for organizing the Intermountain GIS Conference in even-numbered years. It also plans workshops for other times, and is charged with ensuring that the continuing education needs of the membership are met.

Professional Development Committee Membership:

- Ricki Ketterling, chair
- Linda Vance
- Mindy Cochran
- Wendy Thingelstad
- Kris Larson
- Diane Papineau

Professional Development Subcommittees and their respective chairs:

- Conference Subcommittee – Mindy Cochran and Wendy Thingelstad, co-chairs
- Certification Subcommittee – Kris Larson, chair
- Mentoring Subcommittee – Diane Papineau, chair
- Web Training Subcommittee – TBD
- Awards Subcommittee – seasonal

2010 – 2011 Goals & Objectives

- Provide timeline information for annual calendar for all relevant activities – December 2010

Goal 1 – Develop the concept for conducting annual survey(s) of the membership

Objectives:

1. Identify categories of information that the Board needs/wants to start collecting
2. Create a plan for conducting annual surveys that addresses which information will be collected annually, biennially and the make-up and timeline of surveys.

Goal 2 – Work to establish active user group meetings

Objectives:

1. Work to identify leadership within the five primary cities (Kalispell, Missoula, Helena, Bozeman, and Billings) that will revive user group meetings in those locales
2. Educate leaders how to obtain monetary or other support from MAGIP
3. Identify other ways in which MAGIP can support the revival of user group meetings

Goal 3 – MAGIP Awards

Objectives:

1. Document MAGIP awards procedures by identifying awards the MAGIP gives, when they are given, and the selection criteria and process used.
2. Oversee seasonal subcommittee, co-chaired by previous years' winners of the Professional and Career awards.

Goal 4 – Workshops

Objectives:

1. Investigate offering workshops for professional “credit” at MAGIP events

2. Select a group to focus on (e.g. planning) to figure out how to go about providing GIS workshops for credit within that group's professional association.

Certification subcommittee

Goal 1 – Continue to advance and support members in the pursuit of GISP certification

Objectives:

1. Discuss products for MAGIP membership participation database that will support GISP needs.
2. Contact GISCI regarding future requirements for community participation for GISP certification/renewal.

Mentoring subcommittee

Goal 1 – Clarify legal liability issues presented by implementation of the mentoring program.

Goal 2 – Continue prototype phase (phase II) of developing the mentoring program.

Objectives:

1. Prototype program construction
2. Submit to MAGIP Board for review and comments
3. Recruit testers (mentors/mentees)
4. Revise materials based on Board review
5. Test period
6. Revise materials as needed
7. MAGIP Board votes to adopt or reject the MAGIP GIS Mentoring program as designed

Goal 1 – Phase III development of the mentoring program (on hold)

Objectives:

1. If adopted, announcing/marketing the program

Conference subcommittee

Goal 1 – 2012 Intermountain GIS Conference planning

Objectives:

1. Develop 2012 conference planning work plan and timeline – some items for this work plan are recommended as follows:
 - o Recruit subcommittee members
 - o Identify tasks and roles that need to be completed/filled
 - o Timelines for annual and planning calendars
 - o Budget – treasurer participation
 - o Identify specific audiences for this conference
 - o Use the survey from the Professional Development committee to help identify workshop topics
 - o Identify needs from the BOD

Web Training subcommittee

Goal 1 – Establish subcommittee

Objectives:

- Identify subcommittee chair - Linda Vance

Goal 2 – Develop a process for identifying user needs, developing topics and content, creating and testing training materials, and disseminating materials to our membership in a cost-effective manner.

Education Committee Work Plan

Mission Statement: The Education Committee serves to promote the exchange of Geographic Information Technology to K-12, colleges and universities and the public through grants, scholarships, training and mentoring.

Education Committee Membership:

- Stephanie Anderson, chair
- Linda Vance
- Andy Gordon
- Ed Auker
- Gerry Daumiller
- Jane Horton
- Jennie Stapp
- Stuart Challenger
- Van Shellhamer
- Wendy Thinglestad

Education Subcommittees and their respective chairs:

- Scholarship subcommittee – seasonal
- Grant subcommittee – seasonal

2010 – 2011 Goals & Objectives

- Provide timeline information for annual calendar – December 2010

Goal 1 – Create updated documentation for Education Committee – January 2011

Objectives:

1. Definitions of activities (scholarships, grants, etc)
2. Application processes, requirements, and dates
3. Subcommittee structure and processes
4. Update web presence
5. Collaborate with the Professional Development Committee on mentorship roles
 - We would like to coordinate with the Professional Development Committee to define each committee's roles to the MAGIP community. The goal of this is to ensure that it is clear to the MAGIP member community how and where to seek guidance.

Goal 2 – Higher Education Scholarship – January 2011 (Committee, Scholarship Subcommittee)

Objectives:

1. Improve announcement and advertisement of scholarship opportunities with Montana schools
2. Compile and maintain a contact list for educational facilities that may have interested students
3. Coordinate with Montana State University and the University of Montana on the announcement, review, and award schedule of the Higher Education Scholarship with their scholarship schedule – coordinate by January 2011

Goal 3 – Evaluate K-12 Educational Grant – January 2010 (Committee, Grant Subcommittee)

Objectives:

1. Improve announcement and advertisement of Curriculum Grant with Montana schools
2. Compile and maintain a contact list of teachers and educational facilities that may have qualified programs

Goal 4 – Outreach – Ongoing

Objectives:

1. Committee participation
2. Begin recruitment for next committee chair
3. GIS Day
 - Evaluate how/where MAGIP can participate in GIS Day

Goal 5 – Geospatial Trunk – Ongoing

Objectives:

1. Evaluate it at a board meeting – November 2010
2. Fall technical session
3. Other events
4. Follow up on previous financial commitment to update content

Goal 6 – Define scope of work of a committee that addresses the following audiences – December 2010

- K-12
- College
- Non-profit
- Recreational GPS
- Social for kids (e.g. Girl Scouts, 4H, etc)
- Identify problems that inhibit the success of the Education Committee’s mission and possible solutions

Goal 7 – Address state school license for ESRI products – May 2011 (Committee)

Objectives:

1. Review status of state school ESRI licensing
2. Explore means of funding \$7,000-\$8,000 annually
3. Explore identification of an administrator who is willing and able to provide consistent, long term support.

Operations and Business Committee Work Plan

Draft Mission Statement: The purpose of the Operations & Business Committee is to oversee the basic needs and ongoing tasks needed to support the Association.

Operations & Business Committee Membership:

- Erin Geraghty, chair
- Linda Vance
- Wendy Thingelstad
- Jason Danielson
- Mindy Cochran
- Lee Macholz

Operations & Business' Subcommittees and their respective chairs:

- Marketing Subcommittee – Erin Geraghty, Chair
- Membership Subcommittee – Wendy Thingelstad, Chair
- Web Subcommittee – Jason Danielson, Chair

2010 – 2011 Goals & Objectives

- Provide timeline information for annual calendar for all relevant activities – December 2010

Goal 1 – Further develop and strengthen the Operations and Business Committee and its respective subcommittees.

Objectives:

1. Develop committee mission statement and subcommittee mission statements – April 2011
2. Review current subcommittees developed under the OB committee and determine longevity of each subcommittee – April 2011

Goal 2 – Ensure and develop a stabilized plan for publication of the Vector Newsletter.

Objectives:

1. Review the Vector publishing process with current Editor. Create a formalized publishing process to be published online - November 2010

Goal 3 – Oversee the MAGIP elections for 2011.

Objectives:

1. Set timeline for 2011 MAGIP Elections (and annual calendar) – December 2010
2. Start recruitment for new Board representation – January 2011
3. Create 2011 elections committee to be overseen by the MAGIP Past President – January 2011
4. Complete elections – May 2011
5. Document procedures for future elections on a BOD-only web page

Goal 4 – Organize and maintain all MAGIP Accounts.

Objectives:

1. Create documentation, permissions, and password procedures for use of all MAGIP Accounts for Board Use - Ongoing
 - a. MeetMeNow WebEx – Erin Geraghty/Lee Macholz/Mindy Cochran
 - i. Migrate to a free web meeting service or an alternate conference call service?
 - b. Listserv – Erin Geraghty/Michael Fashoway
 - c. Website – Jason Danielson/Lee Macholz
 - d. Survey Monkey – Erin Geraghty/Mindy Cochran

- e. PayPal – Jon Henderson/Linda Vance/Lee Macholz
 - f. E-mail – Lee Macholz / All Board Members
2. Timeline for annual calendar – account renewal dates, account password change dates, etc

Goal 4 – Create a special team to conduct a needs assessment for hiring a MAGIP Director.

Objectives:

- 1. Create a team – October 2011
- 2. Conduct the Needs Assessment – May 2011
- 3. Publish Needs Assessment Results – August 2011

Goal 5 – Research MAGIP Insurance needs, costs, and opportunities.

Objectives:

- 1. Conduct MAGIP Insurance Needs Assessment – *TBD*
- 2. Research costs of Nonprofit Insurance – *TBD*

Goal 6 – Review and organize MAGIP resources.

Objectives:

- 1. Collect and organize office materials – *TBD*
- 2. Establish a storage area for office materials – *TBD*

Web Subcommittee

Goal 1 – Maintain a Website that fosters both organizational and individual professional development while providing current, easily accessible information.

Objectives:

- 1. Prepare a mission statement – October 2010
- 2. Maintain website content – Ongoing
- 3. Create website policies/procedures document – December 2010
- 4. Create new website pages:
 - a. General Elections – December 2010
 - b. Spring Meeting – October 2010
 - c. Job Postings – October 2010
 - d. Resumes – October 2010
- 5. Conduct an Annual Review of the MAGIP Website – March 2010
- 6. Timeline for annual calendar
 - a. Service renewal, annual review dates, etc

Marketing Subcommittee

Goal 1 – The Marketing Subcommittee explore costs/opportunities for MAGIP printed materials and swag.

Objectives:

- 1. Research costs of printed materials: Stationary, Letterhead, Vector Template, Conference Mailings, Membership renewal letters, brochures – October 2011
- 2. Research costs of MAGIP swag: pens, stress balls, notebooks, lanyards, coffee mugs, t-shirts, hats, etc. – October 2011

Goal 2 – The Marketing Subcommittee will develop and implement a Marketing Strategy for the overall promotion of MAGIP.

Objectives:

- 1. Research Marketing Strategies for Nonprofit associations - *TBD*
- 2. Create first draft of the Marketing strategy - *TBD*
- 3. Obtain MAGIP Board approval of Marketing Strategy - *TBD*

4. Implement Marketing Strategy - **TBD**

Membership Subcommittee

Mission Statement: The goal of the Membership Subcommittee is to be successful in the recruitment of new members, retention of existing members and maintain appropriate levels of membership and associated benefits of MAGIP members.

Goal 1 – Address the retention, recruitment and maintenance of MAGIP membership.

Objectives:

1. Develop a Mission Statement – October 2010
2. Develop a list of audiences, industries, associations, etc with GIS users in Montana
3. Develop a MAGIP Maintenance Plan – December 2010
 - a. Research and discuss MAGIP tiers of membership – October 2010
 - i. Dues / Membership Benefits / Needs of Membership
4. Develop Retention Plan – March 2011
 - a. Renew interest in expired membership
 - b. Research needs of current membership
 - c. Conduct a survey of current membership vs. expired membership
5. Develop a Recruitment Plan – July 2011
 - a. Research ways to increase new member numbers and research new member needs



Administrative Work Plan

Lee Macholz, MAGIP Administrator

2010 – 2011 Goals and Objectives

- 2010-2011 Work Plan – October 2010
 - Compile work plan
 - Format and edit work plan, including crosswalk from committee goals to organization goals
 - Distribute final work plan
- 2009-2010 annual report of accomplishments – November 2010
- Create annual calendar – January 2011
 - Develop a strategy to maintain a centralized administrative calendar and additional committee/subcommittee calendars as needed
 - Compile timeline information from committee chairs, assist in timeline creation as required
 - Create and maintain calendar
- MAGIP activities database
 - Complete development and population of an activities database
 - Work with Professional Development Certification subcommittee to determine reporting needs
 - Develop reporting functionality within the database
 - Write process guidelines for maintaining activities database
- Provide administrative support for the 2012 Conference subcommittee – Ongoing
- Maintain membership functionality within Wild Apricot
 - Query for new members' committee interests and distribute – Bi-monthly
 - Maintain membership and renewal dates – Ongoing
 - Review and update membership application and renewal process within Wild Apricot – January 2011
- Other administrative duties as assigned – Ongoing