



2013 MAGIP WORK PLAN

December 2012

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 2013.

2012-2013 MAGIP Board of Directors

- Miles Wacker, President
- Allen Armstrong, Vice President
- Wendy Largent, Past President
- Tom Kohley, Treasurer
- Meghan Burns, Secretary
- Lance Clampitt, MLIAC Representative
- Gerry Daumiller, Education Committee Chair
- Chris Stump, Technical Committee Chair
- Leslie Zolman, Professional Development Committee Chair
- Carrie Shockley, Member-at-Large
- Eric Spangenberg, Member-at-Large, Operations and Business Committee Chair

MAGIP Administrator

- Lee Macholz

MAGIP Board of Directors Work Plan

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.

2013 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Participation
 - Hold regular (pre-scheduled) board meetings that are announced via email with information on when and how to participate, the goals for the year, meeting topics, and assistance that are needed.
 - Open the Google calendar to the public.
 - Solicit individuals to participate on a committee and/or a given task via personal invitation.
 - Support GIS Day activities.
 - Support the Fall Tech Session.
2. Marketing
 - Develop an informational pamphlet for MAGIP.
 - Develop an informational PowerPoint presentation for MAGIP.
 - Send welcome packets to new members (welcome letter, pen, sticky note pad, mentoring magnet).
 - Pursue outreach opportunities at other organizations' events.
3. Web Presence
 - Maintain timely and accurate content on the MAGIP web site.
 - Ensure that MAGIP-related content and activities lead people back to the MAGIP web site.
 - Make the MAGIP LinkedIn site public.
 - Develop more maps for the MAGIP web site.
 - Develop content and use of MAGIP's ArcGIS Online group.
4. Grants and Scholarships
5. Web Seminar Series
 - Develop and launch a new informational web seminar series.
6. Recruitment
7. Networking
 - Engage in more networking opportunities with the MAGIP community and other organizations.
8. Recruit candidates for Board of Directors
 - Positions up for election in 2013: Vice President, Member-At-Large.
 - Committee Chairs to fill in 2013: Technical Committee Chair, Operations and Business Committee Chair.

Goal 2 – Documentation

Objectives:

1. Internal processes
 - Review and update the Request for Assistance process.

- Review and update the Board of Director’s voting process.
- Review the elections process.
- Review the process regarding the election of committee chairs.
- 2. Document organization
 - Establish an accessible and searchable electronic document archive.
- 3. MAGIP resources
 - Establish process whereby content travels with appropriate committee chair/leadership position.

Goal 3 – Financial Strategy

Objectives:

1. Develop and approve Annual Budget for Fiscal Year 2013
 - Standardize categories for use in the budgeting process.
 - Committee-specific budget submittals.
2. Review MAGIP bank account types and make appropriate changes to the organizations banking structure.
3. Re-invest in the organization

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.

Chris Stump, Chair

2013 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Fall Technical Session(s)
 - Host 2012 Fall Technical Session – Helena, MT.
 - Begin Planning Effort for 2013 Fall Technical Session.
2. Provide assistance and support for distribution and use of Best Practices.

Goal 2 – Documentation

Objectives:

1. Provide assistance and support for development of Best Practices.
2. Formalize best practice review, acceptance, and adoption processes.

Goal 3 –Financial Strategy

Objectives:

1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2012.
2. Propose ways to re-invest in the organization.

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.

Leslie Zolman, Chair

Professional Development Subcommittees and their respective chairs:

- *Conference Subcommittee – Annette Cabrera and Janelle Luppen, co-chairs*
- *Mentoring Subcommittee – Diane Papineau, chair*
- *Awards Subcommittee – seasonal*

2013 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. GIS Portfolios
 - Research models for providing a professional portfolio service.
 - Provide guidance for MAGIP members on the web site.
2. GISP Certification Education
 - Provide information and assistance to MAGIP members seeking GISP certification.
 - Offer workshops on the background and utility of GISP certification and the application process.
3. 2013 Spring Meeting
 - Plan and host the 2013 MAGIP Spring Meeting.
4. 2014 Intermountain GIS Conference
 - Begin planning process for 2014 Intermountain GIS Conference – Billings, MT.
 - Focus on advertisement and presentation recruitment.
5. GIS Day
 - Host a MAGIP GIS Day event.
 - Provide support for MAGIP members hosting events.
6. Montana State Library Legislative Night
 - Provide support for the MSL Night.

Goal 2 – Documentation

Objectives:

1. Document event dates and publication deadlines for other/peer professional organizations.
2. Support documentation needs and archiving.
3. Update and maintain list of places to get training (CS, Mentoring, Web)

Goal 3 –Financial Strategy

Objectives:

1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2012.
2. Provide conference budget proposal to Treasurer for annual MAGIP budget – October 2013.
3. Propose ways to re-invest in the organization.

Mentoring subcommittee

Goal 1 – Outreach

Objectives:

1. Promote mentoring program.
2. Review web site and add additional links to information and keep content current.
3. Check usage of mentoring web site.

2014 Conference subcommittee

Goal 1 – Outreach

Objectives: (not all tasks are listed here)

1. Recruit committee members.
2. Assign responsibilities and tasks.
3. Determine conference facilities
4. Determine conference theme and logo.
5. Identify and book keynote speaker.
6. Develop list of workshop ideas and solicit workshop instructors.
7. Solicit tract chairs.
8. Solicit vendors.

Goal 2 – Documentation

Objectives:

1. Provide documentation of conference planning as required.

Goal 3 – Financial Strategy

Objectives:

1. Develop and submit conference budget to Professional Development Committee Chair.

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.

Gerry Daumiller, Chair

Education Subcommittees and their respective chairs:

- Scholarship subcommittee – seasonal
- Grant subcommittee – seasonal

2013 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Solicit participation in the Education Committee.
2. Higher Education Scholarship.
 - Distribute scholarship announcement – December 2012.
 - Appoint scholarship review subcommittee – January 2013.
 - Receive and review scholarship applications – March 2013.
 - Announce scholarship recipient – April 2013.
3. K-12 Education Grant.
 - Distribute grant announcement – December 2012.
 - Appoint grant review subcommittee – January 2013.
 - Receive and review grant applications – March 2013.
 - Announce grant recipient – April 2013.
4. Develop web page with links to education resources and offer of assistance through MAGIP mentoring or request for assistance programs.
5. Support interested party in updating the GIS Trunks for the MT Natural History Center.
6. Determine level of continued support from MAGIP for the MT Natural History Center's GPS trunk.

Goal 2 – Documentation

Objectives:

1. Set dates, deadlines and committees for grants and scholarships.

Goal 3 –Financial Strategy

Objectives:

1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2012.
2. Propose ways to re-invest in the organization.

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.

Eric Spangenberg, Chair

Operations & Business' Subcommittees and their respective chairs:

- Membership Subcommittee – Miles Wacker
- Web Subcommittee – Jason Danielson

2013 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Oversee the MAGIP elections for 2013.
 - Set timeline for 2013 MAGIP Elections.
 - Recruit candidates for new Board representations.
2. Develop relationships with other professional organizations.
 - Offer sponsorship or co-sponsorship of events.
 - Solicit sponsorship from other organizations for MAGIP.
3. Pursue marketing opportunities.
 - Develop a MAGIP informational pamphlet.
 - Distribute pamphlet at every opportunity.

Goal 2 – Documentation

Objectives:

1. Review, revise, and implement voting procedures for the Board.
2. Review, revise, and implement Request for Assistance process for members and the Board.
3. Review, revise, and implement process for selecting committee chairs.
4. Collect and document old files from the Library.
5. Protocol for utilizing the list serve.

Goal 3 –Financial Strategy

Objectives:

1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2012.
2. Propose ways to re-invest in the organization.
3. Streamline accounting system (Treasurer).
4. Address current financial strategy and propose improvements (Treasurer).
5. Develop a template for the Board's budgeting process (Treasurer).
6. Investigation of 501c6 investing rules and regulations.

Web Subcommittee

Goal 1 – Outreach

Objectives:

1. Develop webinar series for members.
 - a. Document, schedule, advertise, host, record, and publish archive for a monthly members-only webinar series.
2. Continue to develop and maintain the MAGIP web site.

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 – Outreach

Objectives:

1. Recruit membership for subcommittee.
2. Address the recruitment and retention of MAGIP membership.

Administrative Work Plan

Lee Macholz, MAGIP Administrator

2013 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Develop and send welcome packets to new members.
2. Provide administrative support for the 2014 Conference subcommittee

Goal 2 – Documentation

Objectives:

1. 2013 Work Plan.
2. 2012 Accomplishments Report.
3. Create a resources / document archive.
4. Maintain MAGIP activities database.
5. Maintain membership functionality within Wild Apricot
6. Maintain MAGIP's Google calendar.

Goal 3 –Financial Strategy

Objectives:

1. Support budgeting process.
2. Support re-investment in the organization.