



2014 MAGIP WORK PLAN

October 2013

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 2014.

2013-2014 MAGIP Board of Directors

- Allen Armstrong, President
- Meghan Burns, Vice President
- Miles Wacker, Past President
- Tom Kohley, Treasurer
- Hunter Simpkins, Secretary
- Warren Fahner, Education Committee Chair
- Zachary Collins, Technical Committee Chair
- Leslie Zolman, Professional Development Committee Chair
- Carrie Shockley, Member-at-Large, Operations and Business Committee Chair
- Karen Coleman, Member-at-Large

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.

2014 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Provide assistance to Board Members and Committee Chairs to break down tasks into detailed components and help coordinate unassigned tasks with membership volunteers.
2. Outreach to Other Organizations
 - List of other organizations for outreach and cross-conference presentations
 - MAGIP PowerPoint
3. ArcGIS Online
 - Research: How could/should MAGIP use it?
 - How do you use an ArcGIS Online presentation?
4. Investigate the potential for an Incentives/Rewards Program.
5. Develop beneficial training opportunities for the membership.
6. Promote GIS Day involvement among the membership and provide assistance with scheduled events.
7. Support members obtaining GISP certification and provide resources to help them attain and maintain their GISP status.
8. Encourage the development of local MeetUp Groups for networking opportunities and professional development.

Goal 2 – Documentation

Objectives:

1. Update and maintain Board Responsibilities document (prior to elections).

Goal 3 – Financial Strategy

Objectives:

1. Develop and approve FY2014 budget.
2. Treasurer Position
 - Streamline and document the tasks and responsibilities of the MAGIP Treasurer.
3. Investigate ways of re-investing into 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.

Zachary Collins, Chair

2014 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Fall Technical Session(s)
 - Host 2013 Fall Technical Session – Helena, MT
 - Solicit advanced GIS workshops, how-to demonstrations, technical presentations directed towards the GIS Professional.
 - Solicit beginner and intermediate GIS presentations (e.g. what is GIS, why admin privileges are important, GIS Server structure and support needs) directed towards the IT Professional.
 - Organize planning materials and archive on web site.
2. Form subcommittee for 2014 Fall Tech Session.
3. Provide assistance and support for distribution and use of Best Practices.
4. Support the monthly MAGIP Web Seminar Series.
5. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
6. Update information on committee’s web page.
7. Investigate web-based archive library of training materials.

Goal 2 – Documentation

Objectives:

1. Create a summary of the web seminar series (to be used on web site, outreach, recruitment, etc).
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 2013.
2. Investigate technology that might help support Board Meetings.
3. 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*

2014 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. 2014 Intermountain GIS Conference
 - Maintain conference planning documentation on Google Drive.
 - See conference committee’s planning timeline for detailed tasks.
2. GISP Certification Education
 - Provide information and assistance to MAGIP members seeking GISP certification.
 - Offer presentations and workshops on the background and utility of GISP certification and the application process.
 - Publish congratulations to new GISPs via MAGIP List Serve.
 - Update GISP web page.
 - Develop GISP-related survey questions for Member Survey.
 - Send GISP information/updates to MAGIP List Serve.
 - Support the GISP program through volunteering on the application review committee.
 - Provide GISP “Doctor Office” at conferences.
3. GIS Day
 - Host web-based map contest.
 - Provide support for MAGIP members hosting events.
4. Spring Meeting
 - Compile planning materials.
5. Research and provide professional training for members.
6. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
7. Update information on committee’s web page.

Goal 2 – Documentation

Objectives:

1. Document event dates and publication deadlines for other/peer professional organizations
2. Support documentation needs and archiving

Goal 3 –Financial Strategy

Objectives:

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

Mentoring subcommittee

Goal 1 – Outreach

Objectives:

1. Promote mentoring program.
2. Send emails to bring attention to new items on website training page.
3. Review web site and add additional links to information and keep content current.
4. Monitor usage of mentoring web site.

2014 Conference subcommittee

Goal 1 – Outreach

Objectives: (not all tasks are listed here)

1. Solicit vendors.
2. Solicit presenters and workshops.
3. Put out a Call for Papers and Call for Posters.
4. Prepare schedule.
5. Deploy web-based and mobile scheduling application.

Goal 2 – Documentation

Objectives:

1. Provide documentation of conference planning as required.

Goal 3 – Financial Strategy

Objectives:

1. Maintain and adhere to conference budget.

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.

Warren Fahner, Chair

Education Subcommittees and their respective chairs:

- Scholarship subcommittee – seasonal
- Grant subcommittee – seasonal

2014 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Solicit participation in the Education Committee
2. Higher Education Scholarship
 - Distribute scholarship announcement – December 2013
 - Appoint scholarship review subcommittee – January 2014
 - Receive and review scholarship applications – March 2014
 - Announce scholarship recipient – April 2014 (at 2014 Intermountain GIS Conference)
3. Van Shelhamer K-12 Education Grant
 - Distribute grant announcement – December 2013
 - Appoint grant review subcommittee – January 2014
 - Receive and review grant applications – March 2014
 - Announce grant recipient – April 2014 (at 2014 Intermountain GIS Conference)
4. Memorial to Van Shelhamer
 - Some type of presentation at 2014 Intermountain GIS Conference.
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 GIS and GPS trunks.
7. Provide opportunity for teacher to earn continuing education credits/renewal units at 2014 Intermountain GIS Conference.
8. Develop a list of active teachers/contacts for annual distribution of grant information.
9. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
10. Update information on committee's web page.

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 2013
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.

Carrie Shockley, Chair

Operations & Business' Subcommittees and their respective chairs:

- Membership Subcommittee – Miles Wacker
- Web Subcommittee – vacant

2014 Goals & Objectives

Goal 1 – Outreach

Objectives:

1. Oversee the MAGIP elections for 2014
 - Set timeline for 2014 MAGIP Elections.
 - Recruit candidates for new Board representations.
2. Develop relationships with other professional organizations
 - Develop list of organizations and contacts throughout MT.
 - Offer sponsorship or co-sponsorship of events.
 - Solicit sponsorship from other organizations for MAGIP.
 - MAGIP Power Point Presentation.
3. Research and propose an Incentives/Rewards Program.
4. Conduct a Membership Survey
 - Contents provided by various committees.
5. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
6. Update information on committee's web page.

Goal 2 – Documentation

Objectives:

1. Collect and document old files from the Library and boxes from Lee's house.
 - Determine what is there, what do we need to do with it all, and how to save it if necessary.
2. Outline and develop a digital archive for MAGIP documentation.
3. Update and maintain Board Responsibilities document (prior to 2014 elections).

Goal 3 –Financial Strategy

Objectives:

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

Web Subcommittee

Goal 1 – Outreach

Objectives:

1. Select a new subcommittee chair
2. Maintain webinar series for members
3. Continue to develop and maintain the MAGIP web site
4. Maintain Events calendar
5. Produce regular “Did You Know” emails to the membership.

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.
 - a. Analyze membership trends
 - b. Develop questions for membership survey
 - c. Develop continuous post-membership/renewal survey to be sent when membership lapses

Administrative Work Plan

Lee Macholz, MAGIP Administrator

2014 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. 2014 Work Plan
2. 2013 Accomplishments Report
3. Create and maintain Google Drive directory for the Board
4. Update member profile fields in Wild Apricot DB
5. Create and maintain a history/list of past Requests for Assistance (web page)
6. Rewrite GISP letter of support into bullet points
7. Maintain MAGIP activities database
8. Maintain membership functionality within Wild Apricot
9. Maintain MAGIP's Google calendar

Goal 3 –Financial Strategy

Objectives:

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