2015 MAGIP WORK PLAN

October 2014

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 2015.

2014-2015 MAGIP Board of Directors

- Meghan Burns, President
- Leslie Zolman, Vice President
- Allen Armstrong, Past President
- Karen Coleman, Treasurer
- Hunter Simpkins, Secretary
- Zachary Collins, Technical Committee Chair
- Robert Ahl, Education Committee Chair
- Corey Richardson, Professional Development Committee Chair
- Warren Fahner, MLIAC Representative
- Tara Chesley-Preston, Member-at-Large, Operations and Business Committee Chair
- Valentijn Hoff, Member-at-Large, Web 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.

2015 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. Develop beneficial training opportunities for the membership.
3. Promote GIS Day involvement among the membership and provide assistance with scheduled events.
4. Support members obtaining GISP certification and provide resources to help them attain and maintain their GISP status.
5. Encourage the development of local MeetUp Groups for networking opportunities and professional development.
6. Conceptualize a Student Ambassador Program.
7. Conceptualize a Rewards for Service Program.
8. Develop the idea of a MT State Library Liasion.

Goal 2 – Documentation
Objectives:
1. Review and revise MAGIP Bylaws regarding elections to ensure bylaws represent and support updated timelines and procedures.
2. Develop a policy for use of the MAGIP buzzer system.
3. Formalize funding / fundraising component of MAGIP's policy on Lobbying.
4. Develop an administrative checklist for bringing on new board members.
5. Populate Google Drive directory with historic and current documents.
6. Develop archive of technical training videos and guide for using Vimeo.

Goal 3 – Financial Strategy
Objectives:
1. Develop and approve FY2015 budget.
2. Treasurer Position
    o Ensure proper checks-and-balances on accounting procedures.
    o Develop internal audit procedures and perform internal financial audit.
    o Streamline and document the tasks and responsibilities of the MAGIP Treasurer.
    o Begin formulating a long-term financial plan for the organization.
    o Develop and evaluate financial impact of a conference discount plan.

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

2015 Goals & Objectives

Goal 1 – Outreach

  Objectives:

1. Fall Technical Session(s)
   - Host 2014 Fall Technical Session – Bozeman, MT
   - Organize planning materials and archive on web site.
2. Form subcommittee for 2015 Fall Tech Session.
3. Investigate the cost/issues/opportunities to get an organizational subscription to ESRI Conference Proceedings online.
4. Identify rural communities that are under-served by MAGIP and that need GIS training. Identify how we may be able to help.
5. Identify and provide professional training opportunities.
6. Conceptualize a program for providing scholarships for technical training.
7. Test video capturing and archiving of technical training.
8. Establish an online store for selling MAGIP swag (e.g. via Café Press); proceeds will support scholarships.
9. Support the MAGIP Web Seminar Series.
10. Provide assistance and support for distribution and use of Best Practices.
11. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
12. Update information on committee's web page.

Goal 2 – Documentation

  Objectives:

1. Populate Google Drive directory with historic and current documents.

Goal 3 –Financial Strategy

  Objectives:

1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2014.

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 – Jeff Hedstom, GIS Coordinator and Candy Hill, Land Management Specialist with the city of Great Falls, co-chairs*
- *Mentoring Subcommittee – Diane Papineau, chair*
- *Awards Subcommittee – seasonal*

2015 Goals & Objectives

Goal 1 – Outreach
  Objectives:
1. 2016 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.
    - 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
    - Plan and host 2015 Spring Meeting.
    - Compile planning materials.
5. Investigate ESRI Technical Certifications and explain if/how they benefit MAGIP members.
6. Update information on committee's web page.

Goal 2 – Documentation
  Objectives:
1. Populate Google Drive directory with historic and current documents.

Goal 3 –Financial Strategy
  Objectives:
1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2014

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.

2016 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.

Robert Ahl, Chair
Education Subcommittees and their respective chairs:

- Scholarship subcommittee – seasonal
- Grant subcommittee – seasonal

2015 Goals & Objectives

Goal 1 – Outreach
 Objectives:
1. Higher Education Scholarship
    - Distribute scholarship announcement – December 2014
    - Appoint scholarship review subcommittee – January 2015
    - Receive and review scholarship applications – March 2015
    - Announce scholarship recipient – April 2015
2. Van Shelhamer K-12 Education Grant
    - Distribute grant announcement – December 2014
    - Appoint grant review subcommittee – January 2015
    - Receive and review grant applications – March 2015
    - Announce grant recipient – April 2015
3. Identify and pursue new scholarship opportunities and funding resources.
4. Determine level of continued support from MAGIP for the MT Natural History Center's GIS and GPS trunks.
5. Document process for teachers to earn continuing education credits/renewal units at Intermountain GIS Conferences.
6. Develop and test Student Ambassador Program.
7. Investigate Common Core curriculum and identify how GIS could fit into new curriculum.
8. Identify links between schools and members that can help as mentors to teachers.
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.
2. Populate Google Drive directory with historic and current documents.

Goal 3 –Financial Strategy
 Objectives:
1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2014

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.

Tara Chesley-Preston, Chair
Operations & Business' Subcommittees and their respective chairs:
- Membership Subcommittee – Carrie Shockley
- Web Subcommittee – Valentijn Hoff

2015 Goals & Objectives

Goal 1 – Outreach
  Objectives:
1. Oversee the MAGIP elections for 2015
   - Set timeline for 2015 MAGIP Elections.
   - Recruit candidates for new Board representatives.
2. Develop relationships with other professional organizations
   - Coordinate with Technical and Professional Development Committee to develop and offer 1+ training session directed at one of these groups.
   - Offer sponsorship or co-sponsorship of events and training.
   - MAGIP Power Point Presentation.
3. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
4. Update information on committee's web page.

Goal 2 – Documentation
  Objectives:
1. Populate Google Drive directory with historic and current documents.

Goal 3 –Financial Strategy
  Objectives:
1. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2014

Web Subcommittee

Goal 1 – Outreach
  Objectives:
1. Evaluate new functionality and templates in Wild Apricot.
2. Maintain webinar series for members.
3. Review web content; update as necessary and produce new content.
4. 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. Evaluate membership benefits.

Administrative Work Plan

Lee Macholz, MAGIP Administrator

2015 Goals & Objectives

Goal 1 – Outreach
  <u>**Objectives:**</u>
1. Provide administrative support for the 2016 Conference subcommittee

Goal 2 – Documentation
  <u>**Objectives:**</u>
1. 2015 Work Plan
2. 2014 Accomplishments Report
3. Populate Google Drive directory with historic and current documents.
4. Update member profile fields in Wild Apricot DB
5. Maintain MAGIP activities database
6. Maintain membership functionality within Wild Apricot
7. Maintain MAGIP's Google calendar

Goal 3 –Financial Strategy
  <u>**Objectives:**</u>
1. Investigate and implement Square credit card system.
2. Research and document MAGIP's 501c6 status.