



2016 MAGIP WORK PLAN

September 2015

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 2016.

2015-2016 MAGIP Board of Directors

- Leslie Zolman, President
- Meghan Burns, Past President
- Brian Andersen, Vice President
- Karen Coleman, Treasurer
- Henry Hansen, Secretary
- Robert Ahl, Education Committee Chair
- Curtis DeVault, Technical Committee Chair
- Corey Richardson, Professional Development Committee Chair
- Tara Chesley-Preston, Operations and Business Committee Chair, Member-at-Large
- Valentijn Hoff, Web Sub-Committee Chair, Member-at-Large

MAGIP Administrator

- Lee Macholz

MAGIP Board of Directors Work Plan

MAGIP Board Directives

- Promote awareness of GIS.
- Provide professional development opportunities to MAGIP members.
- 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.

2016 Goals, Objectives & Tasks

Task Description	Person Responsible	Relevant Committee	Timeline
Monthly BOD calls	Leslie	Executive	October 2015
Committee management / communication / procedures / expectations	Leslie & Meghan	Executive	January 2016
Budget	ALL > Karen	Executive	January 2016
Audit process plan	Karen & Leslie	Executive	February 2016
Treasurers handbook	Karen	Executive	January 2016
Elections	Meghan	Executive	Complete by May 1, 2015
Look at responsibilities / intent / focus of each committee [Event planning vs programs, tech content, etc]	ALL		
Define legislative initiative	Meghan		January 2016
ProMotive	Brian		
Student Ambassador Program	Rob & Tara	Education	Winter/Spring 2016
Scholarships & Grants	Rob	Education	Dec 2015/Jan 2016
Mentoring Program status check	Corey	Professional Development	January 2016
Intermountain GIS Conference	Jeff Hedstrom	Prof Dev > Conference	April 2016
GIS Day	Meghan	Professional Development	November 2015
Meet-Ups (Helena, Bozeman, Missoula)	Corey, Henry, Valentijn	Professional Development	January 2016
Fall Technical Session	Zac, Leslie, Meghan	Technical	October 2015
How / Who do web development	Brian & Valentijn	Web	
Framework for maintaining featured content on web site	Brian & Valentijn	Web	
Request for Assistance --Define on web --Revamp form --Promotion	Lee	Web	
Membership review	Tara	Membership	First Board meeting of every year
Career Day participation	Tara	Membership	Late April 2016 & Fall of 2016
Work tasks on a Gant Chart	Brian		
Investigate training needs	Curtis	Tech	May 2016

Technical Committee Work Plan

Mission Statement: The MAGIP Technical Committee is responsible for advising the MAGIP Board and professionals using 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.

Curtis DeVault, Chair

2016 Goals & Objectives

1. Fall Technical Session(s)
2. Investigate the need for more training across the state; explore future training opportunities.
3. Review how it went to hold the 2015 Tech Session in conjunction with the MAP conference; determine how to grow future MAGIP sessions with other professional groups.
4. Provide assistance and support for distribution and use of Best Practices.
5. Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve
6. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2015
7. Determine feasibility of a MAGIP sponsored internship/independent study program
8. Re-work committee’s mission – April 2016
9. Prepare survey monkey survey to send out after every event – April 2016
10. Develop the idea of a MAGIP newsletter – 2016
11. Come up with ways to make the list serve more active and promote discussion – 2016

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.

Corey Richardson, Chair

2016 Goals & 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
 - Provide GISP “Doctor Office” at conferences
3. GIS Day
 - Host GIS Day events
 - Provide support for MAGIP members hosting events
4. Research and provide professional training for members
5. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2015

Mentoring subcommittee

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

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.

Rob Ahl, Chair

Education Subcommittees and their respective chairs:

- Scholarship subcommittee – seasonal
- Grant subcommittee – seasonal

2016 Goals & Objectives

Objectives:

1. Higher Education Scholarship
 - Distribute scholarship announcement – Late December 2015 or early January 2016
 - Appoint scholarship review subcommittee – January 2016
 - Receive and review scholarship applications – March 2016
 - Announce scholarship recipient – April 2016
2. Van Shelhamer K-12 Education Grant
 - Distribute grant announcement – Late December 2015 or early January 2016
 - Appoint grant review subcommittee – January 2016
 - Receive and review grant applications – March 2016
 - Announce grant recipient – April 2016
3. Identify and pursue new scholarship opportunities and funding resources - ongoing
4. Develop and test Student Ambassador Program – ongoing, but should be reassessed annually
5. Set dates, deadlines and committees for grants and scholarships.
6. Provide committee budget proposal to Treasurer for annual MAGIP budget – December 2015

I see the following items in this section as committee items:

- Determine level of continued support from MAGIP for the MT Natural History Center's GIS and GPS trunks.
- Document process for teachers to earn continuing education credits/renewal units at Intermountain GIS Conferences.
- Identify links between schools and members that can help as geo-mentors to teachers.
- Add committee and subcommittee events and meetings to calendar of events on MAGIP web site and announce on list serve.
- Update information on committee's web page.

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

2016 Goals & Objectives

1. Oversee the MAGIP elections for 2016
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
3. Conduct an analysis of Membership trends
4. Update and maintain Board Responsibilities document (prior to 2016 elections)
5. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2015

Web Subcommittee

1. Lead effort to re-design and develop MAGIP web site (see 2015 Retreat Summary for details)

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.

Objectives:

1. Address the recruitment and retention of MAGIP membership.
 - a. Analyze membership trends
 - b. Change/update the timing and the wording of the Renewal Notices (2 days prior, day of, 2 weeks after)
 - c. Develop continuous post-membership/renewal survey to be sent when membership lapses
 - d. Pursue additional tasks and ideas developed by the membership committee
 - e. Send out a member survey, which will include a salary survey (as per Henry & Meghan's request).
 - f. Work on assembling a better list of member benefits. Our current list is lacking. Do we need more benefits?
2. Host a Spring Resume Building and Interview Day at MSU (as part of the Earth Science Student Colloquium)
3. Should the List Serve be a member only benefit? If so should we keep it open to anyone, or if we can set it up so only members can post, but everyone can view the posts.

Treasurer

Karen Coleman, Treasurer

2016 Goals & 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. Populate Google Drive directory with historic and current documents.
3. Develop and approve FY2015 budget.
4. Ensure proper checks-and-balances on accounting procedures.
5. Develop internal audit procedures and perform internal financial audit.
6. Streamline and document the tasks and responsibilities of the MAGIP Treasurer.
7. Develop and evaluate financial impact of a conference discount plan. DONE
8. Develop the idea of a MT State Library Liaison. DONE

Administrative Work Plan

Lee Macholz, MAGIP Administrator

2016 Goals & Objectives

1. Review and update Request for Assistance form
2. Provide administrative support for the 2016 Conference subcommittee
3. Chart Board tasks on a Gant chart
4. 2016 Work Plan
5. 2015 Accomplishments Report
6. Create and maintain Google Drive directory for the Board
7. Maintain membership functionality within Wild Apricot