



2017 MAGIP WORK PLAN

October 2017

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 2017.

2016-2017 MAGIP Board of Directors

- Leslie Zolman, President Past
- Brian Andersen, President
- Gerry Daumiller, Vice President
- Jessie Fernandes, Treasurer
- Philip Davis, Secretary
- Robert Ahl, Education Committee Chair
- Curtis DeVault, Technical Committee Chair
- Jeff Hedstrom, Professional Development Committee Chair
- Jenny Connelley, Operations and Business Committee Chair, Member-at-Large
- Karen Coleman, 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.

2017 Goals, Objectives & Tasks

Task Description	Person Responsible	Relevant Committee	Timeline
Monthly BOD calls	Brian	Executive	Now – July 2017
Monthly BOD calls	Gerry	Executive	Aug 2017 – July 2018
Budget	ALL > Jessie	Executive	January 2017
Elections	Leslie	Executive	Complete by May 1, 2017
Scholarships & Grants	Rob	Education	Dec 2015/Jan 2017
Intermountain GIS Conference	Jeff Hedstrom / Conference Chair	Prof Dev > Conference	Throughout 2017
GIS Day	Meghan / Brian	Prof Dev	November 2016
Local Meet-Ups (Helena, Bozeman, Great Falls, Missoula)	Corey, Curtis, Jeff, Phil	Prof Dev	
Facilitate ability to host remote meet-ups	Jeff, Curtis	Prof Dev & Tech	June 2017
Fall Conference	Curtis	Tech	November 2016
Salary Survey	Jeff, Jenny, Carrie	Prof Dev & Membership	February 2017
How / Who do web development	Brian, Gerry, Meghan	Web	
Framework for maintaining featured content on web site	Brian, Gerry, Meghan	Web	
Request for Assistance --Define on web --Revamp form --Promotion	Lee	Web	
MSU and UM Job Fair	Phil, Jenny	Membership	Late April 2017 & Fall of 2017; UM Feb 2017
Archive best practices	Curtis	Tech	Winter 2017
Re-work committee mission	Curtis	Tech	Winter 2017
Promote discussion board / newsletter	Curtis	Tech	Summer / Fall 2017
Create a consolidated policies and procedures document	Gerry	Executive	March 2017

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

2017 Goals & Objectives

1. 2016 Fall Conference
2. Begin working on the technical content (workshops) for the 2018 Intermountain GIS Conference
3. Initiate virtual meet-ups
4. Facilitate Bozeman meet-ups
5. Re-work committee's mission
6. Create an archive for the Best Practices documents created in past years
7. Develop the idea of a MAGIP newsletter
8. Come up with ways to make the list serve more active and promote discussion
9. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 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.

Jeff Hedstrom, Chair

2017 Goals & Objectives

1. 2018 Intermountain GIS Conference
 - o Maintain conference planning documentation on Google Drive
 - o See conference committee's planning timeline for detailed tasks
2. GISP Certification Education
 - o Provide information and assistance to MAGIP members seeking GISP certification
 - o Provide GISP "Doctor Office" at conferences
3. GIS Day
 - o Host GIS Day events
 - o Provide support for MAGIP members hosting events
4. Promote local GIS meet-ups
5. Research and provide professional training for members
6. Develop a MAGIP Professional Demographic and Salary Survey
7. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2016

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
4. Work towards facilitating student membership introductions

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

2017 Goals & Objectives

Objectives:

1. Higher Education Scholarship
 - Distribute scholarship announcement – Late December 2016 or early January 2017
 - Appoint scholarship review subcommittee – January 2017
 - Receive and review scholarship applications – March 2017
 - Announce scholarship recipient – April 2017
2. Van Shelhamer K-12 Education Grant
 - Distribute grant announcement – Late December 2016 or early January 2017
 - Appoint grant review subcommittee – January 2017
 - Receive and review grant applications – March 2017
 - Announce grant recipient – April 2017
3. Set dates, deadlines and committees for grants and scholarships.
4. Simplify scholarship/grant application process via digital/online forms and submission
5. Identify and pursue new scholarship opportunities and funding resources - ongoing
6. Support and improve the Student Representative Program
 - ongoing, but should be reassessed annually
 - leverage request for assistance program for meetings and speakers
7. Develop more direct contact with educators
8. Publicize and support process for teachers to earn CEUs at MAGIP conferences
9. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2016

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.

Jenny Connelley, Chair

Operations & Business' Subcommittees and their respective chairs:

- Membership Subcommittee – Carrie Shockley
- Web Subcommittee – Meghan Burns

2017 Goals & Objectives

1. Oversee the MAGIP elections for 2017
2. Focus on marketing:
 - Take an inventory of swag items (keep list on Google Drive)
 - Keep a good supply of swag items
 - Make swag items available for MAGIP events
 - Promote MAGIP whenever possible
 - Continue to develop relationships with other professional organizations
3. Update the list-serve; continue getting members to sign up by checking a box on the membership application to be added to the list-serve
4. Work with the Professional Development Committee to develop a MAGIP Professional Demographic and Salary Survey
5. Annual update of Membership trend analysis
6. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2016

Web Subcommittee

1. Lead effort to re-design and develop 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.

Objectives:

1. Develop and send a survey to non-renewal members regarding how we could serve them better and why they did not renew.
2. Attend UM and MSU Career Fairs
3. Evaluate, refine and potentially simplify the membership application and membership profile

Treasurer

Jessie Fernandes, Treasurer

2017 Goals & Objectives

1. Develop and approve FY2017 budget.
2. Ensure proper checks-and-balances on accounting procedures
3. Add more functionality to budget spreadsheet
4. Consolidate conference budget spreadsheets
5. Create and implement a protocol for financial document retention
6. Engage in long-term planning for MAGIP funds
7. Consult with a tax expert regarding financial practices and scholarships/grants
8. Ensure that MAGIP is properly registered in the new State business filing system
9. Develop internal audit procedures and perform internal financial audit

Administrative Work Plan

Lee Macholz, MAGIP Administrator

2017 Goals & Objectives

1. Review and update Request for Assistance form
2. Provide administrative support for the 2017 and 2018 Conference subcommittees
3. 2017 Work Plan
4. Maintain membership functionality within Wild Apricot