



2019-2020 MAGIP WORK PLAN

Last Updated: July 17, 2019

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 June 2019 – May 2020.

MAGIP Board of Directors

- Bob Cochran, Past President
- Jenny Connelley, President
- Michael Krueger, Vice President
- Jeremy Grotbo, Treasurer
- Heather Widlund, Secretary
- Robert Ahl, Education Committee Chair
- Kenny Ketner, Technical Committee Chair
- Vacant, Professional Development Committee Chair
- Steven Jay, Operations and Business Committee Co-Chair, Member-at-Large
- Liz Juers, Operations and Business Committee Co-Chair Member-at-Large
- Catherine Maynard, MLIAC Representative

MAGIP Support Staff

- Gerry Daumiller, Interim Administrator (non-voting member)
- Meghan Burns, Web Administrator (non-voting member)

MAGIP Board of Directors Work Plan

MAGIP Board Directives

- Build a strong foundation of financial and administrative support for MAGIP
- Oversee the 2020 MAGIP Board Elections
- Maintain the MAGIP web presence and evaluate web policies
- Promote awareness of GIS and MAGIP
- Provide professional development opportunities to MAGIP members
- Maintain an active membership with a committed volunteer base
- Increase overall value to MAGIP members and recruitment of new members
- Facilitate and promote GIS meet-ups
- Cultivate relationships with other professional organizations

Goals, Objectives & Tasks Overview

Task Description	Person Responsible	Relevant Committee	Timeline
Hire Administrator	Jenny (Gerry)	Executive	Now
Review and Revise Bylaws	Jenny (Liz, Gerry, Curtis)	Executive	Now – May 2020
Monthly BOD calls Quarterly BOD meetings	Jenny	Executive	Now – May 2020
Annual Budget	Jeremy (ALL)	Executive	January 2020
MAGIP Board Elections	Bob (Meghan)	Executive	Complete by May 1, 2020
Scholarships & Grants Conference Scholarships	Rob / Jenny	ED	Dec 2019 – Jan 2020
Big Sky GeoCon: Missoula 2020 Set 2021 Location Recruit Conference Liaison	Michael (BOD, Curtis)	PDC/TECH/ALL	April 6 – 10, 2020
Dissolve Subcommittees Update Web	Meghan (ALL)	ALL	Now – July 2019
Plan Board Retreat Strategic Planning Session	Michael	ALL	May/June 2020
Develop Social Media Plan	Steven (Curtis, Meghan, Michael)		Now – May 2020
GIS Day	PDC (Meghan)	PDC	November 2019
Facilitate and promote GIS meet-ups	BOD	PDC	Now – May 2020
Salary/Demographic Survey	PDC	PDC/OAB	Survey: January 2019 Results: April 2020
Complete and Publish GIS 101 pages Story Map	Steven (Meghan)	OAB	Now – September 2019
Switch from PayPal to Wild Apricot Payment	Jeremy (Meghan)	Executive	By November 2019

MLIAC Representative

Catherine Maynard

Goals & Objectives

1. As the “member of a Montana association of GIS professionals (group)” duly appointed to the MLIAC by the Montana State Governor attend MLIAC meetings and participate in council business
2. Be the liaison between MLIAC and MAGIP, convey GIS Policy recommendations, and report MLIAC meeting updates to the MAGIP Board at MAGIP Board meetings

President

Jenny Connelley

Goals & Objectives

1. Oversee the hiring of an administrator and review the administrator's contractual responsibilities
2. Develop and post meeting agenda for monthly BOD calls and quarterly BOD meetings
3. Facilitate Board Meetings
4. Oversee the review and revision of the MAGIP Bylaws
5. Provide MAGIP update at the quarterly MLIAC Board Meetings
6. Attend MAGIP Committee meetings and ensure that Board members are fulfilling their obligations
7. Write letters: Keynote Speaker invitation, Vendor Prospectus, etc.

Vice President

Michael Krueger

Goals & Objectives

1. Parliamentarian at MAGIP meetings
2. Step in for presidential duties when necessary
3. Attend MAGIP Board meetings and Committee meetings
4. Review MAGIP checking account each quarter as a double check for the treasurer

Past President

Bob Cochran

Goals & Objectives

1. Attend MAGIP Board meetings and Committee meetings
2. Oversee the 2020 MAGIP Elections Ad-hoc Committee

Secretary

Heather Widlund

Goals & Objectives

1. Attend MAGIP Board meetings and Committee meetings
2. Record MAGIP meeting minutes and post them to the MAGIP website
3. Setup SurveyMonkey/Board Forum for items requiring Board approval outside of Board meetings

Treasurer

Jeremy Grotbo

Goals & Objectives

1. Develop and approve FY2020 budget.
2. Ensure proper checks-and-balances on accounting procedures
3. Review functionality to budget spreadsheet
4. Engage in long-term planning for MAGIP funds
5. Review and develop internal audit procedures and perform internal financial audit

Technical Committee

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.

Kenny Ketner, Chair

Goals & Objectives

1. Technical content (workshops) for the 2020 Big Sky GeoCon in Missoula
2. Facilitate and promote GIS meet-ups
3. Evaluate technical equipment needs
4. Promote the use of Discussion Forums?
5. Recruit committee members
6. Provide committee budget proposal to Treasurer for annual MAGIP budget by October BOD Meeting 2019

Professional Development Committee

Mission Statement: The MAGIP Professional Development Committee is responsible for organizing the annual MAGIP Big Sky GeoCon and ensuring that the continuing education needs of the membership are met.

Vacant, Chair

Goals & Objectives

1. 2020 Big Sky GeoCon:
 - Work with Conference Committee to:
 - Maintain conference planning documentation on Google Drive
 - Set conference committee's planning timeline for detailed tasks
2. Annual Big Sky GeoCon
 - Work with Conference Committee to:
 - Implement 2-year multi-conference planning process
 - Review and analyze evaluation metrics for annual conference
3. GISP Certification Education
 - Provide information and assistance to MAGIP members seeking GISP certification
 - Provide GISP "Doctor Office" at conferences
4. GIS Day
 - Host GIS Day events including Annual Web Map Contest
 - Provide support for MAGIP members hosting events
5. Facilitate and promote GIS meet-ups
6. Promote Mentoring Program and review content on pages periodically
7. Develop a revised combined MAGIP Professional Demographic and Salary Survey
8. Provide committee budget proposal to Treasurer for annual MAGIP budget by October BOD Meeting 2019

Education Committee

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

Goals & Objectives

Objectives:

1. Higher Education Scholarship
 - Distribute scholarship announcement – Late December 2019 – January 2020
 - Receive and review scholarship applications with committee – March 2020
 - Announce scholarship recipient – April 2020 at Big Sky GeoCon
2. Van Shelhamer K-12 Education Grants
 - Distribute grant announcement – Late December 2019 or early January 2020
 - Receive and review grant applications with committee – March 2020
 - Announce grant recipient – April 2020 at Big Sky GeoCon
3. Set dates, deadlines and committees for grants and scholarships
4. Review Scholarship program
 - Look for ways to increase scholarship funding
 - Improve follow-up with scholarship recipients
5. Identify and pursue new scholarship opportunities and funding resources
6. Promote and assist with Student Scholarships for Conference Attendance
7. Evaluate the Student Representative Program (Formerly Student Ambassador Program)
8. Develop more direct contact with educators
9. Publicize and support process for teachers to earn CEUs at MAGIP conference
10. Facilitate and promote GIS meet-ups
11. Provide committee budget proposal to Treasurer for annual MAGIP budget by October BOD Meeting 2019

Operations and Business Committee

Draft Mission Statement: The purpose of the Operations & Business Committee is to oversee the basic needs and ongoing tasks needed to support the Association, successfully recruit new members, retain existing members and maintain appropriate levels of membership and associated benefits of MAGIP members

Steven Jay and Liz Juers, Co-Chairs

Goals & Objectives

1. Develop a social media plan
2. Maintain the MAGIP web presence and evaluate web policies
3. Work with the Professional Development Committee to develop a revised combined MAGIP Professional Demographic and Salary Survey
4. Keep inventory of swag items and maintain a good supply
5. Annual Membership Report/Trend Analysis and Interactive Web Map of the Membership
6. Evaluate automated notices, membership application form, membership profiles, the request for assistance form, and new membership welcome letter and packet
7. Facilitate and promote GIS meet-ups
8. Provide committee budget proposal to Treasurer for annual MAGIP budget by October BOD Meeting 2019