MAGIP Board Meeting Minutes

Thursday, November 4th, 2010

10:00 AM

***The location of the Spring Meeting was discussed at the 2010 MAGIP Board Retreat October 1st, 2010***

**Motion (Linda): To hold spring meeting in Lewistown**

2nd (Wendy)

APPROVED UNANIMOUSLY

***Review of August 26th Board Meeting Minutes***

**Motion (Wendy): adopt meeting minutes**

2nd (Nate)

APPROVED UNANIMOUSLY

***Committee Reports***

* Professional Development
  + No formal report from committee chair
  + Awards Subcommittee
    - Discussion on the possible need for better documentation that this subcommittee is made up of the Professional Development Committee Chairperson and the previous years’ award recipients, as well as which awards are given out on an annual basis.
  + Discussion held on Screen Capture Program that the Professional Development committee may be able to use to develop web training
    - Lance downloaded and liked “DemoCreator.” It is $99/license, but there may be a problem with a single license fee as we would need this for more than a single computer/user.
    - Linda offered to have her staff do an assessment of some other programs and will report back at the next board meeting.
  + Spring Meeting will be held at the Yogo Inn. Looking at either April 12th – 13th or April 13th – 14th.
    - There was a discussion held on whether or not the middle of the week was the best days on which to hold a conference/meeting, or if it would be better pushed to one end of the week or the either so attendees could do some of the travel on a non-business day.
    - There was discussion held on hosting a community outreach event in the evening
* Business and Operations Committee
  + Marketing Items (i.e. pens, sticky notes, pint glasses) were distributed at tech session with success
  + Discussion held on the potential for a “MAGIP Store” via the website
  + MAGIP purchased hour devours for a fun night at the tech session that was attended by approximately 35 people
  + Membership Subcommittee
    - Associate Membership will be $125 and will include 3 individual membership, with an additional $25 for each individual membership over the included 3.
    - Student Memberships will be $15. We are assessing the checks/balances on renewals for this level of membership
    - It is our goal to have these tiers of memberships activated on the website prior to GIS Day since Wendy will be attending the CSKT college to recruit members that day.
    - Recruitment to be discussed at the next subcommittee meeting
* Technical Committee
* Tech Session was a success
  + 92 registrants – up 15 from previous year.
  + $7125 income, $3165 expenditures
  + Reviewing the results of a digital questionnaire requesting feedback on the session that was sent to attendees
  + There was a suggestion to possibly offer sessions more than once so that no one missing anything they want to attend – discussion on the feasibility of that request
  + 3D sessions were most popular – we may want to include those in the spring meeting
  + We may want to research better/different Internet options for future events – i.e. Verizon aircards, etc.
* Finalized work plan
* Working to Recruit new committee members
* Working to identify training topics to work with Professional Development Committee on
* Completed documentation on MSDI framework theme review
* Education Committee
  + 2 Grant applications were reviewed, both were awarded grants
  + Developing plan for scholarships, including developing timeline for when scholarship announcements come out. There was discussion on who was eligible for the scholarships according to the bylaws.
  + Erin and Stephanie would like to work to develop a grant to send someone to an out-of-state conference.
* Treasurer’s Report
  + $52,478 current balance after income from tech session
  + Renewed Web-ex license
  + Purchased marketing materials
  + K-12 curriculum grant checks issued
  + Discussion on options for setting up a permanent MAGIP mailing address
    - UPS Store – more expensive, intended for large volumes of mail
    - PO Box with USPS - $70 per year, but not intended for permanent forwarding
    - Postnet - $96/year plus $1 per mail item forwarded

It was decided to pursue a permanent USPS Post Office Box, to be located in Helena – since it is likely that we will always have a MAGIP representative in that town who can assist with forwarding & other details as needed.

***User Groups Vs. Special Interest Groups***

* Discussion held on the difference. In the bylaws, it states that Special Interest Groups “shall serve as a forum for members with similar interests.” Users groups do not require that participants be MAGIP members.

***Web Updates***

* MSDI page coming to the MAGIP website
* Policies, procedures, and style guides for web pages are being developed for website
* Focusing on keeping content current
* Resumes page coming for members submitting resumes
* Discussion on “The Vector” publication. The idea is for the publication to come out on an annual basis and possibly being mailed out, in addition to a “Vector” webpage that will be maintained by “The Vector” editor. The editor would monitor the list serve and possibly discussion forums for potential articles, in addition to having an option for users to “submit news items” via the web.

***Contracting Lee’s services for 2012 Conference***

* ***Lee is comfortable with renewing her contract for a 2nd year***
* ***Linda suggested a contract that delineates general administrative tasks separately from conference administrative tasks***
* ***Linda and Erin both give their approval to utilize Lee’s services under her existing contract for administrative tasks for the 2012 conference.***

**Motion (Erin): Moves to buy Lee a color printer that will be the property of MAGIP**

2nd (Mindy)

APPROVED UNANIMOUSLY

***Workplan Discussions***

* Discussion was held on the need to recruit volunteers / involvement, specifically for the education committee
* Discussion was held on MAGIP Goals vs. MAGIP BOD Goals (i.e. directives), whether or not we should add a general BOD section into the MAGIP annual work plan, and the need to review those directives at each meeting to help assess if we are making progress as a board.

**Motion (Erin): Moves that we adopt the MAGIP directives and post them on the website**

2nd (Wendy)

APPROVED UNANIMOUSLY

* Further discussion held on the need to have a standing topic at each meeting on what has been completed off the workplan.

***Geospatial Trunk***

* Discussion held on the geospatial trunk: its contents and the movement to virtualize the trunk. Lee will arrange to bring the trunk to the next board meeting.

***Fall Board Meeting scheduled for January 20th, 2011.*** We plan to develop a “MAGIP Calendar” at the next BOD meeting, so the BOD needs to come prepared with tasks that have a timeframe associated to them, especially as they pertain to committees that they chair or serve on.

***Meeting Adjourned***