

MAGIP Board Meeting Minutes

Monday, January 13th, 2014

Yellowstone County Courthouse, 217 N 27th St., Billings, MT)

10:00 AM

Attendance:

Miles Wacker (on phone)

Karen Coleman

Allen Armstrong

Leslie Zolman

Meghan Burns

Carrie Shockley

Zachary Collins

Tom Kohley

Chuck Fahner (on phone)

Guest: Jenny Connelley

Allen Armstrong called the meeting to order at 10:25 AM and asked for any revisions to the agenda. No revisions were suggested.

Review of October 2nd Board Meeting Minutes – Presented by Meghan Burns

Motion (Allen Armstrong): adopt meeting minutes

2nd (Leslie Zolman)

APPROVED UNANIMOUSLY

Review of December 9th Board Meeting Minutes – Presented by Allen Armstrong

Motion (Carrie Shockley): adopt meeting minutes

2nd (Karen Coleman)

APPROVED UNANIMOUSLY

Presentation of FY2014 Budget – Tom Kohley

- Checking account balance as of meeting time = \$4,523.48
- Saving account balance as of meeting time = \$45,612.72
- Membership was down in 2013 (non-conference year), and it was suggested that we look at the trend of membership numbers over time
- Lee Macholz, the administrative person, has been billed through FY2013 which includes the Fall Tech Session
- Review of Fall Tech Session Budget: MAGIP was reimbursed by SITSD in March 2013 for the 2012 Fall Tech Session; SITSD pays MAGIP \$25 per conference participant; There were approximately 80 participants in 2013; Other expenses include printing, admin, and gifts
- Board of Directors Budget: major budget items are the Board Retreat and Insurance
- Education Committee Budget: budget items are the higher education scholarships and education grants; the budget item for the MSU-Bozeman Earth Sciences Colloquium was move to requests for assistance
- Operations & Business Budget: \$1,000 was added to the budget for MAGIP swag items
- Technical Committee Budget: The Fall Tech Session budget is separate from the Tech Committee budget; Zachary may request funds for training as some point
- Intermountain Conference Budget: There are 10 - \$150 scholarships for student travel; computers for training will be provided free by the Montana State Library

- GIS Day: budget includes prizes and supplies
- **Presentation of FY2014 Budget – Tom Kohley (continued)**
 - Spring Meeting: budget includes admin, supplies, and registration

Motion (Allen Armstrong): approve FY2014 Budget
 2nd (Zachary Collins)
 APPROVED UNANIMOUSLY

Committee Reports

- **Education Committee – Presented by Chuck Fahner**
 - In the process of revising the scholarships and grants application announcements to be sent out
 - GIS Day: event held at the Lewis & Clark County Library for home-schooled children was successful; Increased the number of ArcGIS Online members through the web map contest
- **Professional Development Committee – Presented by Leslie Zolman**
 - The Announcement has been sent out requesting applications for the two awards to be presented at the Intermountain Conference; Only have received one nomination to date; Leslie asked that each of the Board members consider nominating someone
 - Leslie will put together a proposal to have MAGIP consider cost sharing options for GISP applications
- **Technical Committee – Presented by Zachary Collins**
 - A Technical Committee meeting was held Thursday, January 9th
 - There was a discussion to limit the number of lectured GIS presentations before the IT Conference and to investigate better integration with the IT Conference
 - It was also discussed that a better alternative for the Technical Session might be to concentrate solely on hands-on workshops in the future.
 - Zachary is interested in pursuing training opportunities regarding python and open source software as well as creating a Technical Newsletter
- **Business and Operations Committee – Presented by Carrie Shockley**
 - Carrie will be looking to find a replacement for the Web Subcommittee Chair position vacated by Jason Danielson
 - Carrie will put together the annual MAGIP survey and send it out for comments
 - Carrie will look into swag items that MAGIP could purchase; Zach mentioned a website called Zazzle as a place to market MAGIP swag items

MAGIP Work Plan – Presented by Allen Armstrong

- Allen went through the tasks in the work plan and asked for an update from the Board on the items they are responsible for completing.
- Meghan will follow up with Lee Macholz regarding the Board’s access to Google Drive
- Meghan will take on the task of providing “Did you know” emails to the MAGIP list

MLIAC Report – Presented by Allen Armstrong

- Allen mentioned there was a discussion regarding MLIAC’s use of MAGIP’s data distribution best practices for framework layers and the wording MLIAC would feel comfortable using in their MSDI Application Process
- There have not yet been appointments made by the Governor for MLIAC and thus MAGIP still does not have a MLIAC representative on the BOD.
- Allen will compile notes from the last MLIAC meeting and send out

Quickbooks Update Request – Presented by Tom Kohley

- Tom requested \$200 to upgrade Quickbooks used for maintaining the MAGIP budget; Tom will look into cloud-based options for the financials

Motion (Zachary Collins): approve the purchase of a \$200 Quickbooks upgrade

2nd (Miles Wacker)

APPROVED UNANIMOUSLY

MAGIP Photo Storage

- Zachary Collins offered to setup Picasa for the BOD to use to store photographs and will write instructions for its use

General Board Business – Presented by Allen Armstrong

- **Member Profiles**
 - Allen is finalizing the changes to the member profiles to be displayed through the MAGIP website and once it is completed he would like to send out a “Did you know” email to the members regarding the changes
- **2016 Intermountain Conference**
 - Allen met with the city of Great Falls GIS Manager who was interested in having Great Falls be the location for the 2016 conference. They will look into conference locations in Great Falls and provide options for a venue.
- **MLIAC Strategic Plan**
 - MLIAC would like MAGIP to review their 2006 – 2010 strategic plan and to see what should be done to update the plan and Tom Kohley offered his time to review this plan
 - Allen will coordinate input to the plan with Stu Kirkpatrick
- **Survey Monkey Policy**
 - The Survey Monkey Policy for use was reviewed for a final time

Motion (Tom Kohley): approve the Survey Monkey Policy

2nd (Zachary Collins)

APPROVED UNANIMOUSLY

- **GIS DAY SOP**
 - Meghan will upload the GIS DAY SOP to Google Drive for future reference
- **Review of upcoming events**
 - The next MAGIP Board of Directors meeting is scheduled for Friday, April 11 in Billings, Montana which is the last day of the Intermountain Conference
 - The MARLS Surveyors Conference is scheduled for February 19 in Kalispell, Montana and Tom was wondering if there might be someone on the Board who might be able to attend this conference on behalf of MAGIP
- **MAGIP Board Retreat**
 - It was discussed that the Board should attempt to limit costs at the Retreat this year
 - Meghan will assemble a doodle poll will be sent out with potential dates for the 2014 retreat

Meeting Adjourned at 2:00 pm

Motion (Allen Armstrong):

2nd (Zachary Collins)

APPROVED UNANIMOUSLY