

MAGIP Board Meeting Minutes

Wednesday, October 2nd, 2013

City of Bozeman Shops Conference Room (814 N. Bozeman Ave.)

10:00 AM

Attendance:

Allen Armstrong

Leslie Zolman

Karen Coleman

Zac Collins

Hunter Simpkins

Meghan Burns

Tom Kohley

Carrie Shockley

Warren Fahner (on phone)

Kyle Mehrens

Chris Kanges

Allen Armstrong called the meeting to order at 10:21 AM and asked for any revisions to the agenda. No revisions were suggested. Introductions were made.

Review of June 13th Board Meeting Minutes – Presented by Hunter Simpkins

Suggested revisions to the minutes involved updating the upcoming Board of Directors Meeting dates and locations. The revised minutes for June 13th will be posted to the MAGIP web site. No other revisions were suggested.

Motion (Meghan Burns): adopt meeting minutes

2nd (Leslie Zolman)

APPROVED UNANIMOUSLY

Discussion of Open Positions

- Technical Committee Chair – Zac Collins accepted the nomination to serve as the Tech Committee Chair, term beginning June 2013, ending June 2015. This position's main duties include facilitating the Fall Tech Session (with Allen Armstrong's help) and continuing work on Best Practices documentation.

Motion (Tom Kohley): approve Zac Collins as Tech Committee Chair and approve term/election cycle

2nd (Allen Armstrong)

APPROVED UNANIMOUSLY

- Education Committee Chair – Warren Fahner accepted the nomination to serve as the Education Committee Chair, term beginning June 2013, ending June 2015.

Motion (Carrie Shockley): approve Warren Fahner as Education Committee Chair and approve term/election cycle

2nd (Meghan Burns)

APPROVED UNANIMOUSLY

MLIAC Appointments

- MLIAC renews the Board of Directors every two years
- Art Pembroke declined serving as the MAGIP MLIAC Representative
- Allen Armstrong will request an appointment to the MAGIP Board once the governor has appointed the MLIAC board for the next term

Business and Operations Committee

- Carrie Shockley accepted nomination as the Business and Operations Committee Chair. Her appointment as Committee Chair will continue through the remainder of her term (ending 2014).

Motion (Hunter Simpkins): approve Carrie Shockley as Business and Operations Committee Chair and approve term/election cycle

2nd (Zac Collins)

APPROVED UNANIMOUSLY

- Web Subcommittee – Jason Danielson stepped down as the Subcommittee Chair. The Subcommittee Chair's duties include writing/revising policies for SurveyMonkey and Listserve, facilitating webinars and posting videos
 - Allen Armstrong will contact Erica Hoffman to determine if she is interested in serving as the Chair; if not, the request will be put out to the MAGIP membership
 - Gerry Daumiller has tentatively agreed to serve as the Web Administrator
- Art Pembroke and Eric Spangenberg are no longer on the board, but the MAGIP 'swag' is stored at their office. Meghan will pick up the 'swag' and store it.

Board of Director's Retreat – September 2013 – Discussion

- Allen considers the retreat a success
- Salmon Island Lodge was expensive but comfortable and conducive to board discussion; consider Lubrecht for next year, as it offers privacy for a much lower price
- The next retreat should be scheduled in January 2014 so accommodations can be set up earlier (and possibly cheaper)
- Lee Macholz provided a draft of the retreat summary with each board members' tasks outlined; Meghan forwarded the document to all MAGIP board members

Committee Reports

- **Education Committee – Presented by Meghan Burns**
 - Warren Fahner has been ratified as the Education Committee Chair
 - Education Committee met on October 1, 2013
 - GIS Day – Meghan posted the working procedures for GIS Day Map Contest to the Board Working Docs, outlining the 2nd Annual ArcGIS Online Map Contest – judges needed
 - Karen Coleman, Leslie Zolman, and Zac Collins agreed to be judges for the event
 - The map gallery needs to be moved from the U of M server (hosted by Michael Sweet) to the Esri Cloud
 - Discussion of prizes - \$300 is budgeted for prizes, and Esri provided 'swag'; offer one registration to the 2014 Intermountain Conference as a prize

Motion (Zac Collins): approve awarding one registration to the 2014 Intermountain Conference as a GIS Day Map Contest Prize

2nd (Leslie Zolman)

APPROVED UNANIMOUSLY

- **Professional Development Committee – Presented by Leslie Zolman**
 - 2014 Intermountain Conference
 - Leslie handed out a draft list of the scheduled workshops
 - Credits to professional organizations will be offered (educators, surveyors, planners, GISP, etc.) – Allen will contact associations for details
 - Other professional organizations will be in Billings that week (MT Library Assoc., 1st annual stormwater convention) – invite them to 2014 Intermountain
 - Discussion of purchasing ‘buzzers’ for public night – GeoJeopardy, etc... Cost is \$200 for 10 units; could be stored in Geo Trunks for educational use as well
 - Discussed travel scholarships and assisting past winners of scholarships/grants to travel to conferences
 - Prizes are needed...
 - Annette Cabrera asked about additional awards to be given at the conference
 - Currently awarding the GIS Service Award and Professional Livability Award; prizes include a plaque and monetary award
 - Allen suggested that we consider providing some type of award to trainers/presenters, perhaps a MAGIP Service award?
 - Zac suggested that we also offer a presenter’s award, to be given to workshop presenter as a small token of appreciation (gift basket with local goodies, etc)
 - Previous award and scholarship/grant winners need to be added to the MAGIP web site
 - Mentoring
 - Miles emailed Analytics data for mentoring pages to Leslie – people are looking at the pages
- **Technical Committee – Presented by Allen Armstrong**
 - Fall Tech Session planning
 - Allen emailed list of action items to volunteers
 - We need commitment from Esri about the Hands-On Learning Lab – Leslie met with Esri reps, they can provide the lab + 10 computers + 2 trainers as well as a version 10.2 Tips and Tricks presentation; Leslie will follow up with them to schedule
 - Discussion about giving the Esri reps an award or recognition
 - Computers were reserved through the Montana State Library for a computer lab – Karen will follow up to see if these have been reserved
 - For last year’s Tech Session, MAGIP received a lump sum check - Tom Kohley requested that expenses be broken out – enables him to track charges and itemize income
 - Allen and Tom will follow up
- **Web Subcommittee**
 - Gerry Daumiller will temporarily handle the web site and updates
 - Allen Armstrong will contact Erica Hoffman to discuss her willingness to be nominated as Chair of the Web Subcommittee
- **Business and Operations Committee**
 - Meghan provided Carrie with a data CD of committee data to review
 - Carrie will follow up with Miles and Zac
 - Member survey is under development

Board Priority Items

- **MAGIP PowerPoint presentation – Presented by Tom Kohley**
 - Tom prepared a draft PowerPoint presentation for MAGIP presenters to use at various events and meetings
 - We need picture storage to collect photos that can be inserted into PowerPoint to customize the presentation; possibly set up something on Google Drive or Picasa – Zac will research
 - Tom will post the presentation to Google Docs and possibly prezi.com; Board should add content for others to use as needed and relevant
 - Tom distributed a list of professional organizations for future outreach opportunities; keep in mind, attend their meetings or set up a booth at their conferences/conventions?
- **Unassigned Tasks**
 - Post task list to Google; does not need to be discussed at each board meeting – most items will be discussed under other topics of discussion
 - Suggestion to perhaps follow the Work Plan as board meeting agendas; Allen will consider and implement if feasible
- **Other Items**
 - Allen discussed a training program oriented towards professional development – not GIS – and whether MAGIP members would benefit or use it
 - Allen has ideas for incentive program, will discuss with Carrie
 - Distribute Unassigned task list to membership; others may want to volunteer, especially if incentive points or GISP-related documentation are offered

Board Reports

- **MLIAC – Presented by Allen Armstrong**
 - Climate data will be MSDI theme #15
 - Next meeting is in Lewistown on October 9
 - Council should be engaged in more policy-level decisions; will review MAGIP Best Practices
 - Stu Kirkpatrick presented on PLSS stewardship; MSL may take over data management from BLM
 - Troy Blandford presented on NHD – Water Information Services and Duane Lund presented on Transportation
 - NAIP 2013 has been flown; service available around December 2013
 - ITSD presented on Montana.gov Map Gallery and state contract with Esri (ELA)
 - Follow up with the Montana Geographic Alliance (? Not sure about the context of this one?)
 - Allen will review MLIAC agendas prior to meetings as to be prepared to represent MAGIP
- **Member Profile Changes**
 - Allen presented Final Draft
 - Add other Boards that members are involved with; combine specialty and expertise into one list; other changes suggested
 - Save to Google Drive
- **Treasurer’s Report – Presented by Tom Kohley**
 - Tom presented financial summary covering January – September 2013
 - 2014 Intermountain Conference projected to earn ~ \$10,000
 - Budgets are still needed from committees
 - Tom will distribute proposed budgets based on last year’s numbers and chairs will revise

- MAGIP Board will discuss revised budgets at the January meeting
- Budgets to be approved via phone call in late January; Tom will follow up with details

Upcoming Calendar Events

- Change January 2014 Board of Director's meeting location to Red Lodge, January 13, 2014 – Monday
- Schedule meeting room at Billings Crowne Plaza for meeting at conclusion of Intermountain Conference
- Discuss and schedule the Board Retreat in January
- Helena GIS Meet-up, scheduled for October 3, 5:00 – 8:00 pm at the Lewis and Clark Brewery

Next Meeting and Review Calendar

- The next MAGIP Board of Directors Meeting is scheduled to be held in Red Lodge on January 13, 2014 –Tom Kohley will follow up with a location
- April 11, 2014 – to be held in Billings on Friday, 8 am – 12 pm at the 2014 Intermountain Conference
- June 4, 2014 – to be held in Helena at the CEIC (Park Avenue building)

Meeting Adjourned

Motion (Allen Armstrong)

2nd (Meghan Burns)

APPROVED UNANIMOUSLY