

MAGIP Board Meeting Minutes

Friday, August 26th, 2010

10:00 AM

Review of June 25th Board Meeting Minutes

Motion (Jon): adopt meeting minutes

2nd (Lance)

APPROVED UNANIMOUSLY

Committee Reports

- Professional Development
 - Outgoing chair: Stuart Challender
 - Incoming chair: Ricki Ann Ketterling
 - Sub Committees
 - Conferences subcommittee - The PDC conference subcommittees are responsible planning the Intermountain GIS Conference and Spring Meeting on alternate years. Sub committees will be formed for planning each event. Following is a recommended time line for conference planning:
 - Intermountain GIS Conference 2010 was a success. Committee members will assist the 2012 committee to start the planning process.
 - 2011 Eastern Montana Spring Meeting. This meeting was first organized for March of 2007 as an event to target Eastern Montana professionals in the off-year of the Intermountain GIS Conference.
 - Planning for the 2007 meeting commenced at the 2006 Fall Technical Session. This meeting was repeated Spring of 2009. The Board should must decide whether to continue this meeting. Eastern Montana members should be active on the planning committee. It might be nice to have a designated Eastern Montana Board member to facilitate MAGIP outreach to that geographic constituency - just a thought, maybe a topic of discussion for Board retreat?
 - Intermountain GIS Conference 2012. Conference Co-Chairs; Wendy Thingelstad and Mindy Cochran. Conference will be in Kalispell.
 - Web Training subcommittee - The Web Training subcommittee should work closely with the Mentoring subcommittee and the Web committee to identify and implement web based continuing education opportunities. This subcommittee has not been formed yet.
 - Mentoring subcommittee - Chair; Diane Papineau. The Mentoring subcommittee will identify and implement programs to assist members implement their projects and programs. Work will include identifying mentees and their needs, and Mentors and their areas of expertise. This subcommittee has been active and programs are under way. Please see the mentoring webpage at <http://magip.org/Mentoring> for details and mentoring subcommittee meeting minutes.
 - Certification subcommittee - Chair; Kris Larson. The subcommittee brought Sheila Wilson from GISCI to the 2010 Intermountain GIS Conference to teach a workshop on applying for GISP and participate in plenary session. The next task might be to work with the web/data committee to establish a database to maintain member's certification activities.
 - Awards subcommittee - This subcommittee fell under the purview of the PDC for the 2010 Intermountain GIS Conference awards. Might consider making a standing subcommittee of the PDC?
 - Workshops - Organization of workshops has fallen under direction of the conferences subcommittees. A Professional

- Development/ Continuing Education Survey was done in 2009, results were passed on to Ricki Ann Ketterling. Also the Intermountain GIS Conference workshop history spreadsheet was passed on.
 - Business and Operations Committee
 - No formal report from this committee
 - There was discussion on a previous email sent from Erin Geraghty (committee chair) which highlighted the following items:
 - MAGIP BOARD LISTSERV: This is a reminder to please utilize this e-mail address when e-mailing the entire board: magip-board@lists.mt.gov. The listserv includes all board members and Lee. All of our e-mails are tracked through the List Manager software. Any technical issues with this e-mail address should be routed to Michael Fashoway or myself. Only members of this listserv can e-mail this listserv.
 - When e-mailing the board please consider the amount of e-mails that could follow as a result to your initial e-mail. If a long discussion needs to be had virtually, keep in mind that we do have a Private Board Discussion forum that can be used as well. You can get to this forum by signing into our website>About MAGIP>Board Business>Board Discussion Forum. If you think that the e-mail could result into a lengthy discussion, please create a discussion forum topic and alert the Board that they should use the forum to discuss the topic further. If you would like the rest of the membership to be able to chime in about a topic we are discussing then you would create a discussion forum under Our GIS Community>Discussion Forums>Board of Directors. If a virtual discussion leads to needing a conference call, please contact me to set up a WebEx call.
 - The Operations & Business Committee (& Web-Subcommittee) will be researching new possibilities for MAGIP list serves.
 - When e-mailing Lee regarding any MAGIP Administrative topics please use her personal e-mail address: leemacholz@gmail.com.
 - Any e-mails sent to the board's Gmail account (magip.mt@gmail.com) will be forwarded by Lee to the appropriate party; i.e. to the entire Board or appropriate individual(s). Our Gmail account is set up to e-mail directly to specific topic folders. For example people can specifically e-mail MAGIP about a web topic by e-mailing this address magip.mt+web@gmail.com and the e-mail will automatically be placed into our Web folder in our Gmail account. We can parse out topics the following way magip.mt+@gmail.com (insert your topic name after the plus sign). All committees and some subcommittees have been set up with this type of e-mail. If you have any interest in having an address setup for a topic you are working on please submit that request to me or Lee.
 - Education Committee
 - Stephanie (Committee chair) recommended funding for both applicants for the 2010 K-12 GIS Educational Grant. It was discussed that MAGIP has historically granted monies based on the amount available in the treasury as opposed to having a line item with a set amount.

Motion (Wendy): To give \$1000 to each Libby and Lewistown grant applicants

2nd (Jon)

APPROVED UNANIMOUSLY

- There was discussion on the MSU MAGIP Scholarships
 - Technical Committee
 - Updated the work plan to reflect our work during the past year.
 - Recruited new members to help revitalize the committee
 - Planned the Fall Technical Session in Kalispell
 - Formalized the documentation of existing Best Practices and the processes involved in creating new Best Practices

- While it wasn't on the work plan, we were also involved in a Technical Review of the MSDI Framework themes and have participated in a meeting of the Framework leads.
 - We've been reviewing the Oregon Data Standards for ideas. They appear to have an active community and a very developed set of standards that we could strive to replicate. We're holding a conference call tomorrow (08/27) and will be discussing the development of Best Practices. I'd like to see us developing standards & best practices that are tied to and promote the use of each MSDI Framework Theme.
- Treasurer's Report
 - Spending has been light
 - 4 membership renewals
 - Copy of Quickbooks has been purchased. Jon plans to start outlining recurring costs via reporting functions in Quickbooks so he can better assess expenses of items such as the website, part-time administration, etc.
 - \$53,733 in balance and some in paypal
- There was discussion on the fact that subcommittees should be created / dissolved as necessary via each committee's annual work plans. There was also discussion on the fact each committee should be tasked individually to document the history of the activities pertinent to its own committee.

Web updates, list serve updates

- Web subcommittee had a meeting August 10th, 2010. Minutes can be found at <http://magip.org/WebSubcommittee>.
- There was additional discussion on a "new activity since last login" functionality, and the potential use of Facebook or Twitter.
- The current list serve will be ending June 2011. Michael Fashoway is researching other alternative.
- The subcommittee is working with Nat Carter to determine what frequency we would like to continue "The Vector" on (i.e. annually, quarterly).

Update on Membership Discussion – tabled until the retreat.

Retreat Update and agenda finalization

- There was discussion on the cost of travel/ time off from work that is being absorbed by the board members in order to attend the retreat.
 - Motion (Jon): Moves for snacks, rooms, and 1 nights dinner to be paid for out of the treasury**
 - 2nd (Wendy)
 - APPROVED UNANIMOUSLY
- There was discussion on the need for a facilitator and it was decided we could make due without one.
- Jon volunteered to put together a packet on the GIS Summit's.

Fall Tech Session update

- Catering – Jason Danielson
 - Costs are being finalized to give us an idea of the overall cost.
 - Standard Coffee & Snack Breaks
 - Catered Lunch on the first day and, potentially, a speaker during this time. Anecdotal stories about GIS in Montana, something light and interesting about where we've been and where we're heading. Suggested names are: Jim Larson (retired from Stillwater County) and Van Shelhamer.
- Portable Labs -Michael Fashoway was looking into getting these reserved and I'll get an update from him tomorrow.
- Agenda - Since the last update, we've confirmed a few more workshops.
 - ESRI will be hosting a 3 hour session on a variety of ArcGIS 10 topics and a 90 minute session on ArcGIS.com
 - Jackson Beighle with Electronic Data Solutions will be providing a hands-on Trimble course
 - Hoping to get confirmation on a National Grid session with Cinthia Eichhorn of the Wyoming USDA-Farm Service Agency.

- Been in touch with Mike Sweet and he has a few contacts and ideas (including 3D GIS with Kyle Balke and ArcGIS 10 Raster Processing with John Lucotch).
- Still working on an MSDI Session and will probably be in touch with Lance to firm up those plans.
- Registration - Will likely be getting that going next week or the week after (which is around the same time we did last year). Nate stated they were thinking of setting the cost at \$50 for members and \$75 for non-members, and discussion followed on possibly raising the cost.

2012 Conference Update

- Wendy and Mindy are narrowing down location between the Red Lion in Kalispell and Grouse Mountain in Whitefish.
- Currently on the planning committee we have Liz Patefield, Kris Larson, Lori Palm, and Diane Papineau.
- We have a meeting scheduled next week with the 2010 committee to discuss where to begin with planning, etc.

Fall Board Meeting scheduled for November 30th, 2010.

Meeting Adjourned