



# 2023-2024 MAGIP WORK PLAN

Last Updated: September 15, 2023

## 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 2023 – May 2024.

## MAGIP Board of Directors

- Mike Powell, Past President
- Jeff Spock, President
- Gail Jorgenson, Vice President
- Nate Wold, Treasurer
- Hilary Kauth, Secretary
- Robert Ahl, Scholarship and Grants Committee Chair
- Tessa Switzer, Technical Committee Chair
- Mike Eidum, Member Development Committee Chair
- Erich Schreier, Conference Liaison
- Eric Spangenberg, MLIAC Representative

## MAGIP Support Staff

- Michelle Quinn, Administrator (non-voting member)
- Meghan Burns, Web Administrator (non-voting member)
- Alicia Smith, Communication Assistance (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 2024 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
Monthly BOD calls   Quarterly BOD meetings	Jeff	Executive	Now – May 2024
Annual Budget	Nate	Executive	March – June 2024
MAGIP Board Elections	Mike P.	Executive	Complete by May 1, 2024
Scholarships & Grants	Rob	SGC	Dec 2023 – Jan 2024
Plan Big Sky GeoCon: Billings 2024	Erich	BSGC	August – April 2024
Plan Big Sky GeoCon Workshops	Tessa	TECH	September 2023 – April 2024
Determine Big Sky GeoCon 2026 Location	Erich	BSGC	TBD
Plan 2024 Strategic Planning Session	Gail	ALL	Late Spring 2023
Re-engage with MGIA Council / promote better partnership & collaboration	BOD	ALL	Oct – November 2023
Develop Social Media Plan	Jeff, Alicia, Mike E.	ALL	Sept 2023 – Feb 2024
GIS Day	Mike E., Meghan, Gail, Hilary	MDC	November 20 2023
Facilitate and promote GIS meet-ups	BOD	MDC	Year-round
Salary Survey Report	Mike E.	MDC	April 1st, 2024
Code of Ethics Development	Jeff	Executive	April 1st, 2024

## MGIAC Representative

**Eric Spangenberg**

### Goals & Objectives

1. As the “member of a Montana association of GIS professionals (group)” duly appointed to the MGIAC by the Montana State Governor attend MGIAC meetings and participate in council business
2. Be the liaison between MGIAC and MAGIP, convey GIS Policy recommendations, and report MGIAC meeting updates to the MAGIP Board at MAGIP Board meetings
3. Collaborate with MSL and MGIAC to bring back GIS Technical Workshops tailored to rural cities and counties.



4.

## **President**

**Jeff Sprock**

### **Goals & Objectives**

1. Oversee the review and revision of the MAGIP Bylaws
2. Engage with the MGIAC to collaborate more on geospatial-related topics/discussions
3. Provide a report to members on developing a Code of Ethics for MAGIP. Present at members meeting in April 2024.
4. Represent MAGIP at other statewide professional meetings (e.g., MARLS, MAP, Montana League of Cities and Towns, MACo)
5. Work with Vice President to find champion to start Asset Management SIG
6. Work with Membership Development on stakeholder survey

## **Vice President**

**Gail Jorgenson**

### **Goals & Objectives**

1. Step in for presidential duties when necessary
2. Review MAGIP checking account each quarter as a double check for the treasurer
3. Engage with the MLIA Council to collaborate more on geospatial-related topics/discussions
4. Investigate other collaborations that MAGIP could establish for the future
5. Collaborate with MSL and MGIAC to bring back GIS Technical Workshops tailored to rural cities and counties.
6. Facilitate GIS Day mapathons

## **Past President**

**Mike Powell**

### **Goals & Objectives**

1. Oversee the 2023 MAGIP Elections Ad-hoc Committee
2. Review and update any internal policy procedures
3. Oversee committee designated to revamp the MAGIP website

## **Secretary**

**Hilary Kauth**

### **Goals & Objectives**

1. Attend MAGIP Board meetings, Committee meetings & update past board actions to the website.
2. Record MAGIP meeting minutes and post them to the MAGIP website
3. Set up ArcGIS Online to facilitate MAGIP activities (e.g., GIS Day, Mapping competition)
4. Assist with GIS Day Mapathon project (AGOL development and Helena GIS Day)



5. Work with Michelle to set up ArcGIS Online Dashboard with strategic planning metrics (e.g, number of members, map of membership, number of conference attendees by year, membership by year, number of people attending workshops, number of meetups)

## Treasurer

**Nate Wold**

### Goals & Objectives

1. Develop and approve FY2025 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 update internal audit procedures and perform internal financial audit
6. Review and update Treasurer handbook
7. Set up quarterly meetings with Vice President to review MAGIP financial transactions (i.e., debits, credits, checks)

## 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.*

**Tessa Switzer, Chair**

### Goals & Objectives

1. Plan/coordinate/promote workshop opportunities for Big Sky GeoCon in Billings
  - a. Create Workshop Committee
  - b. Create/send member survey to determine workshop interests
  - c. Collaborate with Full Scope to organize and promote workshops
  - d. Coordinate hardware setup/takedown at venue
2. Provide budget proposal to Treasurer for annual MAGIP budget by March BOD Meeting 2024
3. Maintain Technical Committee [web page](#)
4. Review workshop costs at conference

## Member Development Committee

*Mission Statement: The Member Development Committee provides opportunities to improve the Professional Development of the individual members, as well as the membership at large.*

**Mike Eidum, Chair**

### Goals & Objectives

1. Create Communication Strategy
2. Review Future Salary Survey Strategy
3. GIS Day



- Host GIS Day events including Mapathon
- Provide support for MAGIP members hosting events
- 4. Facilitate and promote GIS meet-ups
- 5. Review SurveyMonkey data and provide the Board with assessment of what information that needs retained.
- 6. Establish collaborations/partnerships with other organizations (e.g, MAP, MARLS)

## Scholarship and Grants Committee

*Mission Statement: The Scholarship and Grants 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

1. Higher Education Scholarships
  - Distribute scholarship announcement – Late December 2023 – January 2024
  - Receive and review scholarship applications with committee – March 2023
  - Announce scholarship recipient – April 2024 at Big Sky GeoCon
2. Van Shelhamer K-12 Education Grants
  - Distribute grant announcement – Late December 2023 or early January 2024
  - Receive and review grant applications with committee – March 2024
  - Announce grant recipient – April 2024 at Big Sky GeoCon
3. Promote and assist with Student Scholarships for Conference Attendance
4. Publicize and support process for teachers to earn CEUs at MAGIP conference
5. Develop a method to publish conference proceedings starting with abstracts.
6. Work with the Vice President to have a conversation with MGIAC about requiring grant recipients to attend Big Sky GeoCon using grant funding. This requirement would also include the mandate for grant recipients to present at the BigSky Geo Con. (Is this what we were talking about regarding the waiver)

## Conference Liaison

*Mission Statement: The purpose of the Conference Liaison is to oversee Big Sky GeoCon planning efforts and provide the Board with updates in regards to schedule, budget, challenges, and any other conference related issues. The liaison will also provide continuity as new conference planning chairs are selected from year to year to streamline planning duties transitions and better acclimate new volunteers.*

**Erich Schreier**

### Goals & Objectives

1. Annual Big Sky GeoCon
  - Coordinate with conference committee and Full Scope to:
    - Maintain conference planning documents on Google Drive
    - Maintain planning timeline
    - Review and analyze metrics for annual conference
    - Review and analyze format and events for annual conference
2. Facilitate conference planning meetings



3. Determine Big Sky GeoCon 2025 Location & Dates
  - Coordinate with Full Scope to establish a hotel contract
4. Review post conference survey with

## Administrative

### The Board and Full Scope (Michelle Quinn)

#### Goals & Objectives

1. Establish collaborations/partnerships with other organizations (e.g., MAP, MARLS)
2. Maintain the MAGIP web presence and evaluate web policies
3. Re-engage with MGIAC promote better partnership & collaboration
4. Investigate other collaborations that MAGIP could establish for the future
5. Provide budget proposal to Treasurer for annual MAGIP budget by March BOD Meeting 2024
6. Work with member development to create stakeholder surveys to get the pulse of MAGIP members and Big Sky GeoCon vendors.
7. Collect all MAGIP swag and distribute it as needed.
8. Order swag as needed

## Local Government SIG

*The Local Government SIG serves to connect and support those users facing the specific needs and challenges of local government today.*

### Andrew Stickney, Chair

#### Goals & Objectives

1. Get two entities to collaborate or work together towards improving or starting a project
2. Maintain a minimum attendance of 20 People
3. Maintain a high level of participation in each meeting
4. Look in to moving meeting to quarterly instead of monthly meetings

## Lidar SIG

*Provide a space to become more informed about LiDAR and its derivatives. Work with others to build elevation data skills.*

### Jeff Sprock, Chair

#### Goals & Objectives

1. Take advantage of the data
2. Increase public value
3. Help GIS community understand how to use derivative products
4. Provide a space for Lidar professional to network
5. Help Montana government professionals know how to effectively acquire Lidar data
6. Develop topics of conversation at SIG meetings

