

# MAGIP Board Meeting Minutes

Wednesday, October 17<sup>th</sup>, 2012

Department of Commerce (301 S. Park Ave., Helena, MT)

10:00 AM

## Attendance:

Lance Clampitt  
Eric Spangenberg  
Chris Stump  
Miles Wacker  
Gerry Daumiller  
Allen Armstrong  
Meghan Burns  
Tom Kohley  
Leslie Zolman

Miles Wacker called the meeting to order and asked for any revisions to the agenda.

## Revisions:

- Added Library Night
- Moved the MLIAC Report before the Committee Reports
- Moved Fall Technical Session discussion to the Technical Committee Report

## ***Review of June 19th Board Meeting Minutes***

### **Motion (Miles Wacker): adopt meeting minutes**

2<sup>nd</sup> (Eric Spangenberg)

APPROVED UNANIMOUSLY

## ***Results of Board of Directors Retreat – Presented by Miles Wacker***

- o Miles Wacker reviewed the Retreat Notes that Lee Macholz sent to the Board in September
- o Miles will resend out the Retreat Notes and asked that we send Lee the Goals and Objectives for each Committee by the end of October.
- o Lance suggested that we go through each Board members task list at every Board meeting

## ***MLIAC Report- Presented by Lance Clampitt***

[http://www.msl.mt.gov/About\\_MSL/Montana\\_Land\\_Information\\_Advisory\\_Council/mliac\\_mtgmaterials.asp](http://www.msl.mt.gov/About_MSL/Montana_Land_Information_Advisory_Council/mliac_mtgmaterials.asp)

- o MLIAC held their last meeting Thursday, September 6.
- o Jennie Stapp provided a Legislative Update regarding MLIA revisions, GIS enterprise architecture fixed costs, and MSL position status – Cadastral position (not supported); Water System manager (supported)
- o Ted Chase presented on using oblique imagery for the reappraisal cycle
- o Stu Kirkpatrick presented the MSDI FY13 priority project status and MLIA Grant materials
- o Erin Fashoway introduced changes to the MSDI website
- o Meghan Burns provided an update on the MAGIP Data Best Practices

## **Committee Reports**

- Technical Committee – Presented by Chris Stump
  - The technical committee is working on finalizing presenters and abstracts for the final schedule of the upcoming Fall Technical session.
  - Chris mentioned that the Hands on Learning Lab will not be at the Tech Session
  - Chris noted that there may be some presenter fatigue with having two meetings each year
- Business and Operations Committee – Presented by Eric Spangenberg
  - Eric will be sending out an inventory of MAGIP swag
  - The MAGIP pamphlet has yet to be completed – Suggested that we pay someone
  - Eric would like to look at events for MAGIP to sponsor (Set aside \$1,000 - \$2,000 in budget)
  - Tom Kohley volunteered to put together a PowerPoint regarding MAGIP to take to other venues
- Web Subcommittee – Presented by Eric Spangenberg (with updates from Jason Danielson via email)
  - A MAGIP ArcGIS Online account and Maps and Apps webpage are in development
  - Jason Danielson (Committee Chair) will update the web for the 2014 Intermountain Conference
  - Jason would like to make sure members and minutes are updated on the committee pages
  - The Web Subcommittee is working on a GoToMeeting help document
  - The Web Subcommittee is considering an update to the MAGIP website “theme”.
  - Jason sent an email outlining the new Webinar Series that is being lead by Lance Clampitt
  - Lance submitted an Policy on Webinars for the BOD to review

### **Adoption of MAGIP Policy on Webinars Document**

#### **Motion (Tom Kohley): adopt MAGIP Policy on Webinars document**

2<sup>nd</sup> (Chris Stump)

After discussion it was recommended that the schedule be removed from the document.

Tom withdrew his motion

#### **Motion (Miles Wacker): adopt MAGIP Policy on Webinars document**

2<sup>nd</sup> (Gerry Daumiller)

APPROVED UNANIMOUSLY

- Allen Armstrong mentioned an online professional development training program that they have used in Gallatin County. He will bring something more to look at for the next BOD meeting
- Education Committee – Presented by Gerry Daumiller
  - Gerry has discussed advertising the scholarships with Stuart Challender (Montana State University)
  - Gerry would like to increase the amounts of the scholarships. Board agreed that 1 \$2,000 student scholarship and 2 \$1,000 grants was reasonable

- Professional Development Committee – Presented by Leslie Zolman
  - Leslie provided an updated on the Intermountain Conference. The Conference will be in Billings in 2014. Annette Cabrera is chairing the committee and they have begun work on choosing a hotel location and date. Most likely the Crowe Plaza will be the location.
  - With the Fall Technical session in December, which is later than usual, they are looking to move the Spring meeting to June and seeing if there is interest in promoting attendance by teachers (considering continuing education credits)
  - Allan volunteered to talk to some teachers about attending this conference
  - The committee is looking at adding a GISP page to the MAGIP website and adding portfolio resources to the training page

***Document for Request for Assistance – Presented by Meghan Burns***

- Meghan presented a document to the BOD outlining the procedures for handling requests for assistance
- It was recommended that text be added to the document that states that monetary requests under \$50 will not require BOD approval, That a \$2,000 cap on requests will be added to the budget, and that payment via check will be made upon BOD approval

***Update on Technical Committee Best Practices – Presented by Meghan Burns***

- Meghan announced that she has received several reviews from the review committee, but is still waiting on two.
- Meghan is working on update the procedures for submitting and adopting best practices
- Meghan will be presenting on the best practices at the upcoming Tech Session in December

***GIS Day Update – Presented by Meghan Burns***

- Meghan announced that there will be a community event at the Lewis & Clark Library from 2- 5 PM on GIS Day. There is also an ArcGIS Online Map Contest.

**Motion (Miles Wacker): approve a budget of \$300 (with \$100 for the grand prize of registration for the Fall Tech Session) for GIS Day**

2<sup>nd</sup> (Allen Armstrong)  
APPROVED UNANIMOUSLY

***Library Legislative Night Update – Presented by Meghan Burns***

- Meghan announced that Library day has been scheduled for January 16.
- The library has asked MAGIP to donate money in support of the activities
- Allen Armstrong will attend the event; Gerry Daumiller will also be there as an employee of MSL

**Motion (Eric Spangenberg): approve the amount of \$400 in support of GIS services by the Montana State Library for Library Legislative Night**

2<sup>nd</sup> (Leslie Zolman)  
APPROVED UNANIMOUSLY

***Treasurer's Report – Presented by Tom Kohley***

- Tom has met with Wells Fargo to review options for upgrading the checking account in order to get online banking. Online banking would have no additional cost if we open a savings account. We would earn 0.4% interest on the savings account with a minimum balance of \$25,000.
- Tom presented his updates to the MAGIP budget Quickbooks with the addition of classes
- Budgets are to be submitted by the end of October.

***Approval of upgrading the MAGIP checking account***

**Motion (Gerry Daumiller): approve upgrading the checking account to online checking with the addition of a savings account**

2<sup>nd</sup> (Miles Wacker)

APPROVED UNANIMOUSLY

***Next Meeting and Review Calendar***

- Next Meeting is set for Wednesday, January 16
- There will be a BOD conference call around December 13 to review the budget

***Meeting Adjourned***

**Motion (Eric Spangenberg):**

2<sup>nd</sup> (Leslie Zolman)

APPROVED UNANIMOUSLY