

MAGIP Board Meeting Minutes

Monday September 8th, 2014

Department of Commerce, Room 228, Helena, MT

10:00 AM

Attendance:

Allen Armstrong

Leslie Zolman

Valentijn Hoff

Meghan Burns

Corey Richardson

Rob Ahl

Tara Chesley-Preston

Hunter Simpkins

Lance Clampitt (on phone)

Zachary Collins

Tom Kohley (on phone)

Meghan Burns called the meeting to order at 10:13 AM and asked for any revisions to the agenda. None were suggested.

Review of June 4th Board Meeting Minutes – Presented by Hunter Simpkins

The Board held a call-in meeting on July 3 to ratify new appointments:

- Corey Richardson was appointed as the Professional Development Committee Chair
- Rob Ahl was appointed as the Education Committee Chair

There were no changes to the meeting minutes outside the above subsequent activities.

Motion (Meghan Burns): adopt June 4th Board meeting minutes

2nd (Allen Armstrong)

APPROVED UNANIMOUSLY

Committee Reports

- **Professional Development Committee – presented by Leslie Zolman and Meghan Burns**
 - Corey Richardson is the new Chair
 - Intermountain Conference –Heritage Inn hotel tour occurred on September 4
 - No discount on meeting rooms as with other conferences, so budgeting for 2016 will be important
 - Spring Meeting 2015 – reservations are made; advertise to the Dakotas
- **Webinar Series – presented by Lance Clampitt**
 - Does MAGIP want to continue providing the Webinar Series?
 - Program has been successful in its 2-year lifespan, about 20 seminars have been presented
 - Few volunteers lately – no one is scheduled for September 2014
 - Question – continue, take a break for a few months, or cease the series?
 - BOD feels that they are valuable but do not need to be scheduled every month – would prefer them to continue as volunteers come forward
 - BOD also feels that it is the responsibility of the entire Board to locate presenters – not solely on Lance

Motion (Allen Armstrong): Move to continue the MAGIP Webinar Series on an as-needed basis

2nd (Meghan Burns)

APPROVED UNANIMOUSLY

- **Education Committee – presented by Rob Ahl**
 - Rob discussed the ConnectED program from Esri; he is researching to find out how MAGIP might participate and will ask Ken Wall if he would like to do a webinar on the program
- **Business and Operations Committee – new Chair needed**
 - Tara Chesley-Preston had shown interest in the position and discussed it with Carrie Shockley (former chair)

Motion (Meghan Burns): Motion to approve Tara Chesley-Preston as the new Business and Operations Committee Chair

2nd (Allen Armstrong)

APPROVED UNANIMOUSLY

- There are three subcommittees – Membership, Marketing, and Web Subcommittee
- Meghan has the marketing materials; she will inventory and provide that at the BOD Retreat
- Discussion about membership:
 - Reach out to fringe users (such as biologists)
 - Include teachers – as members, they'd be able to make Requests for Assistance
 - Contact non-governmental organization (NGO)
 - Hold mixers at colleges – free pizza and students will come
- **MLIAC Report – Presented by Meghan Burns**
 - Geospatial Strategic Plan update – MLIAC wants MAGIP endorsement
 - Meghan Burns, Chuck Fahner, Wendy Largent, and Leslie Zolman will attend the September 11 MLIAC meeting
 - Comments on Plan - #3A needs to somehow indicate that MAGIP needs support from MSL in providing training (e.g., provide computers for learning labs, provide staff to attend conferences and tech sessions, etc.
 - Question - what is MLIAC?
 - Montana Land Information Advisory Council; members are appointed by the Governor, have a set budget to spend, review proposals, manage the MSDI layers (http://about.montanastatelibrary.org/commission_councils/mliac/)
 - MAGIP reports its activities to them at quarterly meetings
- **Technical Committee – Presented by Zachary Collins**
 - Fall Tech Session will be held on November 17-18, 2014 in Bozeman at the GranTree Hotel
 - 3 rooms reserved
 - Cost for attendees - \$50 per half day session (about \$200 for the two-day conference), but those enrolling in the Python course would pay \$300
 - Python track – found an instructor but there will be a charge for travel and basic class – should these costs be passed on to class attendees or absorbed by MAGIP?
 - Attendees will receive 2 days of instruction and a book (Programming ArcGIS 10.1 with Python Cookbook by Eric Pimpler) and lifetime access to the online version of the course
 - Overhead cost for class is ~\$2900 - \$3200 total – should MAGIP pick up?
 - Typical course costs for a Python class range from \$700-\$800 plus travel costs, so \$300 per person is cheap

Motion (Hunter Simpkins): Motion to approve MAGIP payment of up to \$3200 to cover extra costs for class

2nd (Zac Collins)

APPROVED UNANIMOUSLY

○ **Treasurer's Report – Presented by Meghan Burns and Tom Kohley**

- A check from SITSD for the 2013 Fall Tech Session was received
- The 2014 budget and Profit and Loss statements were reviewed
- MAGIP Audit – Karen Coleman, Leslie Zolman, and Tom Kohley spoke with several accountants for advice on whether MAGIP needed an audit – consensus was that an Official audit is not needed
 - Accountants provided several guides on how to conduct an audit or review on our own, how to establish procedures for conducting a review, and steps to review monthly bank statements
 - Suggestion to establish our own procedures and document them for the incoming Treasurer; have the Vice President review monthly bank statements – Tom suggested quarterly reviews, as there isn't that much \$ activity
 - Auditing the accounts is not in the By-Laws and IRS doesn't require it, but MAGIP wants transparency
 - Tom and Karen (as the new Treasurer) will discuss at the BOD Retreat and document draft procedures for self-review
 - Tom recommended an internal audit session after each Intermountain conference
 - Val suggested that we begin with an internal audit; if the books are deemed a mess, MAGIP would then pay an accountant to conduct an official audit
 - All agreed with this approach

Motion (Meghan Burns): Motion to approve FY14 3rd Quarter Financials

2nd (Tara Chesley-Preston)

APPROVED UNANIMOUSLY

Board Action Items – Allen Armstrong

- Allen requested comments on the Geospatial Strategic Vision
- Allen presented his proposal to use Vimeo instead of YouTube to provide MAGIP members with webinars and training videos
 - Allen would start the Vimeo account and get it going
 - The Vimeo Plus membership level sounded most cost-effective (~\$60 annual fee) as a way to test it

Motion (Tara Chesley-Preston): Motion to approve purchasing a Vimeo Plus account for one year at \$60 to test the platform

2nd (Corey Richardson)

APPROVED UNANIMOUSLY

- Lee Macholz is still working on the member profile changes
- Student Ambassador Program – will be discussed further at the BOD Retreat
- By-Law review – Elections > shorten duration?

- Discuss at BOD Retreat, along with other By-Laws
- MAGIP documents will be stored on Google Drive – Lee Macholz will send invites to Board Members
- GIS Day 2014 – MAGIP will again host the ArcGIS Online Map Contest; any other ideas for activities?
- Letter from MAP – Montana Association of Planners
 - Leave this alone; MAGIP doesn't lobby
- MAGIP Work Plan Items – will be discussed at BOD Retreat

Board Meeting Dates

- The next Board meeting will be held on January 14, 2015 in Helena

Reminder to Board Members – review the By-Laws before the Retreat; Lee Macholz will email other items (homework, etc.) that should be reviewed prior to the Retreat.

Meeting Adjourned at 3:05 pm

Motion (Hunter Simpkins):

2nd (Tara Chesley-Preston)

APPROVED UNANIMOUSLY