

# MAGIP Board Meeting Minutes

Friday, April 11<sup>th</sup>, 2014

Crowne Plaza Conference Room 5, 27 N 27<sup>th</sup> St., Billings, MT)

8:00 AM

## Attendance:

Miles Wacker (on phone)

Karen Coleman

Allen Armstrong

Leslie Zolman

Meghan Burns

Carrie Shockley

Zachary Collins

Tom Kohley

Chuck Fahner

Hunter Simpkins

Guest: Jeff Hedstrom

Allen Armstrong called the meeting to order at 8:05 AM and asked for any revisions to the agenda. Suggested revisions include:

- Appointment of student ambassador at two major MT universities to serve as a liaison with MAGIP; announce events and provide outreach to student body
- Van Shelhamer's wife contributing funds for grants or scholarships in his name.

## ***Review of January 13th Board Meeting Minutes – Presented by Hunter Simpkins***

### **Motion (Tom Kohley): adopt January 13th Board meeting minutes**

2<sup>nd</sup> (Meghan Burns)

APPROVED UNANIMOUSLY

## ***2014 Intermountain Conference Wrap Up Discussion – Summit Highlights – Allen Armstrong***

- Incentives Program is a no go
- GISP funding is a no go
- Why are we losing members?
  - Need better representation at schools – students are unaware of MAGIP
  - Older members are not renewing; possibly need to present more information/training related to technological advancements
  - Why weren't webinars successful? Many survey responses cited inconvenient time of presentation
- Final attendance count – 190; responses indicate that it went well
- The Membership appears willing to volunteer for service or provide assistance; however, they will need a more personal contact to get started
- Next year – northern Idaho in fall (October mentioned)

## ***2016 Intermountain Conference Discussion – Jeff Hedstrom***

- Three potential facilities identified; Holiday Inn and Heritage Inn will be pursued
- Jeff will get costs from both hotels and look at schedule – check holidays, check for other conferences (i.e., AAG scheduled for 3/29 – 4/2, 2016 – don't overlap)
- Form the 2016 Conference Committee
- Contact the two Great Falls-area schools
- Contact Michael Fashoway for planning assistance since he was involved in planning a previous tech session in Great Falls
- Tentative dates – April 11 – 15, 2016 (possibly April 4 – 8, 2016)

- Include an Agriculture Track (relevant for Great Falls, and could possibly link to additional awards/grants in Van Shelhamer's name)

#### **Committee Reports**

- **Education Committee – Presented by Chuck Fahner**
  - Committee to review grants not yet formed; Chuck will email out a request help from MAGIP list
  - Chuck will serve as the Education Committee Chair for another year
  - GIS Day – wait for new board members in June to plan the 2014 GIS Day Festivities
    - Jeff was interested in doing something in Great Falls – check Esri and National Geographic web sites for materials and suggestions on activities for GIS Day
- **Professional Development Committee – Presented by Leslie Zolman**
  - Dianne updated the mentoring web page
  - Need a new committee chair – should be proficient in planning and organizing
  - The New-to-GIS mixer was poorly attended (by those New-to-GIS)
    - Suggestion – at the next conference, have an “Ask a Board Member” time, similar to the GISP doctor office, where people can come and talk one-on-one with a board member or long-time MAGIP member.
- **Technical Committee – Presented by Zachary Collins**
  - Intent for 2014 Fall Tech Session is to move away from presentations and make it more training/workshop focused
  - Keep the length to 2-3 days total
  - Discussion of whether this conference should be tied to Montana Government IT Conference?
    - If separated, move back to Fall (October)

#### **Motion (Tom Kohley): Disconnect the MT IT Conference from Fall Tech Session and move location to Bozeman, MT and hold in October 2014**

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

APPROVED UNANIMOUSLY

#### **Technical Committee (continued)**

- Fall Tech Session as a stand-alone would need at most 3 tracks
  - Workshops should not cost extra – should be included in conference registration costs
  - MT IT Conference should be passed by the GIS Manager's group
    - Leslie will bring up at the next GIS Manager's Group meeting; follow up on this topic at the June BOD Meeting.
  - Vendors are not needed for the Fall Tech Session (unless Esri wants to come and provide training); Esri could sponsor a lunch or a meet-up or attend a forum/discussion table
  - Bozeman was discussed as a possible site
  - Doesn't have to be held at a hotel; research other venues (e.g., City of Bozeman shop buildings, library, Story Mansion, etc.)
  - Video record the presentations/trainings so we can post to You Tube or provide them for members to view later
  - Offer 1-, 2-, and 3-day registration options with varying costs
- **Business and Operations Committee – Presented by Carrie Shockley**
    - Still seeking a Web Subcommittee Chair – Gerry will still assist but will not serve as Chair
    - Membership survey results review

- Detailed survey responses and data are available to Zac for planning of the Fall Tech Session
- 2014 Election – have 3 candidates for 2 Member-at-large positions and 1 candidate for Vice President
  - Election results will be finalized by May 30.
  - Election committee meeting on June 3, 2014
  - Board of Directors will ratify new members on June 4, 2014 meeting

**Update of Board Priority Items – Allen Armstrong**

- Allen went through the tasks in the 2014 work plan and asked for an update from the Board on the items they are responsible for completing. Many of these tasks were marked complete.
- Meghan will follow up with Lee Macholz to reorganize MAGIP’s Google Drive and create 1-2 new admin accounts (Lee would serve as one admin and the other would be provided to the Web Subcommittee Chair)

**Motion (Allen Armstrong): approve hiring Lee Macholz to reorganize and set up the Google Docs drive and provide permissions**

2<sup>nd</sup> (Zac Collins)

APPROVED UNANIMOUSLY

**MLIAC Report – Presented by Allen Armstrong**

- MLIAC accepted the wording of the Best Practices documents and incorporated same into the MSDI application
- Geospatial Strategic Plan 2010 being revised into Geospatial Strategic Vision, takes a broader view and is less task-oriented than the Geospatial Strategic Plan
  - MAGIP input is requested
- In this year’s legislative Session, the DOR will be requesting substantial funding to coordinate and collect survey control points in areas of experiencing extreme cadastral shift
- Stu Kirkpatrick gave a presentation on the new CATSPAW plan for the new CAD NSDI and the Parcel Fabric Model
- Still need to appoint a MAGIP representative to MLIAC
- The 2013 NAIP service from MSL will be published soon
- Google is collecting 6-inch imagery – yep, 6-INCH.
- ELA with Esri is still under negotiation, will include ArcGIS Online for Organizations accounts

**Treasurer’s Report – Tom Kohley**

- Tom emailed the Profit & Loss sheet to board members
- Conference – too early to tell, but \$55,000 of conference income budgeted; Income as of April 1<sup>st</sup> was around \$43,000
  - Two people registered and bought workshops but did not attend OR cancel – what to do? Board agreed that we should invoice them
  - Lee will provide a summary of 2014 conference costs to Tom
  - Full report will be provided at the June 2014 BOD Meeting – anticipates that we’ll break even
- Upgrade to QuickBooks was purchased – for desktop, not to the Cloud. Tom will pass on the software and data to the new Treasurer.
- New budget is available to post on the web site; Tom will provide to Meghan for upload.

#### **GISP Assistance Proposal – Leslie Zolman**

- Based on survey responses and MT Summit comments, MAGIP will not pursue monetary assistance to GISP applicants.
- Lee Macholz and Cathy Maynard made eloquent comments at the MT Summit – MAGIP funds should be spent towards opportunities for everyone in MAGIP; this would include programs and events that would contribute towards gaining GISP certification points. In other fields, professional certifications are the obligation of the individual – it should be upon each person to pursue certification, but MAGIP can help by providing opportunities to be involved, such as presenting at conferences, etc.
- During the GISP doctor office event at the Intermountain Conference, Leslie and Karen worked with 10 people, and another 5 people have asked to work with them over the next few weeks. Due to the summit comments, low MAGIP funds and great success in the doctor office; this is a better way for MAGIP to support GISP.

#### **Motion (Karen Coleman): Do not pursue monetary assistance to MAGIP members applying for GISP certification**

2<sup>nd</sup> (Zachary Collins)  
APPROVED UNANIMOUSLY

#### **MAGIP Powerpoint and other electronic files**

- Zachary Collins will resend link to Google Docs for everyone's use

#### **General Board Business – Presented by Allen Armstrong**

- **Member Profiles**
  - Lee will follow up on changes to the member profiles to be displayed through the MAGIP website
- **2014 Intermountain Conference Committee Appreciation**
  - City/County/State employees cannot accept gifts (over \$50)
  - Suggestion to send flowers to Janelle, Annette, and Lee M (Meghan will order flowers)

#### **Motion (Allen Armstrong): Purchase flowers for Janelle, Annette and Lee as a thanks for organizing the 2014 Intermountain Conference**

2<sup>nd</sup> (Tom Kohley)  
APPROVED UNANIMOUSLY

- **Travel Expense Reimbursement – Karen Coleman**
  - Karen asked about the policy for reimbursement of travel expenses – MLIAC reimburses members, as per state guidelines
  - Not a formal policy; suggestion to members to make Requests for Assistance for reimbursement that can be reviewed on a case-by-case basis
- **Homestake Pass 2014 MAGIP Board Retreat – Karen Coleman**
  - Reservation for August 24-25 has been made (noon Sunday to early afternoon Monday)
  - September 28-29 is still an option if newly elected board members cannot make the August date
  - Carrie will email the nominees about the retreat so they can check their calendars
  - Date will be finalized at the June Board Meeting

- **Funding from Van Shelhamer's wife – Allen Armstrong**
  - At the Awards Banquet, Van's wife indicated a desire to help the Memorial Scholarship fund with an additional funding contribution. While an admirable offer, it might be best to try and match future projects with this offer of funding as they arise instead of simply adding cash to the account.
  - Focus on Agriculture track at the 2016 Great Falls conference, maybe an award there...
- **Student Ambassadors**
  - Appoint two students at major MT universities (Bozeman and Missoula) to serve as a liaison with MAGIP; announce events and provide outreach to student body; ambassadors would receive free conference attendance. They would report back to MAGIP BOD.
    - Allen will investigate options for these Student Ambassadors at the Universities and what MAGIP may be able to provide in exchange

***Meeting Adjourned at 12:10 pm***

***Motion*** (Hunter Simpkins):

2<sup>nd</sup> (Carrie Shockley)

APPROVED UNANIMOUSLY