

MAGIP Board Meeting Minutes

Thursday, June 13th, 2013

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

10:00 AM

Attendance:

Lance Clampitt

Miles Wacker

Karen Coleman

Allen Armstrong

Leslie Zolman

Meghan Burns

Carrie Shockley (on phone)

Chris Stump

Hunter Simpkins

Art Pembroke

Eric Spangenberg

Allen Armstrong called the meeting to order at 10:00 AM and asked for any revisions to the agenda. No revisions were suggested. Introductions were made, and the June 13, 2013 meeting was designated as the Annual Meeting.

Review of April 11th Board Meeting Minutes – Presented by Meghan Burns

Motion (Miles Wacker): adopt meeting minutes

2nd (Lance Clampitt)

APPROVED UNANIMOUSLY

Update on Election Results – Presented by Meghan Burns

- 81 out of 178 MAGIP members voted
- Meghan Burns elected Vice President
- Karen Coleman elected as Member-at-Large
- Hunter Simpkins elected as Member-at-Large
- Board position has been ratified via Conference Call on May 28, 2013

Review of Bylaws – Allen Armstrong

Orientation for New Board Members

- New Board members received binders holding MAGIP information that includes the Constitution and Bylaws, Board policies and procedures, and access information for MAGIP web accounts

Discussion of Open Positions

- Treasurer – Tom Kohley wishes to continue as the Treasurer for the June 2013 to May 2014 term

Motion (Miles Wacker): approve Tom Kohley as Treasurer and approve term/election cycle

2nd (Leslie Zolman)

APPROVED UNANIMOUSLY

- Secretary – Hunter Simpkins nominated for the June 2013 to May 2014 term

Motion (Karen Coleman): approve Hunter Simpkins as Secretary and approve term/election cycle 2nd (Chris Stump)
APPROVED UNANIMOUSLY

MLIAC Appointments

- MLIAC renews the Board of Directors every two years
- Two members of MLIAC should be from MAGIP Board of Directors (or registered members)
 - Linda Vance and Wendy Largent currently sit on the board
 - Wendy Largent and Leslie Zolman have applied
 - New council members will be appointed at the next meeting, scheduled for Tuesday, June 18, 2013

Appreciation to Outgoing BOD and Committee members

- Certificates were presented to Lance Clampitt, Chris Stump, Gerry Daumiller, and Eric Spangenberg

Renewal of Liability Insurance – presented by Miles Wacker

- Cost to renew is \$779.00; renewal deadline July 12, 2013
- Miles will contact lawyer to determine what is covered under policy

Committee Reports

- **Business and Operations Committee – Presented by Eric Spangenberg**
 - Two subcommittees – Membership (led by Miles Wacker) and Web (led by Jason Danielson)
 - Eric is also a Board Member on the NWGIS User’s Group
 - MAGIP ‘swag’ will continue to be stored at Eric’s/Art’s office (Lewis and Clark City/County building)
- **Technical Committee – Presented by Chris Stump**
 - The next Fall Tech Session is again planned to be held with the Montana IT Conference during the first week of December in Helena.
 - Allen will help with Fall Tech Session planning and will follow up with MT ITSD to coordinate.
 - Chair of the Technical Committee is unfilled; still open.
- **MLIAC Report – Presented by Lance Clampitt**
http://www.msl.mt.gov/About_MSL/Montana_Land_Information_Advisory_Council/mliac_mtgmaterials.asp
 - The last MLIAC meeting was Tuesday, March 19, 2013.
 - Jennie Stapp, the Montana State Librarian, provided a Legislative Update of HB 38.
 - The CIO Ron Baldwin provided an SITSD GIS Update.
 - Stu Kirkpatrick presented the FY14 MSDI Draft Work Plan.
 - Mike Sweet presented on climate as an MSDI Framework layer.
 - Linda Vance presented on the Montana Natural Heritage Program land cover and wetlands services.
 - Miles Wacker provided the MAGIP report.
 - The MLIAC Board is seeking new members - Wendy Largent and Leslie Zolman have submitted applications.
 - FY14 Grant funding has been decided
 - The Webinar/seminar series will continue to be organized by Lance unless a replacement is found.

- **Professional Development Committee – Presented by Leslie Zolman**
 - Spring Meeting Update
 - 45 people were registered
 - The Spring Meeting is considered outreach as opposed to being a money-making venture
 - The City of Sturgis sent a check for registration fees, but the check was never received by MAGIP. Miles will have the affidavit letter notarized and returned to the City of Sturgis so they can cancel the check and issue a new check for Spring Meeting fees.
 - GISP Certification – Leslie provided an example of GISP support from West Virginia (WVAGP)
 - Leslie has posted Kris Larson’s presentation on GISPs to the MAGIP website
<http://www.magip.org/GISP> or
http://www.magip.org/Resources/Documents/ProfDevCommittee/GISP/GISCI_2012%20MT%20Tech%20slides.pdf
 - New GISCI Board Director

- **Education Committee – Presented by Miles Wacker (summarized by email from Gerry Daumiller)**
 - Wendy Largent has been ratified as the Education Committee Chair.
 - Two K-12 grants were awarded, both to purchase new GPS/equipment:
 - West Yellowstone K-12 Schools
 - C.S. Porter Middle School in Missoula
 - The 2013 Higher Education grant was awarded to Dominique David of Montana State University. She will use a GIS database to record Indigenous science knowledge about the Gallatin Valley headwaters and integrate it with the knowledge of Western Science.
 - Trunks have been updated – MT History Center

Board Reports

- **Spring Meeting Update – Presented by Leslie Zolman**
 - In future, market to the Dakotas (also publicize the 2014 Intermountain Conference in Billings)
 - Miles Community College was a good venue for the event

- **Mentoring Update – Presented by Leslie Zolman (summarized by email from Dianne Papineau)**
 - Request to update members’ profiles to include more detailed information about mentoring and areas of specialty
 - Allen requested that everyone review member profile information and provide comments on what else could/should be included or revised
 - Miles will compile Google Analytics report of MAGIP GIS Mentoring web page
 - Mentoring program has been running since January 24, 2012 (adoption date)

- **SIG page Member Profile – Privacy Issue**
 - Move the SIG page under the Member’s Only pages to restrict public access to members’ complete profiles
 - Keep the SIG pages public, just move Member info – OR – put text list of SIG members on public page that is not linked to profile information
 - Same issue with the Board of Directors page
 - Suggestion – remove link; keep contact information and skills as the minimum information available without logging in to MAGIP

- **Policy on List-Serve – Presented by Lance Clampitt**
 - Up to administrators to follow policy and approve messages
 - Add a note/disclaimer to reply function as a reminder – replies to EVERYONE
 - Remove bullet 2 under List Rules – Google does allow HTML and formats other than plain text

Motion (Meghan Burns): approve revisions to List-Serve policy

2nd (Miles Wacker)

APPROVED UNANIMOUSLY

- **Treasurer’s Report – Presented by Miles Wacker (summarized by email from Tom Kohley)**
 - Overview of account balances, discussion of banking fees and administrative costs
 - Follow up with Tom on specifics
- **Intermountain GIS Conference – Presented by Leslie Zolman**
 - Last meeting held Tuesday, June 11, 2013
 - Discussion of Registration Costs – Board will approve Conference Budget, which will include the cost of registration
 - Esri Developer’s Meet-up scheduled for Monday evening
 - Need a Workshop Chair

Update on Local Government Special Interest Group (SIG) – Presented by Allen Armstrong

- Last meeting held during the Spring Meeting in Miles City, chaired by Allen Armstrong
- Future meetings can be chaired by different people
- Allen suggested that MAGIP support/fund SIG meetings in eastern Montana for locals to meet and discuss local issues (e.g., oil boom and associated impacts).
- It was decided to add a Local Government SIG meeting to the MAGIP Spring Meeting. There was discussion on how to use funds to cover room costs and possibly supply snacks. There should be the ability to participate via teleconference.

Action Items

- **Fall Tech Session**
 - Allen will follow up with ITSD and form a planning committee
- **Board Retreat**
 - Meghan discussed costs from previous retreats; she will send a poll out to determine dates of availability and preferred location
- **Requests for Assistance (or, Requests for MAGIP BOD presence at meetings, etc.)**
 - Currently, must be a member of MAGIP to request assistance; how can requests be made available to non-members?
 - Decision made to leave policy as is, no change.
- **GoToMeeting Policy**
 - Use Request for Assistance to request a GoToMeeting; Lee or another Board member will set up the meeting – also must be able to attend meeting to help with technical difficulties and to end the meeting.
 - Add clause to policy that Board of Directors has priority in scheduling GoToMeetings, in case of conflict
 - Requests must be made two weeks prior to anticipated meeting date
 - Lance will revise policy and email to Meghan to be posted on MAGIP website for vote

Upcoming Calendar Events

- MT Educator's Conference – October 17-18 in Belgrade, MT
 - Allen cannot attend; Carrie Shockley will attend and present on MAGIP (mentoring, grants, etc.)
 - Continuing Education Credit Provider

Next Meeting and Review Calendar

- The next MAGIP Board of Directors Meeting is scheduled to be held in Bozeman on either October 2nd or 3rd; Allen will follow up on scheduling / reserving a location.
- REVISED - January 13, 2014 – to be held in Red Lodge; Tom Kohley will follow up with a location
- April 11, 2014 – to be held in Billings on Friday, 8 am – 12 pm at the 2014 Intermountain Conference
- REVISED - June 4, 2014 – to be held in Helena at the CEIC (Park Avenue building)

Meeting Adjourned

Motion (Karen Coleman)

2nd (Hunter Simpkins)

APPROVED UNANIMOUSLY