MAGIP Board Meeting Minutes
Tuesday, February 16, 2010
9:30 AM

Technical Committee Report - Nate Holm
- MSDI Framework Workshop - Lance & Erin scheduled to talk about this later as well
  - sent 2 representatives to participate (Jason Danielson & Catherine Love)
  - discussion involved multiple aspects of each framework
  - looking to require use by state agencies
    - possible MLIAC policy?
  - devolved into a discussion of funding
  - Tech Committee will be putting together a short write-up of our participation

- Portable Internet Hotspot Research – myself, Jason Danielson & Chuck Fahner
  - have looked into recommendations by IT staff at Flathead and Lewis & Clark
    - most portable hotspots rely on 3G/4G networks
    - access is usually limited to a handful of users
    - would likely run into the same bandwidth problems we had in Kalispell
  - temporary hardline is connected to the state network for the IT Conference
    - probably want to go this route for future MAGIP training/conferences
  - still waiting to hear details on IT Conference setup from Gordy Conn with ITSD

- Standardizing Best Practice Development
  - creating a workflow of the steps involved in developing best practices
  - each step in the workflow will be analyzed for development
    - guidelines to follow
    - documents needed (for topic submission, etc)

- 2010 Fall Technical Session
  - Billings?
    - recruiting Tom Tully & Annette Cabrera
  - Helena suggested too

Montana Summit - Janet Cornish
- Timing is flexible
- Talk about MAGIP work plan - tie to strategic planning
- Discussion led by each committee
- Plenary
  - State of the state
  - Membership
  - Who is speaking?

Education Committee Report - Stephanie Anderson
- Trying to get content for new web from old web site
- Trying to get dates/guidance for scholarships from old web site
  - Not there - will have to determine dates new

Professional Development Committee Report - Stuart Challender
- Conference
  - Tracking MAGIP involvement
  - Give certificates and thank you letters
  - We should get a group photo at the conference
○ Mentoring
  ▪ Developing short proposal, will have to the board soon
    □ Would like to promote at conference

○ Web
  ▪ Working on building committee page

○ Awards
  ▪ Nominations posted on web site
  ▪ Need to make sure that awards have MAGIP logo (not conference logo)

○ Chair
  ▪ Term coming to a close - will need to recruit a replacement

Secretary’s Report - Lee Macholz

○ Virtual voting process:
  1. Contact MAGIP president to determine if issue requires a vote (contact other member of the executive committee if president is not available)
  2. If yes:
     1. Create a discussion thread on the web site (that is public)
     2. Send an email to BOD that announces issue and discussion thread and states timing
  3. Discussion is open for 5 business days
  4. Contact Secretary to create and announce a vote
     1. Secretary responsible for creating Survey Monkey based on a motion carried by the board in the discussion forum
     2. Secretary sends an email to BOD with link to survey to vote and timing
  5. Voting is open for 5 business days
  6. Secretary closes and tallies votes, announces result to BOD and posts result to web

Motion (Lee): to adopt virtual voting process as stated above
2nd (Kris)
APPROVED

○ Membership Duration: Discussion regarding whether MAGIP membership renewal should be on a fixed date (e.g. every MAGIP membership renewal is due on Jan 1 of each year, regardless of when a member signs up or renews) versus renewal on individual anniversary dates (e.g. If I sign up on April 10th, then my membership renewal is due on April 10th the following year) that fall 1 year on the date of payment. Current constitution says that membership renewal date is May 1 for all members.

Motion (Kris): Propose to the membership that we modify the constitution such that the membership period runs Jan 1 through Dec 31. (Matching the calendar year)
2nd (Linda)
For = 5 votes
Against = 3 votes
APPROVED

○ Membership Dues: Do we want to maintain Student and Associate membership levels?
  ▪ Yes - Student for current students only
    □ ask for contact information for advisor to confirm
  ▪ Yes - Associate - this should be more of a 'Corporate' memberships
    □ Benefits?
      ♦ Potentially: discount for vendor booth at conference
      ♦ Logo on our web site
    □ Should be for a business, not individuals
  ▪ COST - membership sub-committee discuss and propose costs to the board
Treasurer’s Report - Tony Thatcher
- Had recent large expenditures for the web site and logo
- Income starting to come in from conference registration
- See Profit and Loss statement attached

Operations & Business Committee Report - Erin Geraghty
- Web Sub-committee - Lee Macholz
  - Web content
    - need to address who provides what
    - Should do workshops/presentations at Conference
      - For board members as editors
      - For members as users
  - MAGIP email
    - Using gmail with filters
    - Trying to eliminate personal email addresses from web site, etc
    - Investigate ability to use 'magip.org' instead of 'gmail.com'
- Special Interest Groups (SIGs) - Erin Geraghty
  - Discussion regarding if the board should promote/organize/etc
  - Determined that SIGs are different than User Groups in that they are topic-driven
  - Should provide time for SIGs at conference
- Elections - Erin Geraghty
  - Election committee: Erin, Kris, Linda
  - Kris, Lee, Tony, Stuart - at end of terms
  - Positions up for election:
    - Vice President
    - 2 Members At Large
  - Position up for appointment:
    - Professional Development Committee Chair
  - Call for nominations
    - Nominations open - 3/1/2010
  - Ballot open - [date?]
    - Voting open for 30 days
- MAGIP Administrator Duties - Erin Geraghty
  - Janet not renewing her contract for administrative services for MAGIP
  - Starting in May, we will need to find someone for new admin contract
  - Janet is willing to continue the MT Summit and the grant writing workshop
  - Need a comprehensive list of admin duties
  - Possibility to contract with Lee Macholz for web and admin work
  - Need to discuss future needs - should we continue on a contract basis or should we (can we afford to) explore hiring an employee
- MSDI Theme Stewardship Meeting - Erin Geraghty, Lance Clampitt, Linda Vance
  - Need to encourage them to have a facilitator next time
- MAGIP Retreat and Workplan
  - Yes, we should have another retreat