

# Minutes - MAGIP Board of Directors Meeting - 2/19/2009

## Minutes from 11/20/08 Board Meeting APPROVED

### Dick Clark, State CIO re: Role with National Geospatial Advisory Committee (NGAC)

- He is a member of NASCIO (National Association of State CIOs)
  - In top 3rd in terms of seniority
  - NASCIO recommended him for role on NGAC
- His role w/NGAC
  - NGAC is advisory to the Secretary of the Interior
  - As rep from NGAC, he represents all 50 states plus the US territories
  - 1st meeting (he missed) was about GIS in the stimulus plan
    - § Consensus at the meeting was that work needs to be done to bring GIS to the forefront of areas such as:
      - Health IT
      - Wildfire
      - Census
      - Workforce Development/Education
      - Mortgage Crisis
      - And many more...
    - § Statement of support for the A16 circular
      - OMB circular that states the Federal Gov. needs to take responsibility for data themes - stewardship at the federal agency level
      - Supports Executive Order 12906 (which is about metadata)

Dick got placed on a subcommittee about partnering

- § He is asking US to bring him examples of partnerships:
  - that we have formed/have seen formed/would like to form
  - and what are the successes of these partnerships
  - e.g. NAIP funding where multiple entities from all sectors are giving \$\$
  - e.g. State Cadastral folks working with BLM to correct the GCDB
- § He is going to solicit same information through NASCIO

Economy/Stimulus

- § How does GIS stand in the state?
  - It will be hard work to get stimulus \$ for GIS
  - Dick would like to find stimulus funding for the Governor's challenge
  - This is One-Time-Only money ... need to keep that in mind
- § MT legislative issues/observations...
  - HB2
    - ◆ Base amount
    - ◆ Present Law Adjustments - these will be dead
    - ◆ Cat/Dog bills - these are dying quickly (e.g. people are tabling their own bills)
  - HB2 (Jobs)
    - ◆ Federal Stimulus
      - ◇ Formula \$ (e.g. Highways)
      - ◇ Grant \$ (e.g. Broadband)
      - ◇ Block Grant \$ (e.g. Stabilization)
      - ◇ Transparency is HUGE
    - ◆ What is happening is that extras are being taken out of HB2 and will be backfilled from Federal Stimulus \$
- § Right now we are seeing the high water mark for state budget for probably the next 4-6 years
- § Activities on the margins (e.g. GIS) need to get really creative on funding and how we're going to do business

- Have go to have partnerships (Federal, State, Local, Private...)
  - If we're going to get \$ for GIS in the 2011 legislative session, we need to start lobbying and working for it now (remember that state budgets are submitted in 2010)
- § Seeing the trend for Goals/Objectives/Outcomes translating to Performance-Based Budgets
- § What are the topics that the legislature is willing to support? We need to show how GIS can improve business processes, efficiency, and outcomes if they support GIS
  - Energy (Governor's focus)
  - HHS (they are proposing 1 Billion \$s to re-engineer business processes - how do we bring GIS into this?)
  - What is WY doing?
- § Perception of GIS:
  - There is a perception out there that GIS is a free good (e.g. Google Earth) and people don't perceive that they have to pay for it  
VERSUS
  - There is a perception that "GIS" is costly - it has become a three-letter word
- § In hard times IT is going to be utilized more
- Next big question for the GIS community is "How do we make inroads to HHS, MDT, and OPI?"
- § We (GIS) are effective with mid-size agencies (e.g. FWP) because their customers are people (e.g. Hunters) that are in their face and requiring services and maps, etc...
- § The 'customers' for these 3 are local governments, not necessarily individual citizens - so there is not an 'in-your-face' push for services/responses that leverage GIS
- § We need to address people at a local government level because they have leverage with the state agency level
  - Local/County Health Services have an annual conference - GIS/MAGIP could have a presence there
  - Dick is an advocate for GIS community - he has access to the level of mgmt that we don't
  - We need to learn how to talk their language - speak at the board room level versus the technical level
- § Idea to utilize the 'records management statute' to require GIS data collection/maintenance/archive - GIS data is a record, not just a function of IT
- § We (GIS community) need to give Dick an overview of our strategy/goals/objectives so he can use that when he talks to the higher-ups
- § Dick needs 'scouts' - we need to feed him information about our interactions/experiences/etc so he can build from them
- § When HHS/MDT/OPI are ready to hear from the GIS experts in those fields, Dick will let us know, and we'll pull together the presentations

#### **NAIP Update - Robin Trenbeath**

- Currently about \$123k short of the goal
- Robin has sent a letter of intent to participate
- He is soliciting contributions from federal/state/local/private entities - there are several that have indicated they will contribute, but no definite confirmations at this point
- If you have contacts that would potentially contribute, send information to Robin - he would ideally like to have 2 contacts per agency/entity - 1 at the Director level and 1 at the Technical level
- Who is using the NAIP for analysis? These people should be approached for contributions
- We should put out a survey to the MAGIP community asking "How do you use NAIP" to help generate interest/recognition for this effort

Erin and Nat will work up some Q's and run them by the board, then do a survey monkey survey

#### **Technical Committee - on behalf of Michael Fashoway**

- Best Practices document has been published on the MAGIP site - there has not been much public response/edits

*Motion to the Board for MAGIP to endorse Best Practices as laid out in this document*

*Erin Geraghty - motion*

*Kris Larson - Second*

*Motion APPROVED unanimously*

This recommendation will be taken to MLIAC

**Education Committee - on behalf of Van Shelhamer**

- See Education Committee Report (attachement #2)
- The EC recommends that both schools that applied for the K-12 Curriculum Grant be awarded \$1000 (each)
  - Treasury - we have the money to support this
  - The grant recipients report back to the EC and thus the report carried back to the Board
  - We ask them (require in the future) to hold a GIS Day event associated with the project for which the grant was awarded
  - We ask them (require in the future) to share the data back to us (not sure who/where 'us' means yet)
    - § If we accumulate this data over time, we can use it to portray the use of GIS in schools

*Motion to the Board to award \$1000 grants to Libby and Lewistown schools*

*Doug Burreson - motion*

*Erin Geraghty - second*

*Motion APPROVED unanimously*

- Janet will update an award letter, Kris will sign and send to Tony, Tony will write the checks and send the letters/checks to the recipients

**Professional Development Committee - on behalf of Patricia Williams**

- We've had enough Fall/Spring sessions that we can presume that we'll continue with them
  - So let's start planning processes for these events further in advance
  - We need to be more organized
    - § Set budget (revenue and expenditure)
    - § Outreach to locals for help
- Let's write a recommendations/guidebook-type how-to document on how to organize/run these events
  - Do before May and present at May meeting
    - § Erin, Kris, Michael, Bryant, Patricia
- Need to clarify the role of the Professional Development Committee/Chair in the planning of these conferences
  - e.g. so far, the Fall session has fallen under the Technical committee - should that be the case in the future?
- Future Agenda Item - Consider MAGIP endorsement of GISP certification
- Vector Content
  - Patricia email us what she wants
  - Article on Dick's appointment to NGAC
    - § we write up and have Dick review, don't ask him to write something during the legislative session
    - § Start with his participation at our Board meeting today

**Treasurer's Report - Tony Thatcher**

- Presents a rough 2-year budget (see attachment #3)
- Confirms that the big conference every-other-year brings in enough money to keep us going
- Bozeman should be a relatively less expensive place to hold the conference (saving on speaker costs,

- workshop room costs, etc)
- The Fall Technical session brought in about \$1,140
- Small conferences have a large drain from things like Eply registration services
  - Eply has \$550 set up fee; \$2 per transaction fee; 5.6% credit card processing fee
  - Question is, do we just live with this or do we look at alternatives for taking registrations for small conferences - Other services include things like:
    - § RegOnline (\$4.75 per transaction fee; 5% credit card processing fee)
    - § Pay Pal (do a paper/email registration form that gets sent to Janet and pay her hourly wage to input CC's into Pay Pal)
  - This can fit in to web presence discussion
- Web Presence
  - We are currently paying Inet \$60/mo for hosting and content management system
  - We should talk to some web developers to get some proposals about how we can do this differently
    - § Nat, Tony, Lee - outline an RFP for soliciting proposals to re-do our web presence
- Conference Update
  - Planning going well
  - Planning committee got a tour of the hotel - all looks good
  - Keynote speaker(s) are lined up
  - Looking into possibility of holding the banquet at the Museum of the Rockies
  - Student Scholarships to the conference
    - § Need to bring this up for a vote at next meeting

### **MAGIP Archives**

- Kris, et al reviewed the archives
- Need to buy a file cabinet for storage
- Currently the archives are at MSL - will stay there
- Mike Sweet to work on having the archive documents he has scanned into electronic format for storage

### **Future Meetings**

MAGIP Conference Call - TBD

- GISP endorsement
- Marketing strategy
- Web presence

Board Meeting - Thursday, May 21st - Erin will designate time/place

### **Upcoming Board Vacancies**

- 5 positions open between now and May meeting
  - Technical Committee Chair
    - § Appointed position from committee
  - Education Committee Chair
    - § Appointed position from committee
  - 2 at-large seats
    - § 2-year elected positions
  - Vice-president seat
    - § 3-year elected position (1 year vice, 1 year pres, 1 year past pres)
- Need to address committee chair positions
- Election committee
  - Kris Larson, Doug Burreson, and Gerry Daumiller - all agreed to serve on the election committee
  - On-line vote (same as in past where members can vote one time, but can change their vote until a given date) - complete file of ballots, tallies and documents will be stored for at least 1 year in MAGIP archive files.

# MAGIP Board of Directors Meeting Attendance Form

Kris Larson	Present
Erin Geraghty	Present
Doug Burreson	Present
Lee Macholz	Present
Tony Thatcher	Present
Bryant Ralston	Present
Michael Fashoway	Present
Van Shelhamer	Absent
Evan Hammer	Present
Nat Carter	Present
Patricia Williams	Absent
Janet Cornish	On Phone

Also in Attendance:

- Robin Trenbeath
- Dick Clark
- Lance Clampitt
- Tom Potter

# #1 Agenda

Wednesday, February 18, 2009  
3:05 PM

**MAGIP Agenda  
February 19, 2009  
CDM Conference Room  
50 West 14th Street - Suite 200  
Helena, MT  
Phone: 406-441-1400  
10am - 1pm/Lunch Provided**

10:00 - 10:05am	Welcome & Introductions
10:05 - 10:25am	Dick Clark appointed to National Geospatial Advisory Committee <ul style="list-style-type: none"><li>• See <a href="http://www.matr.net/article-31300.html">http://www.matr.net/article-31300.html</a></li><li>• CIO's vision</li><li>• How MAGIP might assist/ask for assistance</li></ul>
10:25 - 10:30am	Approve November 20 Minutes <ul style="list-style-type: none"><li>• See <a href="http://www.magip.org/who/default.asp?ID=288">http://www.magip.org/who/default.asp?ID=288</a></li></ul>
10:30 - 10:45am	Technical Committee - Michael Fashoway
10:45 - 11:00am	Education Committee - Van Shelhamer
11:00 - 11:15am	Professional Development Committee - Patricia Williams <ul style="list-style-type: none"><li>• GISP Endorsement?</li></ul>
11:15 - 11:30am	Treasurer's Report - Tony Thatcher
11:30 - 11:45am	Vector Content - ALL <ul style="list-style-type: none"><li>• President's corner</li><li>• 2-3 articles</li><li>• Calendar of Events</li><li>• Due date</li></ul>
11:45 - noon	Marketing Strategy - Discussion/ALL <ul style="list-style-type: none"><li>▪ MAGIP Flyer</li><li>▪ Booth</li><li>▪ Outreach</li></ul>
noon - 12:15pm	Parliamentarian Update - Evan Hammer <ul style="list-style-type: none"><li>• Elections</li></ul>
12:15 - 12:30pm	MAGIP's Electronic Presence - Tony Thatcher/Nat Carter
12:30 - 12:45pm	2010 Conference in Bozeman - Tony Thatcher <ul style="list-style-type: none"><li>▪ Planning update</li><li>▪ MAGIP scholarships to attend this &amp; other GIS conferences (ESRI?)</li></ul>
12:45 - 12:50pm	MAGIP/ITWG archives - Mike Sweet <ul style="list-style-type: none"><li>• What to keep/toss</li><li>• Susan Sweet, minimum wage, scanning, CD</li><li>• Purchase file cabinet for MSL?</li></ul>
12:50 - 1:00pm	Open Items/ Meeting Dates Set for the Next Year <ul style="list-style-type: none"><li>▪ May 21, 2009</li><li>▪ August 20, 2009</li><li>▪ November 19, 2009</li></ul>
1:00pm	Adjourn

## #2 Educ Committee Report

Wednesday, February 18, 2009

3:05 PM

### **MAGIP Education Committee Report**

*By Van Shelhamer, Chair*

In December, the K-12 Curriculum Grant was distributed to about 125 teachers via e-mail. The list included teachers that have participated in training that I have done over the years, and the teachers that had received ArcView licenses through the various U of MT GIS 4 Montana efforts. It was also sent to Linda McCulloch, Superintendent of Public Schools to be included in her newsletter to school. I did not hear back from Linda, so checked with Brad King Voc Ed Coordinator, to see if it was sent out. He forwarded the information on to the person that prepares the newsletter. I do not know when the information was sent out, but did receive an e-mail from a Havre teacher on Feb. 3 wanting to know if the deadline was actual the 2nd, as it had just got down to him as a teacher. I replied that it was, but if he was really interested, I would ask the committee to accept a late application. He indicated they would wait and consider applying next year, now that he is aware of the Grant and its time line. I also received a call from a GIS Professional who must work with the Corvallis Schools. He was going to try to get some teachers to put in for a grant. However, we never received anything from him or the school. In summary, we had 4 schools express interest and two complete the application. Last year we just had two applications.

I did see however, that the Superintendent's newsletter did not mention of scholarship program for teachers. Development of criteria for awarding those scholarships is being developed. Once it is developed an announcement will be set out again through the Superintendents newsletter. The Higher Education Scholarship announcement and flyer was e-mailed to 14 Professors on 11 different Montana campuses. The MAGIP web page was also updated to include current deadlines and announcement. The same material was distributed via the MAGIP list serve. The deadline for application is March 31.

A call for someone to work on the Virtual Education Trunk was included in the Vector, education report. To date, Stephanie Anderson is the only one who expressed a willingness to work on it. I have had a conversation with a person who I have worked with on the MontanaView activities, about working on it, and she has taken it under consideration. MontanaView at one time was considering doing a Virtual Truck on remote sensing, but funds dried up for that portion. Hopefully we can get some movement on it in the next couple of months. One of the factors that will influence how the trunk is assembled will depend on the structure of the MAGIP Web site in the future.

As the MAGIP representative on the MontanaView Board, I can report that MontanaView did award a grant to GeoEssentials to develop three lessons plans for use in Agricultural Education on Remote Sensing, and a web activity that could be accessed by individuals interested in using imagery from the UMAC Ag-CAM. The lessons will be pilot tested this spring. There has not been a MontanaView Committee meeting recently, so I have nothing further to report on their activities.

I have been unable to get a use report on the Montana ESRI School Site licenses from Lisa Blank. The traveling GPS case for the Montana Natural History Center has been purchased and paid for. Teachers can schedule the use of the GPS receivers through the Center for \$35.00.

An announcement about membership on the Education Committee and nominations for the Chair of the Committee was distributed to the MAGIP List. The Chair must come from members on the Committee.

### ***Decision Item for the Board.***

Based on the quality of the K-12 grant applications and the results of the judges we recommend that both schools be awarded \$1000.00. Both schools are requesting money to purchase GPS for their School programs. The Libby program is an afterschool program for 3-4th grades and involves all volunteers to run the program. The Lewistown program involves a GIS Club that is doing mapping in the Community and wants to expand GIS into the high school with the aid of the Middle school teacher.

The Applications were judged by Wendy Thingstad, Jane Horton, and Stephanie Anderson.

President Kris has a copy of comments and evaluations. Jane may be present, or I may call in or can be reached at 406 579 3367, if conditions permit.

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# #3 Budget Report

Friday, February 20, 2009

3:08 PM

## MAGIP 2 Yr Budget Projections (Feb 2009)

**Account Starting Balance** \$ 51,933.47 2/8/2009

### Fall Tech Session

Income - Credit Card	\$	2,200.00	56 by credit card
Income - Check/Cash	\$	600.00	?
<b>Total Income</b>	\$	2,800.00	

Registration Site Setup	\$	550.00	
Transaction Fee	\$	118.00	\$2/registration
CC Processing Fees	\$	74.88	
Facility	\$	917.50	
<b>Total Expenses</b>	\$	1,660.38	

**Balance** \$ 1,139.62 Approximate Profit from conference

### Spring Tech Session

Income - Credit Card	\$	2,500.00	Assume 50 at \$50 (52 Plenary @ \$35 and 33 workshop @ \$80 last year)
Income - Check/Cash			
<b>Total Income</b>	\$	2,500.00	

Registration Site Setup	\$	550.00	
Transaction Fee	\$	100.00	
CC Processing Fees	\$	140.00	5.60%
Facility	\$	1,000.00	
<b>Total Expenses</b>	\$	1,790.00	

**Balance** \$ 710.00 Approximate Profit from conference

### 2010 Conference (Estimate)

	Income	Budgeted
Registration	\$	44,000.00
Workshops	\$	10,000.00
<b>Total Income</b>	\$	54,000.00

Expenses	
Facility	\$ 20,000.00
Speaker Fees	\$ 1,000.00
Facilitator Fee (GIS Summit)	\$ 600.00
Poster and Service Awards	\$ 2,000.00
Communication Fees	\$ 1,200.00
Printing and Postage	\$ 2,000.00
Registration Website	\$ 500.00
Registration fees	\$ 400.00
Band	\$ 1,200.00
Gifts	\$ 200.00
<b>Total Expenses</b>	\$ 29,100.00

**Balance** \$ 24,900.00 Approximate Profit from conference

### Ongoing Expenses (2 Yrs)

Ordney (Web Site)(Formerly Inet)	\$	720.00	\$60/mo for 2 yrs
PostNet (PO Box/Mail Forwarding)	\$	120.00	Approximate 2 yr cost
Janet Cornish	\$	10,000.00	Approximate cost from 1/1/07 - 12/31/08
Misc	\$	4,000.00	Guestimate
<b>Total Expenses</b>	\$	14,840.00	

**Projected Balance** \$ 63,843.09

# Honorarium

Friday, March 06, 2009

1:48 PM

***Motion to: Allow a Honorarium for completed services that are supporting the goals and purposes of MAGIP. The Honorarium must be approved by the Board of Directors.***

**Motion PASSED**

From Van 3/6/2009:

Based on the e-mail comments and feedback that most of you saw from Board members and the educational committee regard paying the teacher at Lewistown, I think this is a Board issue. My rationale is this: all official action of MAGIP must be approved by the Board of Directors. Committee's bring items to the Board for their approval. Without the Board approval, no action dealing with funding or obligation to the Board should occur. Once the Board has made the decision, then committee activities can move forward, as long as they are not in conflict with Board decisions.

Also the question of providing funds for travel or speaking fees was raised by Ken Wall.

For the protection of Board Members and committee members, I am suggestion that the Board adopt a policy of "**allowing a Honorarium for completed services that are supporting the goals and purposes of MAGIP and the Honorarium amount must be approved by the Board of Directors**". I checked with my tax accountant, as long as the Honorarium is less than \$600.00, MAGIP does not have to prepare a 1099 tax form for the recipient. There would be no tax implications for MAGIP. It's a simple matter of writing the check after Board approval. This does not pertain to travel expenses. Travel expenses are just that, expenses that are reimbursed.

The idea of Independent Contractor will not work for most people that MAGIP would use as there is a long list that contractors have to meet before they can be treated as an independent contractor (<http://www2.montana.edu/policy/purchasing/1800/PD-52.doc>). They must be registered with the State of Montana, have a web page, etc.

My recommendation to Education Committee members and the Board of Directors regarding the Lewistown K-12 grant is this.

1. The Board adopt an Honorarium policy. A one liner as stated above or some modification.
2. Upon receipt of a letter or invoice indicating the completion of the K-12 grant activities, an honorarium check be written to the teacher in the amount of \$200.00. This is the amount that was written in the grant as Salary and approved by the Board at the last Board meeting. This issue arose because of issues with another teacher, and it is not a part of the current Union Contract. The Union Contract will not be rewritten until 2010.

If there are other ideas, or you disagree, please send them to Kris and I. If you are not a Board member, you will need to send a separate e-mail to Kris, as replies to Board members are only allowed by members of the Board of Directors.