



2018 MAGIP WORK PLAN

December 2018

Introduction

MAGIP was founded to facilitate communication among GIS professionals and users in Montana, to promote education and professional development, and to advance best practices and standards in GIS data development. This document represents the planned work for the MAGIP Board of Directors and committees for 2018.

2017-2018 MAGIP Board of Directors

- Brian Andersen, Past President
- Gerry Daumiller, President
- Bob Cochran, Vice President
- Jessie Fernandes, Treasurer
- Philip Davis, Secretary
- Robert Ahl, Education Committee Chair
- Curtis DeVault, Technical Committee Chair
- Jeff Hedstrom, Professional Development Committee Chair
- Jenny Connelley, Operations and Business Committee Chair, Member-at-Large
- Michael Krueger, Member-at-Large
- Leslie Zolman, MLIAC Representative

MAGIP Administrator

- Lee Macholz



MAGIP Board of Directors Work Plan

MAGIP Board Directives

- Promote awareness of GIS.
- Provide professional development opportunities to MAGIP members.
- Maintain an active membership with a committed volunteer base.
- Build a strong foundation of financial and administrative support for MAGIP.
- Increase overall value to MAGIP members.

2018 Goals, Objectives & Tasks

Task Description	Person Responsible	Relevant Committee	Timeline
Monthly BOD calls	Gerry	Executive	Now – July 2018
Monthly BOD calls	Bob	Executive	Aug 2018 – July 2019
Budget	ALL > Jessie	Executive	January 2018
Elections	Brian	Executive	Complete by May 1, 2018
Scholarships & Grants	Rob	Education	Dec 2017/Jan 2018
Big Sky GeoCon	Jeff Hedstrom / Conference Chair	Prof Dev > Conference	Throughout 2018
GIS Day	Meghan	Prof Dev	November 2017
Local Meet-Ups (Helena, Bozeman, Great Falls, Missoula)	Corey, Curtis, Jeff	Prof Dev	
Facilitate ability to host remote meet-ups	Jeff, Curtis	Prof Dev & Tech	June 2018
Salary Survey	Jeff, Jenny, Carrie	Prof Dev & Membership	February 2018
Review --Request for Assistance form --Automated Notices --Membership Profile	Lee, BOD	Web, OAB	
GIS Talking Points --Identify and hire consultant	BOD		
Demographic Survey		OAB	April 2018
Salary Survey		OAB	April 2018

Technical Committee Work Plan

Mission Statement: The MAGIP Technical Committee is responsible for advising the MAGIP Board and professionals using GIS in Montana on technical issues relating to the creation, maintenance, and dissemination of geographic data. To promote sound practices and knowledge sharing, the Technical Committee conducts technical sessions, fosters respectful and open dialog among all users, and leads the development of best practices and data standards that are relevant to the Montana GIS community.

Curtis DeVault, Chair

2018 Goals & Objectives

1. Technical content (workshops) for the 2018 Big Sky GeoCon
2. Facilitate Bozeman meet-ups
3. Re-work committee's mission
4. Exploration of discussion forums
5. Recruit committee members
6. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2017

Professional Development Committee Work Plan

Mission Statement: The MAGIP Professional Development Committee is responsible for organizing the Intermountain GIS Conference in even-numbered years. It also plans workshops for other times, and is charged with ensuring that the continuing education needs of the membership are met.

Jeff Hedstrom, Chair

2018 Goals & Objectives

1. 2018 Big Sky GeoCon
 - o Communication regarding re-branding
 - o Maintain conference planning documentation on Google Drive
 - o See conference committee's planning timeline for detailed tasks
2. Annual Big Sky GeoCon
 - o Initiate 2-year multi-conference planning process
 - o Develop evaluation metrics for annual conference
3. GISP Certification Education
 - o Provide information and assistance to MAGIP members seeking GISP certification
 - o Provide GISP "Doctor Office" at conferences
 - o Updates to MAGIP GISP web page
4. GIS Day
 - o Host GIS Day events
 - o Provide support for MAGIP members hosting events
5. Promote local and remote GIS meet-ups
6. Develop a MAGIP Professional Demographic and Salary Survey
7. Evaluate Mentoring program
8. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2017



Mentoring subcommittee

Objectives:

1. Promote mentoring program
2. Send emails to bring attention to new items on website training page
3. Review web site and add additional links to information and keep content current
4. Work towards facilitating student membership introductions

Education Committee Work Plan

Mission Statement: The Education Committee serves to promote the exchange of Geographic Information Technology to K-12, colleges and universities and the public through grants, scholarships, training and mentoring.

Rob Ahl, Chair

Education Subcommittees and their respective chairs:

- Scholarship subcommittee – seasonal
- Grant subcommittee – seasonal

2018 Goals & Objectives

Objectives:

1. Higher Education Scholarship
 - Distribute scholarship announcement – Late December 2017 or early January 2018
 - Appoint scholarship review subcommittee – January 2018
 - Receive and review scholarship applications – March 2018
 - Announce scholarship recipient – April 2018
2. Van Shelhamer K-12 Education Grant
 - Distribute grant announcement – Late December 2017 or early January 2018
 - Appoint grant review subcommittee – January 2018
 - Receive and review grant applications – March 2018
 - Announce grant recipient – April 2018
3. Set dates, deadlines and committees for grants and scholarships
4. Develop proposal to increase scholarship program
 - Increase scholarship funding
 - Create structure for student conference scholarships
 - Improve follow-up with scholarship recipients
5. Identify and pursue new scholarship opportunities and funding resources - ongoing
6. Support and improve the Student Representative Program
 - ongoing, but should be reassessed annually
 - leverage request for assistance program for meetings and speakers
7. Develop more direct contact with educators
8. Publicize and support process for teachers to earn CEUs at MAGIP conferences
9. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2017



Operations and Business Committee Work Plan

Draft Mission Statement: The purpose of the Operations & Business Committee is to oversee the basic needs and ongoing tasks needed to support the Association.

Jenny Connelley, Chair

Operations & Business' Subcommittees and their respective chairs:

- Membership Subcommittee – Carrie Shockley
- Web Subcommittee – Meghan Burns

2018 Goals & Objectives

1. Oversee the MAGIP elections for 2018
2. Maintain focus on marketing
 - Keep a good supply of swag items
 - Promote MAGIP whenever possible
 - Continue to develop relationships with other professional organizations
3. Work with the Professional Development Committee to develop a MAGIP Professional Demographic and Salary Survey
4. Annual update of Membership trend analysis
5. Evaluate automated notices, membership profile, and request for assistance form
6. Improve social networking
7. Provide committee budget proposal to Treasurer for annual MAGIP budget – October 2017

Web Subcommittee

1. Maintain MAGIP web site

Membership Subcommittee

Mission Statement: The goal of the Membership Subcommittee is to be successful in the recruitment of new members, retention of existing members and maintain appropriate levels of membership and associated benefits of MAGIP members.

Objectives:

1. Evaluate, refine and potentially simplify the membership application and membership profile

Treasurer

Jessie Fernandes, Treasurer

2018 Goals & Objectives

1. Develop and approve FY2018 budget.
2. Ensure proper checks-and-balances on accounting procedures
3. Add more functionality to budget spreadsheet
4. Engage in long-term planning for MAGIP funds
5. Consult with a tax expert regarding financial practices and scholarships/grants
6. Scan historic documentation
7. Continue to develop internal audit procedures and perform internal financial audit

Administrative Work Plan

Lee Macholz, MAGIP Administrator

2018 Goals & Objectives

1. Membership invitation letter for awarded memberships (digital and hard copy)
2. New membership welcome letter
3. Check GoToMeeting account type
4. Clean up Survey Monkey
5. Review and update Request for Assistance form
6. Provide administrative support for the 2018 and 2019 Conference subcommittees
7. 2018 Work Plan
8. Maintain membership functionality within Wild Apricot