

2020-2021 MAGIP WORK PLAN

Last Updated: November 16, 2020



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 June 2020 – May 2021.

MAGIP Board of Directors

- Jenny Connelley, Past President
- Michael Krueger, President
- Jeff Hedstrom, Vice President
- Jeremy Grotbo, Treasurer
- Heather Widlund, Secretary
- Robert Ahl, Scholarships and Grants Committee Chair
- Kenny Ketner, Technical Committee Chair
- Brandy Holstein, Member Development Committee Co-Chair
- Steven Jay, Member Development Committee Co-Chair
- Phoebe Ferguson, Conference Liaison
- Vacant, MLIAC Representative

MAGIP Support Staff

- Michelle Quinn, Administrator (non-voting member)
- Meghan Burns, Web Administrator (non-voting member)

MAGIP Board of Directors Work Plan

MAGIP Board Directives

- Build a strong foundation of financial and administrative support for MAGIP
- Oversee the 2021 MAGIP Board Elections
- Maintain the MAGIP web presence and evaluate web policies
- Promote awareness of GIS and MAGIP
- Provide professional development opportunities to MAGIP members
- Maintain an active membership with a committed volunteer base

- Increase overall value to MAGIP members and recruitment of new members
- Facilitate and promote GIS meet-ups
- Cultivate relationships with other professional organizations

Goals, Objectives & Tasks Overview

Task Description	Person Responsible	Relevant Committee	Timeline
Monthly BOD calls Quarterly BOD meetings	Michael	Executive	Now – May 2021
Annual Budget	Jeremy	Executive	March - June 2021
MAGIP Board Elections	Jenny (Meghan)	Executive	Complete by May 1, 2021
Scholarships & Grants Conference Student Support	Rob / Jenny	ED	Dec 2020 – Jan 2021
Big Sky GeoCon: Missoula 2021 Review 2022 Location (Bozeman)	Phoebe, Michelle	BSGC/TECH/ ALL	April 6 – 10, 2021 April 10 - 14, 2022
Evaluate Virtual Conference Platforms	Kenny, Phoebe, Michelle	TECH, BSGC	Sept 2020 – Dec 2020
Plan MAGIP Mini-Con	Jeff, Jenny	ALL	Aug 2020 – Oct 2020
Review New Committee Duties Update Web	Meghan, Jenny, Mike	ALL	Sept 2020 – Dec 2020
Plan Board 2021 Retreat Strategic Planning Session	Jeff	ALL	TBD 2021
Develop Social Media Plan	Steve, Kenny, Phoebe, Jeff	ALL	Sept 2020 – Feb 2021
GIS Day	PDC, Meghan	ALL	November 18 2020
Facilitate and promote GIS meet-ups. Expand virtual options.	BOD	PDC	Now
Salary/Demographic Survey	PDC	PDC	Oct 2020 - March 2021
Pandemic Impacts to MAGIP	ALL	ALL	March 2020 - TBD
GISP Certification Training	Michael, Brandy, Steven	PDC	Sept 2020 – April 2021
Creation of MAGIP Newsletter	ALL	Executive	Sept 2020 - Feb 2021

Code of Ethics Development	Michelle, Jenny, Heather	Executive	Sep 2020 - March 2021
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MLIAC Representative

Eric Spangenberg

Goals & Objectives

1. As the “member of a Montana association of GIS professionals (group)” duly appointed to the MLIAC by the Montana State Governor attend MLIAC meetings and participate in council business
2. Be the liaison between MLIAC and MAGIP, convey GIS Policy recommendations, and report MLIAC meeting updates to the MAGIP Board at MAGIP Board meetings

President

Michael Krueger

Goals & Objectives

1. Oversee the administrator’s contractual responsibilities
2. Develop and post meeting agenda for monthly BOD calls and quarterly BOD meetings
3. Facilitate Board Meetings
4. Provide MAGIP update at the quarterly MLIAC Board Meetings
5. Develop MAGIP Workplan
6. Attend MAGIP Committee meetings and ensure that Board members are fulfilling their obligations
7. Write letters: Keynote Speaker invitation, Vendor Prospectus, etc.

Vice President

Jeff Hedstrom

Goals & Objectives

1. Parliamentarian at MAGIP meetings
2. Step in for presidential duties when necessary
3. Attend MAGIP Board meetings and Committee meetings
4. Review MAGIP checking account each quarter as a double check for the treasurer

Past President

Jenny Connelley

Goals & Objectives

1. Attend MAGIP Board meetings and Committee meetings
2. Oversee the 2021 MAGIP Elections Ad-hoc Committee

Secretary

Heather Widlund

Goals & Objectives

1. Attend MAGIP Board meetings and Committee meetings
2. Record MAGIP meeting minutes and post them to the MAGIP website
3. Setup SurveyMonkey/Board Forum for items requiring Board approval outside of Board meetings

Treasurer

Jeremy Grotbo

Goals & Objectives

1. Develop and approve FY2021 budget.
2. Ensure proper checks-and-balances on accounting procedures
3. Review functionality to budget spreadsheet
4. Engage in long-term planning for MAGIP funds
5. Review and develop internal audit procedures and perform internal financial audit

Technical Committee

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.

Kenny Ketner, Chair

Goals & Objectives

1. Technical content (workshops) for the 2021 Big Sky GeoCon in Missoula
2. Facilitate and promote GIS meet-ups
3. Evaluate technical equipment needs
4. Promote the use of communication tools such as Discord during MAGIP events.
5. Recruit committee members
6. Provide committee budget proposal to Treasurer for annual MAGIP budget by February BOD Meeting 2021

Member Development Committee

Mission Statement: The MAGIP Member Development Committee is responsible for ensuring that the continuing education needs of the membership are met.

Steven Jay

Goals & Objectives

1. GISP Certification Education
 - Provide information and assistance to MAGIP members seeking GISP certification
 - Provide GISP “Doctor Office” at conferences
 - Provide GISP Certification Training
2. GIS Day
 - Host GIS Day events including Annual Web Map Contest
3. Provide support for MAGIP members hosting events
4. Facilitate and promote GIS meet-ups
5. Promote Mentoring Program and review content on pages periodically
6. Develop a revised combined MAGIP Professional Demographic and Salary Survey
7. Provide committee budget proposal to Treasurer for annual MAGIP budget by February BOD Meeting 2021
8. Annual Membership Report/Trend Analysis and Interactive Web Map of the Membership

Scholarships and Grants Committee

Mission Statement: The Scholarships and Grants 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

Goals & Objectives

1. Higher Education Scholarship
2. Distribute scholarship announcement – Late December 2020 – January 2021
3. Receive and review scholarship applications with committee – March 2021
4. Announce scholarship recipient – April 2021 at Big Sky GeoCon
5. Van Shelhamer K-12 Education Grants
6. Distribute grant announcement – Late December 2020 or early January 2021
7. Receive and review grant applications with committee – March 2021
8. Announce grant recipient – April 2021 at Big Sky GeoCon
9. Set dates, deadlines and committees for grants and scholarships
10. Review Scholarship program
11. Look for ways to increase scholarship funding
12. Improve follow-up with scholarship recipients
13. Identify and pursue new scholarship opportunities and funding resources
14. Promote and assist with Student Scholarships for Conference Attendance
15. Evaluate the Student Representative Program (Formerly Student Ambassador Program)
16. Develop more direct contact with educators

17. Publicize and support process for teachers to earn CEUs at MAGIP conference
18. Facilitate and promote GIS meet-ups
19. Provide committee budget proposal to Treasurer for annual MAGIP budget by February BOD Meeting 2021

Conference Liaison

Draft Mission Statement: The purpose of the Conference Liaison is to oversee Big Sky GeoCon planning efforts and provide the Board with updates regarding schedule, budget, challenges, and any other conference related issues. The liaison will also provide continuity as new conference planning chairs are selected from year to year to streamline planning duties transitions and better acclimate new volunteers.

Phoebe Ferguson

Goals & Objectives

Big Sky GeoCon 2021:

1. Work with Conference Committee to:
 - a. Help Maintain conference planning documentation on Google Drive
 - b. Set conference committee's planning timeline for detailed tasks

Annual Big Sky GeoCon

2. Work with Conference Committee to:
 - a. Implement 2-year multi-conference planning process.
 - b. Review and analyze evaluation metrics for annual conference

Administration

The Board and Full Scope (Michelle Quinn)

Goals & Objectives

1. Help develop a social media plan
2. Create newsletter template and develop publishing framework and guidelines
3. Maintain the MAGIP web presence and evaluate web policies
4. Work with the Member Development Committee to develop a revised combined MAGIP Professional Demographic and Salary Survey
5. Keep inventory of swag items and maintain a good supply
6. Evaluate automated notices, membership application form, membership profiles, the request for assistance form, and new membership welcome letter and packet
7. Provide budget proposal to Treasurer for annual MAGIP budget by October BOD Meeting 2020