

MAGIP Board Meeting Minutes

Thursday, June 4, 2015

Charles H Clapp Science Building, Room 452, Missoula MT 59812

10:00 AM – 3:15 PM

Attendance:

Leslie Zolman
Valentijn Hoff
Meghan Burns
Karen Coleman
Henry Hansen
Rob Ahl (arrived 10:15)
Brian Andersen

Lee Macholz
Zac Collins (called in)
Corey Richardson
Michael Sweet
Bryant Ralston (called in 2:50)
Jeff Hedstrom (called in at 12:30)

Leslie Zolman called the meeting to order at 10:05 AM and asked for any revisions to the agenda. Jeff Hedstrom will be calling in to report for professional dev committee at 12:30. Bryant Ralston will be calling in at 2:45 to talk about R. J. Zimmer scholarship.

General Board Business

- ***Open Positions for secretary and treasurer – Presented by Leslie Zolman***

Motion (Henry Hansen): to nominate himself for Board Secretary (two year term)

2nd (Meghan Burns)
APPROVED UNANIMOUSLY

Motion (Valentijn Hoff): to nominate Karen Coleman for Board Treasurer (one year term)

2nd (Brian Andersen)
APPROVED UNANIMOUSLY

Review of Board Meeting Minutes (multiple) – Presented by Meghan Burns

Motion (Karen Coleman): to adopt January 15, 2015 meeting Minutes

2nd (Valentijn Hoff)
APPROVED UNANIMOUSLY

Motion (Corey Richardson): to adopt March 5, 2015 meeting Minutes

2nd (Rob Ahl)
APPROVED UNANIMOUSLY

Motion (Karen Coleman): to adopt March 25, 2015 meeting Minutes

2nd (Corey Richardson)
APPROVED UNANIMOUSLY

Motion (Henry Hansen): to adopt April 22, 2015 meeting Minutes

2nd (Zac Collins)
APPROVED UNANIMOUSLY

Update and Discussion of Wild Apricot – Presented by Lee Macholz, MAGIP administrator

- Passwords
 - New passwords were handed out to Board as printout
 - Square
 - New account that allows us to take credit card payments for MAGIP events
 - Works with smart phones using card reader or typing in card number
 - Lee will investigate refund policy for square devices
 - Lee proposed that a policy should be created in regards to square device usage
 - Board agreed to remove square password from password printout
 - Karen agreed to develop proposed policy regarding square device usage
 - Wild Apricot
 - Currently pay \$1080 annually
 - Increases are expected to be \$1400 a year
 - We can save \$650 by paying upfront (2 years) in combination of 10% off rate
 - There are other options but Lee believes that our pricing is fair
 - Wild apricot came out with new templates to potentially utilize
 - Issues with wild apricot include no way to close workshop without closing registration
 - Overall review of wild apricot is that it is still really good for MAGIP's needs
 - Have to renew by August 31st 2015

Motion (Leslie Zolman): to approve Wild Apricot for 2 years

2nd (Corey Richardson)

APPROVED UNANIMOUSLY

- Network Solutions Web Hosting
 - Have had for 5 years
 - Renewal due by end of August
 - Renewal rates are
 - ◆ \$37.99 / 1 year or \$184.95 / 5 years
 - ◆ Privacy addition (keeps registration information private) \$9.99 / 1 year
 - Transfer to GoDaddy
 - ◆ Rates are \$17.99 / 5 years
 - ◆ Privacy addition is \$7.99 / year
 - May have a lock on our account with Network Solutions when trying to update email address for account registration
 - Lees informed us that network solutions tries to scam us into buying more domains

Motion (Brian Andersen): To investigate alternative name domain companies

2nd (Karen Coleman)

APPROVED UNANIMOUSLY

- Board recognized minimum search parameters for hosting company
 - ◆ Price
 - ◆ Transfer capability
 - ◆ Reliability
- Rob started discussion on Jobs Web Page for MAGIP website

- ◆ It is concluded that a jobs web page requires too much management so forum and listserve are our best options still
- Corey started discussion on website redesign
 - ◆ Brian suggested that a better site design could make maintenance and usability better
 - ◆ Brian suggested investigation in wild apricot templates or other website companies
 - ◆ Rob said that this may be a good time to reevaluate website
 - ◆ Lee said that wild apricot was originally purchased because custom design was not desired
 - ◆ Rob recommended that web committee to investigate website redesign

MLIAC Report – Presented by Leslie Zolman

- ***Last meeting Thursday, May 28, 2015***
http://mslapps.mt.gov/About_the_Library/commission_councils/Montana_Land_Information_Advisory_Council/mliac_MeetingMaterials.aspx
- NG911
 - Committee HJ7 legislative committee look into what we need for NG system
 - LIDAR study
- MACO has recognized that there is a scam workaround for individuals to not pay counties
 - But no resolution is currently in place
- FY15/16 MSDI Work pPlan – what the MSDI Theme Stewards are working on MLIAC is doing this year
 - New consolidated and with lots of internet resources
 - New MSDI ArcGIS Online Story Mmap development of MSDI
 - Leslie will send links to the Board Members with these documents
- Ken wall presentation on having counties present applications of GIS
- Income
 - Number of recording is lower so smaller income
- Grants
 - 9 grants approved to an amount of \$157000
- Meghan presented on MSDI Administrative Boundaries
- Council appointments will end in June
 - Need another person on MLIAC board for GIS person
 - Need MLIAC representative on MAGIP BOD
- Next meeting September 10th

Treasurer’s Report – Presented by Karen Coleman (ask Karen to add specific numbers)

- Karen provided an update of the budget as of June 3, 2015
 - Total assets = \$71,316.47
 - Spring meeting net income = \$567.84
 - ◆ Preliminary figures for Spring Meeting; not all expenses and income cleared yet.
 - General operating net income = \$677.96
 - MAGIP Board net income = -172.11

- Karen started discussion on issue regarding differentiating PayPal payment types (fees, membership, registration) and payments labeled as “shopping cart, both issues were resolved
- Karen started discussion on receipt scanning for prizes, scholarships, grants – letters are written for prizes(etc.) as a receipt, should they be scanned?
 - It was agreed that letters that are written in place for receipts will be scanned
 - Lee suggested that professional letterhead be used for these letters
 - Karen suggested that letters list where and how check is being delivered
- Karen received insurance renewal letter, issue that insurance company does not like sending to PO box
 - Karen suggested that letter should be addressed to Lee for now on

Motion (Corey Richardson): To Pay insurance bill

2nd (Leslie Zolman)

APPROVED UNANIMOUSLY

- Brian recommended investigating card reader from PayPal to maintain simplicity instead of going with square

Committee Reports

- **Professional Development Committee – Presented by Corey Richardson and Jeff Hedstrom**
 - Reviewed previous meeting minutes
 - Intermountain Conference 2016
 - ◆ Joseph Kerski confirmed as keynote speaker
 - Also has offered to teach k12 workshops for educators, and host an education panel
 - Corey suggested a teach the teacher workshop or other outreach directed towards kids and teachers
 - ◆ Hotel contract revised and will be determined in June
 - ◆ Entertainment ideas for conference
 - Lightning talks, Family Feud Game, Lewis & Clark Scavenger Hunt, 50/50 raffle
 - ◆ All track chair positions are filled. There are twelve tracks.
 - ◆ Workshops
 - Looking at Tech Session and GIS Pro workshops to figure out what to offer
 - Some ideas are
 - Collector (novice, advanced), web app builder, ArcGIS online
 - Spring Meeting – Presented by Leslie Zolman
 - ◆ All bills accounted for except for charges from college
 - ◆ Anticipate small profit for meeting
 - Leslie started discussion on opinion of Esri Technical Certification
- **Technical Committee – Presented by Zac Collins**
 - Currently under a time crunch
 - Unknown if Esri is planning on attending
 - Montana Association of Planners is during same week, will try to host workshops for both GIS and planners

- Leslie said that Ken wall suggested geodesign and enrichment on Wednesday, ArcGIS online Microsoft maps for office with excel on Thursday,
 - Other ideas
 - ◆ Leaflet - Taught by josh gage? Alternative teacher
 - ◆ Heritage data resources - Karen Coleman
 - ◆ Advanced python needs to be determined if it will be Thursday Friday or split Wednesday, Thursday, and split Friday
- Leslie said she will confirm esri participation by 13th of June
- Zac said he will hold next planning meeting on 16th of June
- **Web Sub Committee – Presented by Valentijn Hoff**
 - Valentijn said the committee will discuss new website layout at next meeting
 - Brian volunteered to participate
- **Education Committee – Presented by Rob Ahl**
 - Rob suggested we mention k12 grants at intermountain conference
 - New committee member Phil Davis
 - Rob suggested that the Grant application rubric needs updating
 - Student ambassadors at both U of M and MSU generated more scholarship applicants
 - Future goal is to meet with students to increase membership
 - Henry suggested applied independent study program for students
- **Business Operations Committee – No Report (Tara was not present)**
- **Elections Committee – Presented by Meghan Burns**
 - Meghan provided an update of the election results: Brian Andersen was elected Vice President, Henry Hansen and Karen Coleman were elected to the Member-at-large positions, and the Bylaw Amendment passed
 - The Bylaw Amendment has been added to the Bylaws on the MAGIP website
 - Meghan reported that SurveyMonkey worked well, but there were some issues of the email containing the link to the SurveyMonkey ballot getting sent to the spam folder of voter emails
 - The email contains a link that is unique to each member, and can only be used to vote once

Board Action Items

- **Wally Gladstone CORS Support Letter – Presented by Leslie Zolman**
 - Rough draft of letter was handed out to Board
 - Discussion on if MAGIP Board should a legislative subcommittee

Motion (Rob Ahl): To support Wally Gladstone letter
 2nd (Henry Hansen)
 APPROVED UNANIMOUSLY

 - Brian started discussion on concerns of starting a legislative subcommittee
 - Leslie and Meghan commented that the bylaws give the board the capacity to approve letters of support
 - It was also discussed that members should be disclosed of approved letters of support
 - In the event a support letter is requested by MAGIP, we would work on letter and then get approval from board, and then send letter to recipient

- Meghan will proceed with drafting a final letter to send to Governor Bullock, and will send the letter to the MAGIP Board for comments
- **MLIAC Letter of support – Presented by Leslie Zolman**
 - Leslie said she will try to have Jennie Stapp brief us on the support letter and legislative acts referenced in the letter of support

Board Reports and Additional Board Items – Presented by Leslie Zolman

- **MSL Laptop Lab Update – Presented by Leslie Zolman**
 - Leslie started discussion on MSL desktop lab and/or laptops be upgraded to be ArcGIS Pro compatible
 - Meghan commented that the MSL desktop lab will be updated soon
 - Brian commented that ArcGIS Pro is the futures so we should look to have MSL desktops accommodate, also that MSL does not currently have the budget to buy laptops that meet the minimum specs of ArcGIS Pro. MSL may hold off on upgrades if they don't meet the need of users.
- **Honorarium Policy – Presented by Meghan Burns**
 - The board referred to our current policy that states we have a limit to \$300 unless approved by chair or board
- **MAGIP Board Retreat – Presented by Valentijn Hoff**
 - The MAGIP Board Retreat will be held at Lubrecht Experimental Forest
 - Valentijn will work with Lee and the Board Members to determine dates
- **R. J. Zimmer Memorial – Presented by Leslie Zolman And Bryant Ralston**
 - Bryant would like a joint GIS/surveyor scholarship on RJ Zimmers behalf
 - Bryant started discussion on scholarship justification, collaboration, and needs
 - Bryant commented that MARLS secretary said that the MARLS board is interested in pursuing this
 - Their board meets later this month
 - Bryant requested our endorsement that this scholarship is a good idea and we will work with MARLS
 - ◆ Funding and administration requirements are unknown
 - Rob commented that a joint committee with MARLS could be challenging but is a good idea
 - Brian asked Bryant on why to do scholarship instead of an award
 - ◆ Bryant said scholarship is the way to invest into students
 - ◆ Professionally makes us seem more progressive

Motion (Corey Richardson): To pursue R. J. Zimmer Scholarship

2nd (Meghan Burns)

APPROVED UNANIMOUSLY

- **Requests for assistance – Presented by Meghan Burns**
 - MSU Earth Sciences Colloquium:
 - The prize money for the three poster award winners have been sent
 - MAGIP was asked to be permanent judges for the geospatial posters
- **MAGIP Work Plan Tasks – skipped**

- **Meeting reminders – Presented by Leslie Zolman**
 - No quarterly meeting arranged yet, doodle poll will be sent by Leslie
 - Leslie commented to send “did you know” emails to Valentijn

Motion (Corey Richardson): To Adjourn

2nd (Karen Coleman)

APPROVED UNANIMOUSLY