

MAGIP BOARD OF DIRECTORS MEETING MINUTES

Monday, January 9, 2017

Grizzly Room, State Library, Helena

10:00 AM – 3:00 PM

Attendance

Board Members:

Brian Andersen
Robert Ahl
Curtis DeVault
Gerry Daumiller
Karen Coleman
Jeff Hedstrom

Jenny Connelley
Leslie Zolman
Jessie Fernandes
Philip Davis

Guests:

Meghan Burns

Brian Andersen called the meeting to order at 10:07 AM

10:00 AM General Board Business

- Review and adoption of December 12, 2016 BOD meeting minutes
Motion (Brian Andersen): to adopt Board Meeting Minutes of Monday, December 12, 2016
2nd (Leslie Zolman)
APPROVED UNANIMOUSLY

10:15 AM Committee Reports

Web Subcommittee (Meghan Burns)

- MAGIP website redesign updates and BOD comments
 - Board members have blog access when they are logged in; posts can be post-dated
 - Users can subscribe to the blog and can comment when logged in
 - Search box is now available
 - Website Policies and Procedures document has been updated with new fonts, etc. but the content has not changed; currently available on Google Drive and will be reposted to the Web Subcommittee web page soon
 - Curtis DeVault suggested eliminating the 'Join' button in the banner when a member is logged in while maintaining its visibility for non-member website traffic
 - Suggestions to consolidate secondary dropdown categories into a more hierarchical structure were offered
- New MAGIP website security
 - Currently, the payments page is secure but all other pages are not secure
 - Unsecured websites that require passwords or take payments will be identified as

'Not Secure' soon in the address bar of Google Chrome; other web browsers to follow suit

- o Security can be provided by Wild Apricot, but users will be rerouted to a different URL, 'magip.wildapricot.org'
- o Alternatively, MAGIP can purchase a security certificate (\$100.00 – \$200.00/yr) and have Wild Apricot install it (\$50.00 up front + \$50.00/yr)

Motion (Brian Andersen): to pay up to \$250.00 annually + \$50.00 one-time Wild Apricot fee for site-wide security certificate to avoid webpage reroute, and to add expense to annual budget

2nd (Jeff Hedstrom)

APPROVED UNANIMOUSLY

- Future frequencies of minor and major website updates discussion prompted by Rob Ahl
 - o Current update was in response to Wild Apricot no longer supporting previous design
 - o Minor cleaning and updates should be done by the Web Subcommittee, at least every two years
 - o Brian Andersen and Leslie Zolman suggested major website redesign occur every 4 years

Education Committee (Rob Ahl)

- UM Student Ambassador program is being looked at as more of a Missoula Meet-Ups coordinator, as the UM Geography Club lacks organization
- Scholarship and Grant application submission procedure has moved to an entirely online process, eliminating the need to submit hardcopy materials
 - o Goal is to increase number of submissions by simplification
- Rob will investigate the possibility of providing CEU/OPI credits for the Intermountain GIS Conference in West Yellowstone in April
- No Education Committee meetings currently scheduled

Professional Development Committee (Jeff Hedstrom)

- Meet-Ups updates
 - o Bozeman – Curtis DeVault organizing GIS for Search and Rescue on February 8th, 2017 at 6pm; WebEx link is available to attend remotely
 - o Great Falls – Jeff Hedstrom planning on organizing one in March or April at Black Eagle Brewery; theme TBD
 - o Missoula – Phil Davis and Rob Ahl organizing a meet-and-greet style event at Highlander Brewery for mid-February
- Next committee meeting is scheduled for Thursday, January 12th
- Salary Survey update
 - o Committee will determine which aspects of the Membership Committee's Demographics Survey can be integrated into the Salary survey
 - o Rob Ahl suggested thinking about how the results will be analyzed and the resulting conclusions that are desired while designing the survey

- o Meghan Burns emphasized the need to disseminate results to members quickly
- GISP/GISCI
 - o Committee met with Bill Hodges of GISCI to discuss exam prep strategies because there are no practice exams available and suggested study materials are wide-ranging
 - o Discussion regarding whether obtaining GISP leads to more/better job opportunities and/or higher earning potential
 - State agencies currently do not pay more for GISP certification
 - General BOD consensus was that the most immediate benefit of obtaining certification is to aid in getting a resume to stand out from other applications during a job search; shows initiative and interest on the part of the applicant

Technical Committee (Curtis DeVault)

- Next committee meeting currently not scheduled
- Bozeman 'Search and Rescue in GIS' Meet-Ups will be recorded via WebEx and a link to view the presentation will be sent to members after the event
- MAGIP website Best Management Practices documents
 - o Curtis received a request from former Technical Committee Chair to update the documents on the website
 - o General BOD consensus was that maintaining MAGIP's own documents was too time consuming and likely to become outdated quickly; removing the documents and providing webpage links to more authoritative sources will ensure better, more current information to MAGIP members
- Hardware purchases for MAGIP events
 - o Purchasing a computer for the Secretary and/or the Treasurer to do MAGIP work was discussed
 - o Having a MAGIP computer available for meeting registrations, Meet-Ups, and other MAGIP events would increase professionalism and reduce potential conflicts with BOD using work and/or personal computers
 - o Curtis will submit a proposal for hardware purchases before the February BOD meeting
- MAGIP lost about \$500.00 hosting the Billings conference in November; this loss was anticipated

Business and Operations Committee (Jenny Connelley)

- Jenny brought swag items from Bozeman for Phil Davis and Leslie Zolman for the UM Career Fair in February and the Montana Legislative Night
- Surveys
 - o Non-Renewing Membership Survey is finished and ready to be emailed to former members that did not renew within the past year; the survey will be attached to emails to individual former members in the future
 - o Salary/Demographics surveys – release schedules were discussed; no

consensus was reached

- Next committee meeting is not currently scheduled

11:45 AM – Lunch

Brian Andersen resumed the meeting at 12:34 PM

12:30 PM – Board Action Items

Requests for Assistance

- Phil Davis on behalf of Membership Subcommittee requested \$205.00 for a table, a small ad, and one additional recruiter for the University of Montana Career Fair on February 22, 2017

Motion (Gerry Daumiller) to approve \$205.00 for the UM Career Fair Request for Assistance

2nd (Curtis DeVault)

APPROVED UNANIMOUSLY

- Erin Fashoway requested \$500.00 for MLIAC grant writing workshop on February 3rd, 2017
 - o Funds will be used to pay half of the cost of the workshop to Community Development Services (CDS) and for lunch for participants
 - o Erin Fashoway joined the meeting to further explain the event and the scope of her request for assistance
 - The workshop is intended to increase the quality of proposals because they have received many substandard grant applications in recent years
 - Long term goal is to have the workshop as an annual event
 - Contract with CDS is for \$1000.00
 - Rob Ahl suggested producing a manual as a result of the workshop to more easily share the results of the workshop
 - o BOD Discussion of Request
 - Difficult to identify any direct benefits to MAGIP members
 - The workshop is to be held only two weeks before grant proposal due date; BOD consensus is that the workshop needs to be held at least a couple of months before the due date for applicants to write an effective proposal

Motion (Jeff Hedstrom) to deny MLIAC Grant Writing Workshop Request for Assistance because proposed date is too close grant proposal due date

2nd (Jenny Connelley)

APPROVED UNANIMOUSLY

Upcoming MAGIP Board of Directors Elections

- Discussion occurred to determine if nomination period should close when it normally does, or wait until after Intermountain GIS Conference and use the event to recruit more volunteers

- o Waiting to hold elections increases the risk of newly elected Board members missing the first meeting (June), while holding the election before the conference may result in a lack of interested applicants
- The Board decided to postpone the election until after the Intermountain GIS Conference in April

MAGIP Sponsoring Montana Library Legislative Day Reception

- This event is important because it exposes state legislators the importance and applications of GIS throughout Montana
- John Finn submitted a Request for Assistance in the amount of \$500.00 for the event
Motion (Leslie Zolman) to approve \$500.00 towards Montana Library Legislative Night
 2nd (Jeff Hedstrom)
 APPROVED UNANIMOUSLY

February MARLS Conference in Bozeman

- \$495 for a booth which includes 1 registration
- Need to find out if multiple MAGIP volunteers can share 1 registration
Motion (Brian Andersen) to approve \$495.00 for MARLS booth
 2nd Curtis DeVault
 APPROVED UNANIMOUSLY

2018 Intermountain GIS Conference in Helena

- Proposal from Contract Planning Services (CPS) at the University of Montana to plan and coordinate the 2018 Intermountain Conference
 - o Proposal of \$8,900.00 includes registration for up to 250 people; \$15.00/person above \$250.00
- If CPS is hired, then MAGIP time and energy can be focused on content related aspects of the conference rather than administrative tasks
- Recent cost of paying Lee Macholz for conference related tasks has been around \$5,000.00
- If CPS is hired for \$8,900.00 MAGIP is still projected to make a profit from hosting the conference
- Final decision of whether to hire CPS will be delayed until the February 17th BOD meeting to ensure all Board members have had a chance to thoroughly review the contract proposal
- Board members will send comments to Jeff Hedstrom by the end of January, 2017

2017 Budget – Jessie Fernandes

- Budget approval postponed until February BOD meeting
- MAGIP has approximately \$77,000.00 in savings and checking
- Jessie estimated 2017 revenue based on fall 2016 conference and last year's membership revenue

- o 2017 projected membership income may be too high because this year is not a conference year; conference years typically result in increased membership revenue
- Jessie expressed uncertainty about which categories to assign to some expenses
- It was proposed to separate proportion of swag expenses based on the estimated amount used for various events

2:30 PM – Board Reports and Additional Board Items

Review of Upcoming Calendar Events

- 2018 Intermountain GIS Conference in Helena
 - o April 16th - 19th at the Radisson Colonial Hotel
- 2017 Board of Directors Meetings
 - o February 13, 3:00 – 4:00 PM – Online GoToMeeting
 - o March 13, 3:00 – 4:00 PM – Online GoToMeeting
 - o April 21, 8:00 AM – 12:00 PM – at Intermountain GIS Conference in West Yellowstone
- MLIAC
 - o March 9, March 19, May 11, September 14, November 9