

MAGIP Board Meeting Minutes

Friday, April 20th, 2012
Red Lion Hotel, Kalispell, MT
8:00 AM

Attendance:

MAGIP BOD Members:

Miles Wacker – MDT
Jon Henderson – City of Bozeman
Mike Sweet – UM
Lance Clampitt – USGS
Chris Stump – MT DEQ
Eric Spangenberg – Lewis & Clark County/ City of Helena
Linda Vance – MSL
Wendy Largent – Lake County
Meghan Burns – TREC

Additional Attendees:

Gerry Daumiller – MSL
Stu Kirkpatrick – MSL
Alexander Besemann – Colville Confederated Tribes

Wendy Largent called the meeting to order at 8:07 AM and asked if there were any revisions to the agenda.

Additional Items:

- MSDI item was moved to first order of business after the review of the January 24th BOD meeting minutes
- December IT Conference
- Treasurer's Report

Revisions:

- Previous BOD meeting date changed
- Eric Spangenberg is the Business and Operations Committee Chair (not Lee Macholz)

Review of Jan 24th Board Meeting Minutes

Motion (Miles Wacker): adopt meeting minutes

2nd (Lance Clampitt)

APPROVED UNANIMOUSLY

Proposed MSDI Best Practices – Presented by Chris Stump

- o At the last MAGIP BOD meeting Chris Stump, Technical Committee Chair, presented a proposal for MSDI best practices. The Board was in support of the Technical Committee moving forward with these best practices. Chris's next step was to take them to Stu Kirkpatrick with the Montana State Library
- o After the last meeting with Stu Kirkpatrick, the best practices document was submitted to the MSDI theme stewards and was posted on the MAGIP website for public comment.
- o There are some discrepancies on the proper protocol for implementing a best practice. The major concern was the role of MAGIP in implementing best practices, the process for implementing best practices, and the creation of a problem statement.
- o In order to facilitate further discussion of these best practices the Technical Committee, led by Chris Stump, will organize a 1-day open forum, moderated workshop in coordination with Stu Kirkpatrick to be held within the next month. The results of this workshop will be discussed at the next MAGIP BOD meeting in June. It was recommended that the Technical Committee fill out a MAGIP "Request for Assistance" form to support this.

Training Options Spreadsheet that includes training software options and related links and GoToMeeting Justification Document to the Board – Presented by Miles Wacker

- On April 2 Jason Danielson forwarded to documents to the MAGIP BOD:
 - **MAGIP Web Training Options.xlsx**
 - **MAGIP Web SubcommitteeGoToMeeting Justification.doc**
- The MAGIP Web Training Options Excel Spreadsheet highlights the Web Subcommittee’s research to find training software options, provides general information, and respective links to the software. The GoToMeeting/GoToWebinar software has recording options for web-based training.
- The Web Subcommittee GoToMeeting Justification Document provides an overview of current MAGIP software WebEx as well as information justifying the transition to GoToMeeting.
- The WebEx subscription is prorated and therefore MAGIP would receive a refund should they cancel
- It was noted that MAGIP does not have much storage space via the website for training videos. YouTube will be explored as a possible option to store videos with the current video/training viewable via the MAGIP website.
- Michael Sweet will be working on an ArcGIS Online MAGIP Map Gallery.

Motion (Miles Wacker): To recommend that MAGIP move to GoToMeeting software and terminate the contract with MeetMeNow (WebEx) software

2nd (Mike Sweet)
APPROVED UNANIMOUSLY

Membership Subcommittee – Results on broader membership options – Presented by Miles Wacker

- On March 1 the membership subcommittee met to discuss MAGIP associate membership options to recommend to the MAGIP BOD. Two options were discussed and provided to Jon Henderson, MAGIP Treasurer, for feedback.
- On March 13 the membership subcommittee put the below cost structure out to the MAGIP community for a comment period of 5 business days.

Cost of Membership (Number of individuals)	Additional Income Range for MAGIP	Cost Range of Individual Membership
\$150 (2-5)	\$0-90	\$60-150
\$300 (6-10)	\$0-120	\$180-300
\$450 (11-15)	\$0-120	\$330-450
\$600 (16-20)	\$0-120	\$480-600
\$750 (21-25)	\$0-120	\$630-750

- On March 22 the comment period ended. Michael Sweet made a motion to adopt the Associate Member policy as proposed and Eric Spangenberg seconded the motion.
- The MAGIP BOD then approved the new Associate Membership Cost Structure by vote through SurveyMonkey
- The new Associate Membership Cost Structure is now available on the MAGIP website.
<http://magip.org/Membership>
- A link to the Associate members website is in progress.

Web Subcommittee Chair – Presented by Miles Wacker

- The term of current web subcommittee chair, Jason Danielson, ends in June 2012. Jason would like to continue to serve as the Web Subcommittee. He would no longer be a MAGIP BOD member, but would have access to BOD business as a web administrator.

Motion (Eric Spangenberg): To invite Jason Danielson to continue administering the MAGIP Website as Web Subcommittee Chairperson

2nd (Miles Wacker)
APPROVED UNANIMOUSLY

Intermountain GIS Conference Summit Results Discussion – Presented by Wendy Largent

- The Conference Summit was facilitated by MAGIP Administrator, Lee Macholz. Preliminary results of the Summit showed that MAGIP needs to engage membership in more active ways. The results of the Summit will direct discussion at the upcoming MAGIP BOD Retreat.

Committee Reports

- *Professional Development Committee – Presented by Mike Sweet*
 - Mike Sweet, Committee Chair, will be stepping down in April; New Committee Chair needed
 - Completed the 2012 Intermountain Conference
 - SurveyMonkey insufficient method for garnering feedback. Look at new options for Spring Prof Dev Survey.
 - Annette Cabrera has volunteered to chair the 2014 Intermountain Conference
- *Business and Operations Subcommittee – Presented by Eric Spagenberg*
 - Eric, Committee Chair, has been attending the NW GIS Users' Groups meetings and has been asked to become a board member. He has yet to be voted in.
 - Eric is looking at other organizations to communicate with such as the North Rocky's URISA Branch
 - Eric suggested we look into a Post Office Box in Helena to receive promotional materials
- *Web Subcommittee*
 - Jason Danielson, Subcommittee chair, was not present
- *Education Committee*
 - Maya Daurio, Committee chair, stepped down in March
 - Gerry Daumiller, MSL, will make sure that the scholarships are awarded and is considering becoming the chair.

Treasurer's Report – Presented by Jon Henderson

- Jon Henderson's term ends in June.
- Jon feels things are going well overall though MAGIP showed a loss.
- Jon completed and filed MAGIP's taxes.

December IT Conference – Presented by Mike Sweet

- Robin Trenbeath approached Mike Sweet regarding MAGIP organizing the GIS tract at the upcoming IT Conference
- MAGIP would like to play a role in the IT Conference. Mike Sweet will compose a letter asking for support from MSL, which Gerry Daumiller will then deliver to them.

MAGIP Elections – Presented by Meghan Burns

- The 2012 MAGIP Elections opened Thursday, April 19 during the Conference and will close on Sunday, May 20.
- Members received an email with a link to the Ballot via SurveyMonkey.
- Two reminders will go out to members who have yet to vote
- Look at length of voting period at upcoming MAGIP BOD Retreat

SITSD vs. Google Groups – Presented by Miles Wacker

- Wendy Largent sent a certified letter to Dick Clark, State of Montana CIO and has not received a response
- MAGIP and MSL will take no further action with SITSD until further notice
- MAGIP will move to Google Groups as it is free, won't restrict email access, all emails will be archived, and emails can continue to be moderated.
- Important to keep promoting MAGIP Discussion Forum
- Miles Wacker, Eric Spangenberg, and Jason Danielson will setup and test new Google Groups list as well as look at YouTube setup.

Motion (Miles Wacker): To adopt Google Groups for the MAGIP listserv

2nd (Lance Clampitt)

APPROVED UNANIMOUSLY

Requests for assistance – Presented by Wendy Largent

- Mike Sweet, University of Montana, and Kyle Balke, Geodata Services Inc, have requested assistance for user group meetings in Missoula every two months. They require MAGIP sponsorship for the meeting room. There is no charge for the room. Kyle Balke will be the group coordinator.

Motion (Linda Vance): To provide sponsorship to the Missoula user group for a meeting space.

2nd (Jon Henderson)

APPROVED UNANIMOUSLY

Next MAGIP Board Meeting will be held in June after the elections. This will be the first official meeting for new board members.

Meeting Adjourned

Motion (Eric Spagenberg):

2nd (Miles Wacker)

APPROVED UNANIMOUSLY