

MAGIP Professional Development Committee Minutes

January 12, 2017 - 3pm

Start 3:03pm

Attendees: Jeff Hedstrom, Jenny Connelley, Diane Papineau, Leslie Zolman, Clayton Vine

1. 2018 Intermountain Conference

Conference Planning Service concept

- Jeff presented the proposed contract of possibly paying U of M Conference Planning Service to plan and coordinate the 2018 conference. Mainly their duties would include:
 - Coordinate all on-site facility relations (catering, menu, arranging meeting rooms, etc).
 - They would also handle all the registration (website, collect registration fees, and staff the registration desk)
 - Contract proposal outlines everything they'd potentially be planning or assisting with
- These services would cost \$8,900 which if approved by the Board, would be built into the conference budget
- Jenny and Leslie brought up the point that this (once approved) would eliminate many of Lee's duties in which we spent \$4,500 during conference planning for her services.
- Lee would still be involved in website administration and any other non-conference related duties
- This proposed contracted service would allow the planning committee to focus on the technical content of the conference
 - The committee would still serve as an important piece to planning the conference. The co-chairs would still oversee everything related to planning including checking in with UofM CPS.
 - This contract would avoid burnout from the Board and many of the returning conference planners year to year.
- Jeff had mentioned that he still has to go through the previous planning timeline and mark off what tasks the committee would no longer have to complete, but possibly just check-in with UofM CPS to oversee the progress. Jenny said she'd help with that.
- Leslie suggested printing out the contract & timeline and go through line by line comparing the two and seeing which tasks would be handled by UofM CPS.

b. **Deciding the Conference Theme**

- There was an in-depth conversation about how we decided the conference theme in the past.
- Many of the past conferences were based on a "message theme" or last year it was a "local theme" given the Lewis & Clark Expedition.
- Billings in 2014 had their "Keys to Getting Involved Spatially" and like Great Falls, many of the activities were centered on the theme, i.e. Public Night or entertainment.
- Diane asked what's the point of a conference theme? It's basically for marketing. It's not for content purposes though it can be, i.e. Kalispell did Local Solutions to Global Issues.
- Diane was going to research and see if there's a protocol for how to pick a conference theme or what are the best practices for choosing a theme.
- Jeff was going to create a google doc and send it out to past committee members and just start brainstorming ideas for a theme.

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- Jeff mentioned he'd like to see the theme, logo and a save the date flyer all done prior to Intermountain Conference in Idaho, so we can advertise in their program.
- Jeff would also like to see that co-chairs be named sometime soon and preferably folks that reside in Helena as it does make it easier to coordinate the conference
- We were all in agreement that the committee should decide the theme and we can do a call out for the logo once the theme is decided upon.

2. GISP Test Prep Outreach

- Jeff presented meeting notes that himself, Leslie, Curtis and Michael had with Bill Hodges of GISCI
- The point of the meeting was to how can MAGIP help its members in GISP Test Prep? Given that in recent history, there is a lack of test prep materials and GISCI isn't involved in relaying to it applicants as to what's on the test or how to study for it
- Bill Hodges said GISCI does not plan to create and release study materials. However two independent organizations (including URISA) are going to be releasing test prep materials such as practices exams. It was also noted that until there was a large enough grouping of people that have taken the test they do not have the statistics needed to develop some of the study materials
- Jeff had asked, what role should MAGIP serve in this?
 - MAGIP does have on their site under resources a GISP page <http://magip.org/GISP>
 - Our committee's role should be to provide links to test prep material that other organizations have generated

3. Tasks for the committee

- Jeff & Jenny were going to go through the previous conference timeline and mark off any tasks that would be handled by UofM CPS
- Diane was going to research and see if there's a protocol for how to pick a conference theme or what are the best practices for choosing a theme.
- Jeff will create a google docs for conference theme ideas and send it out
- All members were going to brainstorm and think of people to recruit as co-conference chairs
- All members were going to contribute to the conference theme doc

4. Next Meeting Date(s)

- Jenny brought up that we should meet again to deal with some conference planning tasks, we set the next Conference Planning for **January 26th @ 3:00pm**
- Set the next quarterly committee meeting for **April 13th @ 3:00pm**

End: 4:20 pm

