



MSGIC Executive Committee Meeting Minutes

April 09, 2014

9:00 a.m. – 12p.m.

Anne Arundel County Government, Heritage Complex (Annapolis, MD)

Attendees:

Mark Helmken, CGIS (Chair)
Julia Fischer, DoIT (Chair-Elect)
Jim Cannistra, MDP (Past-Chair)
Theresa Martin, City of Laurel (Secretary)
Mara Kaminowitz, BMC (Regional Caucus Chair)
Patrick McLoughlin, Spatial Systems Associates, Inc.
Roger Barlow, USGS (Federal Government Caucus Chair)
Matt Webb, Anne Arundel County (Local Government Caucus Chair)
Erin Lesh, SHA (State Government Caucus Chair)
Marshall Stevenson, WBCM (Private Industry Caucus Chair)
Charlene Howard, MWCOG
Bonnie Wittstat, John Hopkins
Russell Provost

On Phone Attendees:

Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)
Michael Scott, Salisbury University/ESRGC (Grant Development Subcommittee Chair)

Open Meeting & Announcements – Mark Helmken

- Approval of February and March Minutes
- Michael Scott made motion to approve, Patrick Callahan seconded the motion.

MSGIC Quarterly Meeting (s) – Julia Fischer

- Spring meeting will be at Camp Frettered Community Center in Denton
 - Coordinated through Joe Miller in Caroline County and will be at no charge.
 - ESRGC is sponsoring breakfast and working with the local culinary school.
- Meeting will be different format as discussed previously.
 - Business in the morning followed by Caucus breakouts followed by reports from Caucus Chair following.
 - May want to be flexible if turnout is light to combine some of the caucus groups.
 - Reaching out to Caroline County to see if they want to do a presentation as the host county.
 - Project Reports moved to the afternoon because of Caucus session.
- Presentations:
 - Brian Ebling with their Emergency Response could potentially do a little more of a presentation as they got cut short at TUGis.
 - Would be great to get a higher level presentation from Brian on how they are using GIS in 911 - their use of addresses, imagery and other data.

- Possible ESRGC could work in conjunction with them and show some of their additional work with dashboards.
- Reached out to Bill Burgess who is very active with NSGIC and lives in Denton to give a National update.
- Roger Barlow to give the Federal.
- Anthony Puzzo with ESRI will be presenting - awaiting topic and title.
- Datum presentation at the end but Dave is a dynamic speaker and will present to group and give a crash course on the topic.
- Option to remove Caroline County presentation if they are not interested and they can do some remarks at the beginning.
- Also might be great to get a tour of their new Emergency Management facility located in their Health Building.
- If presentations aren't filled in the future could get a county to talk for 3 – 5 minutes on what they have going on.
 - For example: PG County is standing up a Battle of Bladensburg 200 Commemorative anniversary website.
- Had been an idea for this meeting, focusing on Eastern Shore Counties and doing lightening talks.

Action Item: Julia will touch base to see if that is feasible with the size of a group.

If too many people may incorporate into earlier section while one group would be networking and make for a longer lunch and or second tour at the end of the day.

- Caucus Breakouts:
 - Suggest using Patrick's model w/subcommittee and getting people involved and take the other caucuses from there.
 - Suggest identifying where are the gaps? What do they want to know more about? Software? Data?
 - Activities seem to be a big one.
 - Most would like to hear more about what is going on and if can help or hinder them.
 - Chair Topics - Regional:
 - Standing items are charter and goals.
 - There is an absence of MPO's and other regional groups.
 - Give a summary of state and MSGIC goings on.
 - Hoping to get attendees to talk about themselves and what they are doing.
 - Would be great if ideas could come out, even if they are ambitious, from the meet-ups. For example: Provide an update from each of the Counties quarterly.

Question: What is the plan for the Caucus breakouts?

- Could get Caucus Chairs to stand up and reintroduce themselves and give a couple lines about their Caucus.

Question: Are we going to have name tags?

- Should make standard operating procedure.

Action Item: Purchase name tags

- Suggest for July meeting reach out to the park service, Fort McHenry for events of 200 anniversary of Star Spangled Banner. Julia can help. DBED is spear heading the tourism part of it. Could potentially get someone from the tourism side. Also there has been discussion on the emergency response planning from a GIS perspective.

Question: Someone from DoIT asked if they could borrow our display. No one from MSGIC will be at this event.

- Was donated to MSGIC. Not a good idea to lend out in the event anything gets broken or lost.

MSGIC Treasurer – *Mark Helmken*

Financial Recap

- Checkbook Balance: \$9,718.46
- Probably over \$700 coming in over PayPal
- TUgis expenses: \$477.90 plus \$1,000 for breakfast
- PayPal was originally throwing an error trying to create a recurring payment and then deleting it again.
- This is now fixed and just thanks them for paying their dues.
- About \$100 sitting in the PayPal account that will get transferred to the checking account at the end of the month.

Collection of Dues / Membership

- Over last 30 days had 73 people join MSGIC,
- Up over 1,100 accounts in the system now, of which, just over 1K are “active”
- Paid members: 38 individual members, 21 student members, about 200 organizational members
- Kudos to JMT who has been getting all their people to sign up – 33 folks from there have joined.
- Grace period expired at end of March
- Tu in process of moving all of those who decided not to become members to a mailing list.
- If you log onto the system now you’ll see a place to add your name to a mailing list.
- Once that is working properly we’ll move these folks over and will clean up database.
- This will also alleviate folks who sign up at a later date from getting a message that their email is already in use.

Question: How does this affect Caucuses?

- Do not need to only contact, coordinate with paid MSGIC members.
- When folks sign up for mailing list they will be asked what Caucus they associate with.
- There will be a distinction as to who is a paid member, which will allow for correspondence to go to the appropriate people.

Question: When will this be finalized, as it is important for bylaw voting?

- Can currently be filtered so not a problem.

Action Item: Bring a laptop at Quarterly to allow folks to sign up and become members.

- The choice to hide contact information a legacy feature when website was public and available to all.
- Now that behind member area wall and can’t get to it unless you are member, likely no longer a concern for anyone as one of the purposes of our group is to network.
- Suggest making all contact info available and letting them know and if they want to remain hidden they can login and switch off.
- Seems to be the time to do it now that we will have a clean membership list.

Action Item: Should contact them directly and also mention at the Quarterly Meeting.

Question: How many are hidden?

- Probably a third to half of overall list.

- Recommend not making this an option in the future.
- Jim made a plea at the last MDiMAP for state agencies, using the information from Mike on the different organizations, to become a part of MSGIC.
 - Reviewed organizational tier structure again.

Question: Did you get any feedback?

- Appeared it might have sunk in and a few said they would sign up.
- DNR, SHA and DHCD seemed to hear the message.
- Even at the \$50 level Organizational Membership with one designee
- Should make sense that these groups want to be heard and have a voice.

MSGIC Business – <Chair & Exec Committee>

TUgis 2014 – Recap

- General impression was that it was a good conference
- Lots of traffic, volunteers helping people sign up, students brought resumes for staff to look over.
- Featured sponsor went really well – more could be done with this in the future.
- Maybe at future conference have GIO for an hour.
- ESRGC did not get to laminate the display board panels.
 - Should wait till closer to another event in case there are edits.
 - Concern that in paper form there may be an issue with tearing.
 - The offer for reprinting and laminating by ESRGC stands.
- Recommend revisiting take a ways in the future.
- Need to think about where are we going to be storing these materials and keep an inventory

Action Item: Mark to acquire plastic totes.

- TUgis advisory committee did their debrief and asked us to discuss what we would like our role to be next year. Not just monetarily but all the things we would like to contribute/participate in as a 2015 sponsor.
- Getting the word out and advertising.
- May be opportunities for us to get volunteers for all parts of the conference.
- Did well in securing moderators.
- Their needs to be a conversation about the format as there was a tremendous amount packed into one day.
- Worth having a discussion about how workshops could be held on a second day to allow attendees to get to exhibits and presentations.
- Perhaps make a couple workshop type sessions for MSGIC members in concert with this conference where many people will already have permission to attend this conference already.
- MDP did a recap and the only negative was there was too much to see in one day.
- Having the focus in one day probably a good thing and second day could potentially dilute that.

Question: What were the sessions that were the most popular? Could these be done again?

- Potentially as part of a webinar, separate workshop, not the day before or the day after, MSGIC could repeat those presentations or offer an expanded version or turn into a mini workshop or some combination.
 - Some could have benefitted from going a half day, the workshops in particular.
 - Other sorts of continuing education and training beyond the session format should be explored.
- TUgis made more money this year than expected and they had a similar idea to offer workshops maybe even quarterly.

- Offer new or popular workshops.
- Could be an opportunity to do a joint type of sponsorship – all these workshops throughout the year.
- Could move around not just at TUGis.
- PreConf or PostConf half day. MSGIC find the presenters to
- Goes to the heart of what our membership asked for. Idea for Pre or Post Conference and we sponsor and find the workshops to support member needs.

Question: Could we combine them with a membership drive? Free for members or \$50 for non-members but comes with a 1-yr membership.

- There are lots of opportunities with workshops, e.g., MSGIC social events afterward or some type of gathering that may be informal.
- They are aware of our quarterly meetings and would be cognizant to plan around them.
- We want to at a minimum keep same level of participation. Continue the discussion on workshop opportunities.

Question: Was there any real discussion about expanding to a second day?

- The idea has been tossed around about doing a half day before.
- Ideas remain on the table for expanding for workshops, not to adding a second day.
- One of the nice things about the conference is the low cost.

Question: What was the format previously?

- Was two to three days and was declining in attendance.
- Previously did workshops the day before at the hotel across the street.
 - They were well planned out.
 - Was done by ESRI which already had these curriculum in place.
 - Could maybe have them do what they do in Vienna there at a discount and MSGIC could support a portion of that cost.
 - Really needs to be workshop not presentations or sales pitch.
 - Open source workshop also.
 - Could approach URISA who does workshops.
 - Should be soup to nuts workshops, this is how you build a web app, or complex model...
 - Some of these folks who did the workshops in the past were paid.
 - An example of a value add for MSGIC to find these people.
 - If we set up something every quarter people would not have to worry about competing workshops - Which one am I going to attend?
 - Might be a good thing for the education Caucus and subcommittees to start gathering potential workshops.
 - Will continue the conversation when the Advisory Committee joins the Executive Committee in May.

By-Laws

- Data Subcommittee second draft (Attachments A&B)
 - Mike made a motion Marshall second, no discussion. Will add to other proposed bylaw changes.
 - Charter changes with short and long-term goals.

Question: Are we planning on putting GIS data in an un-projected datum?

- Change verbiage to “supporting multiple and no-projected datums”

Question: Should we have a set of supported projected datums? Yes.

Question: Is there anything in there about Geospatial Platform?

- At some point need to talk about education and interaction on the geospatial platform and how we are going to integrate?
- Probably a long-term goal.
- We want to make sure MD data is being leveraged on the geospatial platform.

- Many of these goals overlap with MDiMap discussions, for example; How they will request meta data and to what standard; Does iMAP offer a set of symbols and what symbols should we set as a default, what might they be and what sectors of the community have requirements?
- May be good to have this discussion at Quarterly.
- Doing a joint meeting on May 2nd w/MDiMap to discuss Socrata specifically and the microsites.
- Invited Matt and the local which will be impacted.

Question: What is the cycle of revision and review?

- Bylaws say reviewed every other year by subcommittee chair and updated as needed.

Action Item: Make changes and post to website

Action Item: Patrick Callahan to add a revisions page

• **Additional Changes – Chair (Attachment C) - **Revise with notes from Julia****

- Looking to tighten things up as a non-profit and correct language for ex: fiscal year
- As non-profit need to have a yearly meeting of membership
- Passed a group of changes back in October
- Just passed some with Patrick for Subcommittee
- Present all of these in a package at Quarterly
- Send to membership for vote
- Article V, Section A.
 - Recommend that Quarterly meeting in October be the annual meeting where officers will be elected and will allow for new officers to get acclimated before new fiscal year.
 - Added “A person may not hold more than one officer position.”
- Article V, Section B.
 - Inserted “Treasurer” to follow same protocol as when a Secretary steps down.
 - Shall appoint a ~~Secretary~~. Changed to “....a replacement” to encompass all positions.

- Article VII A – Selection of Subcommittee/Caucus Chairs
 - Changed meeting in July to “Annual Business meeting in October.”
- Article VIII – Meetings
 - Had added “receive reports of the Subcommittees and Caucuses”. Changed to “and conduct business that is pertinent to the membership.” - approved

Question: Where in the Bylaw should budget approval go?

- Budgeting process should be managed as a policy by EC and should not be in the bylaws.
- These are policies not laws.

Question: What are we required to report to our members as a non-profit.

- Nothing, only required to supply summary to IRS (Form 990 submitted annually) but good business to inform members.
- Just needs to be cleared that we have an annual business meeting where we have officers installed.

- Article IX – Records and Asset Retention
 - Inserted section B to now include Treasurer.

Action Item: Need to put this in a package for membership. Do summary at quarterly. Post to membership area only (if active) then put survey monkey out to members.

Question: Does this follow bylaws?

- According to bylaws we have to give membership 2 weeks' notice.
- Should we put this out as one whole change, yay or nay?
- Yes, will be putting this out at quarterly so members can identify issues prior.

Action Item: Julia to make Vice Chair and Chair-Elect verbiage throughout consistent.

- Timetable for notifying the membership and voting

Intern

- Last meeting action item was for those at institutions to look into how it might work going through them.
- Tap into those existing processes to procure an intern
- Need to come up with an agreement to pay College Park for example. We will provide you an intern.

Question: Do we work with one University or College for this go round?

- Should look for intern that is currently enrolled at a University or community college and then work through that school.

- Jim – MDP has a similar agreement for interns

Action Item: Jim and Mike both have boiler plates and will send

- Need to consider timing. Are we looking for summer or fall intern?
- Intern duties and responsibilities:

- Assist with membership
- Communications to include Social Media
- Website updates – maintaining job board, scouring for jobs/internships, blog postings
- Attending quarterly and executive meetings
- Preparing documents for meetings, proofing documents for meetings
- Assisting in planning for quarterly meetings
- 8/hr week for 16 weeks – 1K stipend

Question: Do we want to secure someone for more than the summer?

- Would be ideal may add some level of difficulty but worth it once we train.

Question: Do we want to include any non-clerical duties in the description?

- Yes, helping with the blog like researching trends, etc.

Question: Who will be responsible for assigning the tasks to the intern?

- Should leave to Chair or whomever they designate and work would funnel through them.

Conferences

- MACO: August 14-17

- Marshall trying to fill that GIS Discovery Zone
- Patrick Callahan will be attending and can promote MSGIC.

Question: Will we be having a booth?

- Decided not a useful expenditure of funds.

GIO Briefing – *Barney Krucoff*

- New position and will be conducting interviews next week.

Caucus – GIS Coordination Efforts and Local User Group meetings

- Local Government Updates – *Matt Webb*
 - Caucus survey re: Urban Canopy Data - *Matt Webb and Jim Cannistra*.
 - Jim requested surveying local jurisdiction regarding data.
 - Got 63% responses back.
 - Governor's forum on tree canopy trying to look at programs and policies.
 - Survey was looking to find out who had an urban or forested canopy program in place and what were the programmatic or policies in place driving them.
 - Fair number are doing projects, tend to be baseline assessments of canopy coverage in urban areas, some are tree planting programs.
 - University of Vermont, Center for Spatial Analysis, is doing most of that work for the state of MD using some combination of imagery plus LiDAR.
 - May be a good group to come talk at one of our quarterlies.
- Regional Government Updates – *Mara Kaminowitz*
 - Covered earlier
- State Government Updates – *Erin Lesh*
 - Nothing but looking forward to quarterly.
- Federal Government Updates – *Roger Barlow*
 - April 4th National Land cover dataset 2011 version released
 - USGS led consortium of federal agencies released in 2006 and 2001.
 - Multi Resolution land cover consortium back then
 - Now done every 5 years - have 3 sets done now.

Question: How do we get that?

- Roger has a press release and can forward it to group.

Question: Resolution?

- Landsat product so probably 30 meters.
- Collection of LiDAR now complete in Dorchester and Caroline.
- Nothing has been collected west of the bay - hopefully collecting right now.
- University of MD not releasing Garrett County data until June.
 - It is something that Professor Dubya thought there was a possibility of achieving LiDAR level 1.
 - Thinks this is cutting edge and not ready for just anyone to have yet.
 - USGS will be getting a copy.
 - Garrett Co has been mentioned as a possible benefactor.
 - Has 50- 60 pts/m².
 - Canopy mapping but think several points should get to the ground matching other datasets around the Chesapeake Bay.

- Jim is coordinating with Sigma Space to find out more about what the data is and how it can be leveraged.
- Sigma Space is one of the companies pioneering the single photon style of collection also known as Flash.
- Meeting set up for May 2nd and keeping to a small group but if you have a desire can attend. GIO, ESRGC and Mark will be there. Just let Jim know.
- Today is the last day to sign up for DelMarva at the low low rate.
 - A great sharing opportunity and ESRGC will be there in force.
 - Hoping MD will show up in force.

Action Item: Roger Barlow to forward press release of National Land Cover Dataset release.

- Education Updates – *Scott Jeffrey*
- Private Industry Updates – *Marshall Stevenson*
 - Consider not meeting as a group but infiltrating other caucus meetings.

Data Resources Subcommittee

- Subcommittee Meeting Recap – *Patrick Callahan*
- Meeting w/MDiMap for a joint meeting to discuss Socrata where they are going to set up micro sites. They are looking for local data, maybe not the typical like street centerline but points of interest.
- Statewide Imagery – *Jim Cannistra*
 - 2014 collection about 80% complete for the Western Shore.
 - Has been challenging with the snow cover.
 - Everything in the tricky areas has been flown. Areas left are Allegany and Garret and some western parts of Baltimore County and BWI.
 - Single photon data
 - Montgomery Co had their LiDAR collected. They are changing their data distribution policy. and looking to open up their data.
 - PropertyView and budget – Budget was passed. Do not necessarily know what exactly was in that budget. Should know in the next couple weeks.

Question: Will you be putting out an announcement?

- Jim – Will let this group know but likely will be working on how they want that messaging to go.

Question: Do we know how the Open Data bill went? It was signed.

Education Subcommittee – *Lauren McDermott*

- Will use list of topic at quarterly meeting of priorities as a jumping off point for those discussions.

Grant Development Subcommittee – *Michael Scott*

- Need a bylaw revision to turn this committee into an Advocacy committee
- Will likely not be done with the current group of changes that will be brought before membership.

Outreach Subcommittee – *Ashley Buzzeo* (Attachment D)

- Some items, like the Message change was already fixed as it was timely
- Question had arisen about what should come before the committee or just be done.
- Some on this list fall in one or the other
- (1.) Suggestion to moving “Events” to a tab at the top was agreed upon.

- (2.) Incorporation of new logo used in TUgis display
 - Will not easily go with template selected for website.
 - Could use a mockup from Sharyn to know the level of effort and if we should pursue.
- Google Analytics now installed on website.
- Projects Tab removed because it had not yet been updated since the migration to the new site.
- Some of the contacts on the state page are out of date

Action Item: Have Erin review and send updated info to Ashley.

- Old MSGIC site turned off
- Current tagging on our site is not good.
 - We do not come up on searches.
 - Need a strategy: Inserting header tags, ensure others are linking.
 - Maybe private caucus members could assist.
- MSGIC logo – no source documents exist.
- Action Item: Get duplicate logo created. Probably would go to Sharyn.

- Mark taking a job in North Carolina so tuning in resignation.

Action Item: Will be sending a formal letter to the committee

- Russell - April first time getting points and centerline updates from locals.

Upcoming Events

- Western Maryland GIS Users Group meeting on May 16th
- Quantum GIS Users Group meeting , Washington on April 11 <http://qgis.us/#meetings>