



## MSGIC Executive Committee Meeting

June 13, 2012 | 9a.m. – 12p.m.

Location: 2664 Riva Road, Heritage Office Complex (Parole, MD)

### **Attendees:**

Michael Scott, Salisbury University/ESRGC (Chair)  
Chris Slavin, Anne Arundel County Government (Past Chair)  
Jim Cannistra, MDP (Chair-Elect)  
Julia Fischer, DBED (Secretary)  
David Gillum, Anne Arundel County Government (Local Government Caucus Co-Chair)  
Marshall Stevenson, KCI (Private Sector Caucus Chair)

John Campbell, (Maryland Society of Surveyors)  
Frank Daly, Pictometry  
Terry Martin, City of Laurel  
Pat McLoughlin, Spatial Systems Associates, Inc.  
Doug Reedy, Frederick County Government

### **On Phone Attendees:**

Erin Lesh, MES/SHA (State Government Caucus Co-Chair)  
Mark Helmken, CGIS (Education & Outreach Subcommittee Co-Chair)  
Scott Jeffrey, CCBC (Education & Outreach Subcommittee Co-Chair)

Matt Felton, MacKenzie GIS & Research  
Sandi Stroud, BMC

### **Open Meeting/Announcements**

Consideration of not having July Executive Meeting: No objections to cancelling this meeting

- Scheduled for only a short time before Quarterly meeting (**Cancelled**)

July 16<sup>th</sup> – Monday, Quarterly meeting – current scheduling conflicts with the originally anticipated location

- Agenda will be updated with location as soon as confirmed

### **GIO Briefing – Barney Krucoff**

GIO Office Update

- Team workshop next week to discuss a number of options
- Awaiting the arrival of group on July 2
- Still working on transfer with DHMH, it will happen
- Barney currently meeting with Virginia Emergency Management colleague

Master Purchasing Agreement (MPA)

- Would be of interest to Anne Arundel County, because they are currently being pushed off their current MPA and onto an ELA which would double their costs
- Looking for any state support at this time

## TUgis Conference 2013 Discussion

- Jay Morgan has decided to relinquish control of conference for 2013
- Virginia Thompson, Chair of Geography at TU
  - Department gathered and said they would like more involvement in the organization and operation of conference
  - More involvement with MSGIC and GIO
- Looking to do the conference as a collaborative effort, wouldn't rest squarely on the shoulders of TU and Geography Department
- Barney talked about the desire to come up with 1-day Maryland GIS conference
  - Inexpensive
  - A lot of people can access
  - No overnight stay
  - Pull together everyone from throughout the state who is participating in GIS
  - Is this part of TUgis? Or not?
- MSGIC excited about taking a more active role in the TUgis conference
  - Seen as a natural place for our organization to go
- Tom Mueller (California University of Pennsylvania)
  - Has some trepidation about shortening the TUgis conference
  - Concerns that Mid-Atlantic GIS conference would limit keynote speakers and student involvement
  - Currently limited involvement from students, so this is not a tangible argument at this time
- Current state is MSGIC and GIO's intention to help
  - Need to schedule a meeting to determine what will be expectations and outcomes along with TU Geography Department
  - Need clear roles and expectations of GIO and MSGIC
- Currently there are 2 separate visions, 1 more robust conference and 1 1-day, low cost conference
- What is the idea from TU?
- TU and GIO realize they need to work together and come together with support for any events to occur
- Going to take a fair amount of organization and planning to conduct any event(s), we do have a foundation to build upon, which might or might not prove useful
- Biggest challenge will be that in the past it has been 1 person and need to determine how information on running this conference will need to be extracted from Jay Morgan
  - How willing will Jay be to help with the download process of information?
  - Potential sense of relief or there might be disinterest in supporting the effort moving forward
  - When we can we should be working for the outcome of the first option
  - Whatever we can do to obtain this useful information from Jay
- Important to lay out on paper (MOU or less formal) what everyone's expectations are for the responsibilities of the event
  - Needs to be very clearly stated
  - Need to get conversations going sooner rather than later
  - Another Ad Hoc committee will be needed in order to get this process moving forward
  - Meeting has been scheduled for this week or next week (meeting or conference call)
  - Mike Scott and Jim Cannistra have been invited to participate
    - They will provide a summary to the group after this meeting has occurred

- Thoughts that should be carried into this meeting or thoughts that shouldn't be shared at this meeting? – ask staff and people we are working with, informal discussion about thoughts on how the conference, events should proceed into the future
- Should be some documentation on what the MSGIC community wants out of the conference and make sure that these interests are implemented at the event
  - Survey the participating community?
  - Survey Monkey could be pushed through LinkedIn – can start this process and put out survey after the meeting with all groups involved, so we can be ready to go soon after the meeting occurs
  - **Action Item:** Put together some questions and a Survey Monkey survey – put together a base group of questions and send out to the entire group for review, can also take some of the questions that have been asked at TU or other conferences in the past and include those and the wording into this process (Scott Jeffrey)
  - Survey questioning shouldn't necessarily be directly related to what you do and don't like about TUGis
  - Seeking input to meet the best interests of the GIS community
  - Take a look at regional conferences which have been attended and offer your interests in what you would like to see included in an event and how would you be able to get more out of an event
  - Potential Content: “MSGIC is looking to taking a more active role in defining the context of conferences in Maryland”
  - Potential Content: “Been approached by TU to work in conjunction to be involved in TUGis moving forward” – with that ask, we want to see what people want to get out of the conference
- Something that can be offered to the TU group, the outreach and survey of the overall GIS community to determine interests and expectations of an event
- Be ready to move quickly after the meeting with all involved groups occurs

### **MSGIC Reorganization Progress Report**

Ad-Hoc Committee on Membership – *Sandi Stroud*

- Sent out on Monday for review
- Thank you to the committee for getting thoughts organized
- Thank you to Sandi for getting those thoughts on paper
- Membership/Dues and Sponsors was the main discussion of the group
- Quorum determination for voting – with Jim Cannistra's arrival quorum has been reached (1/2 + 1 of membership)
- Next step: Executive Committee would advance this to the membership for voting
- Open to comments if something needs to be added or can be tabled to continue to work on coming up with alternatives or adjustments or vote to abandon
- Questions or Thoughts or Comments? – Overall well received, do we feel comfortable taking this to the membership in July?
- Require a by-law change to give ourselves the ability to create memberships and dues, write up language that says this
- The setting of memberships and dues becomes a policy document which gets voted on by Executive Committee in the future, don't want to have to go to full membership every time small adjustment needs to be made
- There are a few places where the by-laws will need to be edited, because they currently refer to membership being open to everyone

- Caucuses and Subcommittees have been adjusted from the existing format
- Discussion that the current subcommittees don't really do a lot, this might be because there is no formal charter or purpose, deliverables or goals of each subcommittee
- Something that needs to be revisited, new documentation would beef up the definition of the subcommittees
- Consider that discussion about caucuses and subcommittees is a separate discussion from membership and dues discussion
- Dues are fluid and should not be directly included in the by-laws, because that would require another vote, with the dues only in the planning document, this can be more easily changed, as needed, by
- Suggest that the by-law changes should all be taken to the full membership at one time and not come back later with additional adjustments
- Most appropriate way to present to the full membership in July is 2 separate issues with 2 separate votes, so they don't get conflated
- Suggest that there be fewer subcommittees and caucuses, in order to make sure those that are in existence are stronger in their objectives and capabilities of getting those objectives completed

Vote: Bring 2 things to full membership for consideration

- By-laws change for MSGIC to create membership, levels, sponsorship structure and dues levels
- Add to the by-laws the subcommittees to develop mission and charter, caucuses are not required to do that, they are interest groups, which don't have specific missions to accomplish

Yes: 8

No: 0

Result: Passed

- Determine where it will be inserted into the by-laws
- Who should take a look at the by-laws and find places where membership and dues documentation needs to be adjusted – Sandi and Jim
- Quarterly meeting – present motion to modify the by-laws, won't have a vote on dues structure yet, present and solicit feedback, vote at the fall quarterly for implementation
- Allows for couple of months before dues need to be collected – started first of the year (calendar year cycle)

### **MSGIC Coordination – Data Resources Subcommittee – Ashley Buzzeo**

CAP Grant Award Update:

- Full swing in Fall Semester, working with several agencies, DNR, MTA, MDP, SHA, DHCD, DBED, MDE
  - Try to add some others to work to get their data (MDA, MdTA, DLLR, Howard and Baltimore Counties) to get their data into Ramona, updated and beefed up
- Looking for student interns now to help with project – 2 phase project
- Internship tasks:
  - Perform gap analysis on existing entries, 2.0 compliance check
    - Utilize administrative console to determine by agency layers that need entries
    - Provide matrix of this information
  - Provide systems for recording entries into Ramona
    - Help with profiles and entry
  - Outreach and training
    - Prepare outreach and progress reports

Sewer Service Areas are currently maintained by MDP

- Doug Adams back with Baltimore County Government – focus on sewer and water master plans
  - Conference call to participate in this topic contact Ashley Buzzeo
- A lot of MOUs in place to restrict abilities to share this data with a larger audience, looked in the past to push out to MD iMap, but have met some restrictions
- Work with partners to remove barriers to MDP to get all of the data shared and collected, for the greater good

### **MSGIC Communications – Education and Outreach Subcommittee – Scott Jeffery**

Elections – Scott Jeffery

**Action Item:** Send out email blast by Friday soliciting nominations for positions for next year's Executive Committee – Scott Jeffery, by COB on Friday, Mike Scott offered to send out Outlook email blast

- How long do we want to leave the nomination process open? – week before July Quarterly, leaves time to make final ballot available
- Keep the same slate since there has been no change to the by-laws, Treasurer has been added based on voting and modifications which have occurred last year
- Encourage everyone to go out and invite new and motivated individuals to be nominated for leadership positions in the group
- New positions for ballot: Treasurer, Grant Developer, Outreach Subcommittee Chair (has been split into 2 from Education), 1 dropped each from Local and Regional Subcommittees

Evaluation of GIS in Business Conference

- Did not go well, apparently needed more advertising, many people indicated that they would attend, but didn't show up, without the entrance fee, many people deprioritized the event
- A lot of good feedback from Matt Felton's presentation and free and open source software
- Attendance was low and expenses was also low
- Need to develop better infrastructure of advertising and outreach, originally went through Economic and Business Development organizations
- 65 – 70 registrants, 40 attendees, drop from the previous year's event
- Suggest there is some cost, so there is incentive to not miss an event which someone has paid for
- Moving forward: next event target theme is GIS in the Public Health Sector, potential synergy with this event and the larger Maryland event, similar to the Esri UC which meets lots of needs of lots of people, but all in one place
- Opening comments, group was then split into 2 and everyone proceeded to lab and had a station where they conduct hands on work with their own data in ArcGIS Online, 90 minute sessions, same time as hands-on had a presentation about open source options and then the 2 groups swapped places
- Fresh format, with hands on opportunities rather than the hands-off, passive presentations
- 3 benefits: inspirational from plenary speaker, case studies of how specific person solved specific problem, practical portion which gets people hands on with solving their present problems

MSGIC Website – Chris Slavin

- Time for call for volunteers to assist with putting this together
- GoDaddy can purchase a host of environments (WordPress, etc.), relatively inexpensive, rather than have to have our own infrastructure
- Get some volunteers and create some templates, new committee will be responsible for getting the individual pages updated

- Megan DelGaudio has recently rolled out WordPress and are doing well with this process, happy with this option
- Totally free could be a Google Docs option
- WordPress seems to be a low-cost and easy implementation of a website
- Might have some heavy design interested members who aren't as interested in sitting in committee meetings, suggest opening this opportunity to the full membership for volunteers
- Don't have to make it live until a determined future date

**Action Item:** Email blast through list serve for volunteers – Chris Slavin

MACO Summer Conference, GIS Discovery Zone – Marshall Stevenson

- Couple of booth spots still open, contact Marshall if you would like to have a booth

**Action Item:** Follow up with Barney about presenting at MACO – Marshall Stevenson

NSGIC Membership – Kenny Miller & Michael Scott

- Important for Maryland to be involved in NSGIC
- Membership offers 5 slots
  - Want to have someone from MSGIC who should have slots for NSGIC membership
  - Set up something so it is automatic
- Thought it should be 2 of the officers, Chair and Past Chair, with the 2 year coverage this will build some longevity to the knowledge collected
- CY based, Jim Cannistra is member this year
- Could be a position that is elected for, adds another position which requires position for voting, helps with continuity
- Potential Past Chair and Past Past Chair
- Potential Past Chair and nominee of the Executive Committee
- Membership costs would be covered by the State
  - Expectation that the person would go to meetings and represent MSGIC at meetings
  - Travel costs cannot be covered by MSGIC, expect attendance at Maryland meeting
  - Case by case for non-Maryland meeting

**Note:** Beginning immediately and moving forward: 2 nominees Past Chair and 1 person (alternate) nominated by membership and voted upon by Executive Committee might want to make sure that whomever is nominated is someone who can present enough focus of representing MSGIC, if also representing someone else, they can choose to decline

Yes: 8

No: 0

Result: Passed

- Clarification from Kenny that there is only 1 person from MSGIC – this will be the Past Chair
- Make sure in the ballot that the Chair Elect position now includes this responsibility

#### **UPDATE:**

From Jim Cannistra via email:

Kenny indicated that the current slots were taken by Barney, Kenny, Greg Slater (SHA) and myself. This means there is one slot for MSGIC instead of the 2 we thought. After he brought this up we decided to continue with the decision to have the past chair (soon to be Mike) designated. After Mike left we discussed if the language needed to change (previous chair and one alternate nominated by the executive committee) and decided it could be the same with the alternate being as needed (such as when I become past chair).

So for the current year it will be Mike Scott. Your interest is appreciated and will certainly be taken into consideration going forward.

### **Federal GIS Coordination Efforts – Roger Barlow**

*No updates at this time*

### **State GIS Coordination Efforts**

MD iMap Technical Committee – Julia Fischer

- ArcGIS Online Premium Beta Testing
  - Upload .zip file through My Content, through My Computer
  - .csv 1,000 limit is a graphic, not a feature
  - Wrap up meeting at MD iMap – Matt Felton, Patrick Callahan (PG County)
  - Tiers: 5 users: \$2500, 2500 credits (usage, storage, geocoding)
  - 50 users \$10000
  - 100+ users \$15,000 - \$20,000
  - Unlimited users: 5 or 6 digits worth of credits
  - Link it as part of the ELA, included so many credits with unlimited usage, additional costs after the maximum allowance is reached
  - Running applications on different platforms – working well on iPad, able to create maps and pull them up during meeting, Droid user seems to be a few version behind iOS version
  - Add attachments to an editable field, drop a point and take a picture or video and becomes part of feature service
- Storytelling template utilization – need to share the data with everyone, not just organization, limits the data which can be shared to be utilized in this template, very configurable, building a “website” without IT needs, multi tabbed maps, zooming in conjunction
- Build it on desktop/laptop and run on mobile device, becomes too small to be engaged on mobile devices with design on desktop/laptop, need to build from the beginning with the portable device in mind
- Bug in ArcGIS Online – make changes and upload to server, not showing up on mobile device versions
- ArcGIS Explorer Online – dashboards and gadgets don’t work in iOS platform
- Adding more capabilities to the JavaScript viewer which is the ArcGIS Online viewer
- Chrome works better with ArcGIS Online than IE

**Action Item:** Organize a forum for sharing Tips and Tricks of utilizing ArcGIS Online – Julia Fischer

- Google Earth Builder Beta Testing
  - Current meeting with Google to conduct a pilot using Google Earth Builder
    - Google Earth Builder has been renamed to Google Maps Engine
  - Next meeting with Google scheduled for June 21, 2012 @ MdTA
- Migration to ArcGIS Version 10.1
  - Waiting for the first service pack to come out before moving to 10.1

Parcels/Business Plan – Jim Cannistra

- Parcel vector conversion is complete statewide and has been uploaded to MD iMap
- Removed some of the old point data and vector datasets of parcels, kept only because there want 100% coverage

CAP Grant – received notice to proceed (18 month project)

- Working with Smart Data Strategies to do small data audit for a couple of counties, methodology which has been implemented with other states to audit an organizations data
- Picked out 2 areas in Fred Co and Talbot Co – no cost audit to test their methodology
- Looking for: completeness of data, square footage, acreage calculations
- Points have been made available, small portion of parcels, assessment and taxation and real estate data, wanted field sketches, but weren't able to provide
- Matching up field data and vector data and make sure that acreage and those needed for tax bills are accurately matched up
- Jim Cannistra to provide additional reports in the future

Imagery – Jim Cannistra

- Plan being formulated to acquire Eastern Shore imagery next Spring
- Few discussions with some counties which might be interested in a buy-up on flight in Western Shore (Howard Co, Baltimore City)
- Other counties which might want to become involved need to start thinking about it over the next couple of months
- Setup a forum to meet with Eastern Shore folks to talk about the project, new specs, timing and get confirmation that the locals want next year's flight, because they have 2010, do they need another so soon? – got confirmation from MSGIC community at last quarterly, 911 perspectives is that not a lot has changed of the past 2 years

Broadband Availability – Mike Scott

*No updates at this time*

Chesapeake Bay Critical Area – Mike Scott

*No updates at this time*

dFIRM Conversion – Mike Scott

*No updates at this time*

Historic Image Initiative – Larry Swift

*No updates at this time*

### **Regional GIS Coordination Efforts**

Baltimore Metropolitan Council – Sandi Stroud

- Signing up for ArcGIS Online for Organization shortly
- Done a lot of research about Cloud capabilities and opportunities, but not yet ready to go to Amazon Cloud, based on internal server implementation and AGO availability
  - Does not have to do with security, there are just a lot of charges which can easily add up costs quickly, not able to easily monitor utilization
- AGISC moving forward – Annapolis/Anne Arundel County first test area
  - Putting together one sheet on nuts and bolts of study
  - Will share this with the group, once this is available



Tri County Council (Eastern Shore) – Lauren McDermott  
*No updates at this time*

Mid-Shore Regional Council (Eastern Shore)  
*No updates at this time*

MWCoG – Charlene Howard  
*No updates at this time*

Western Maryland User Group – Debbie Carpenter  
*No updates at this time*

Delmarva Emergency Task Force – Mark Cohoon  
*No updates at this time*

### **MSGIC Events**

MSGIC Quarterly Meetings – Jim Cannistra

- Summer – July 16 (Monday!!!)
  - Park and Planning, Downtown Silver Spring
  - Still figuring out the exact venue
  - Good program: Rockville – ArcGIS Online and municipal applications
  - Want to see more participation from municipalities next year
  - MCPPC presenting
  - Applied Geographics presenting – html5 application development for Baltimore City and nationally, trends and issues of application development
  - 2 members of MDP, septic tier mapping being engaged significantly, septic tier maps must be created by the end of the year for the entire state – presenting tier mapping and requirements
  - Tiers – various allowances for acceptance of septic systems (protected lands, growth areas, septic sewer systems), aggregation of multiple existing datasets
  - Requirement that the counties have to undertake with MDP and MDE reviewing – disagreement goes through public hearing process
  - A lot of work has to be done by GIS folks but the expectations and policies haven't gotten down to the GIS folks
  - Elections
- Fall – October 17
- Winter – January 16, 2013
- Spring – April 17, 2013

**Additional Business – All**

**Next Executive Meeting – July 11, 2012 @ 2664 Riva Road (Tentative) – CANCELLED**