



## **MSGIC Executive Committee Meeting Minutes**

**October 10, 2012**

**9a.m. – 12p.m.**

**2664 Riva Road, Heritage Office Complex, Annapolis, MD**

### **Attendees:**

Jim Cannistra, MDP (Chair)

Mark Helmken, CGIS (Chair-Elect)

Mike Scott, ESRGC/Salisbury University (Past Chair)

Julia Fischer, DoIT (Secretary)

Doug Reedy, Frederick County Government (Treasurer)

Jennifer Chadwick-Moore, Maryland Historical Trust (State Government Caucus Chair)

Shawn Wampler, City of Annapolis (Local Government Caucus Chair)

Sandi Stroud, Baltimore Metropolitan Council (Regional Government Caucus Chair)

Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)

Marshall Stevenson, KCI Technologies, Inc. (Private Caucus Chair)

Barney Krucoff, DoIT (GIO)

Charlene Howard, MWCOG

Matt Webb, Anne Arundel County Government

### **On Phone Attendees:**

Scott Jeffrey, Community College of Baltimore County (Outreach Subcommittee Chair)

Patrick Callahan, Prince George's County Government (Data and Resources Subcommittee Chair)

Anthony Puzzo, Esri

Matt Felton, MacKenzie Real Estate

### **Open Meeting – Jim Cannistra**

Overview of Agenda

### **Announcements**

MAPPS – MD Chapter formation

- 150 firms nationwide in GIS/Photogrammetric/Surveying services
- Primarily lobbying entity
  - Enforcement of Brooks Act and other regulations for insuring private commercial organization have a fair access to government contracts
- MD has formed a chapter (4<sup>th</sup> state chapter)
  - 4/5 companies
  - Justin Lahman (Axis Geospatial, LLC) is chair

- Contacted Barney Krucoff and Jim Cannistra to make an introductory presentation at a MSGIC Quarterly meeting
- Interested in long term relationship with MSGIC and perhaps co-sponsor at TUgis and other events

#### Recent RFPS/Awards/Certifications

- Award: Kevin Boone (VSTI Corporation) has obtained his GISP as of September 14, 2012

#### Addressing Manager Position Announcement

- Position advertised
- 2 year posting in GIO office
- Hired through Salisbury
- Funded with Broadband funds
- Deadline for first consideration October 14, 2012
- Goal is to hire by November 1, 2012

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

##### Newsletter – Scott Jeffrey

- Include notifications about internship opportunities

#### NSGIC Conference – Kenny Miller (<http://www.nsgic.org/2012-annual-conference-archive>)

- Link has been included on the list to the presentations that are available on their website
- Suggest reviewing the archiving structure of their past presentations and minutes to determine if this might be a structure we might want to implement on the MSGIC website
- Kenny Miller is the Chair-Elect of this organization this year
  - Designated 3 or 4 people to be on the email list to receive additional information
    - Currently Barney Krucoff, Mike Scott and Jim Cannistra
  - Appropriate topics related to GIS in Maryland will be brought to the group's attention
- They publish meeting minutes as Google docs very quickly after the meeting has occurred
  - Minutes tend to be rough, but get the information out the membership quickly

#### **Question:** Would we like to adjust our current process for getting minutes out to the membership?

- By-laws require that the Executive Committee review the minutes before they are approved and shared with the rest of the membership
- Group wants to maintain this review process, however an attempt will be made to streamline this process
  - Limit the review of the minutes, by the Executive Committee, to 2 days
- Highlight NSGIC conference presentations by linking them to the MSGIC LinkedIn account if they seem to be of interest or well related to MSGIC initiatives and interests
- NSGIC mid-year meeting in Annapolis
  - Call for papers expected to occur in the near future

#### MSGIC Welcome Packet – Julia Fischer

- Suggest coming up with a very direct message of how people can get involved on a separate page
  - Information on what caucus and interest group/subcommittees are available and contacts
- Include links to GIS organizations, besides just MSGIC, to assist with identifying when meetings are and include a brief introduction about these additional groups
- Make this welcome packet go out as an automatic email for when a new member registers
- Include new members names in the subsequent newsletter
- Setup a system where caucus and subcommittee chairs are notified of new members so they can personally welcome them to the group
- List of attendees from Quarterly meetings is culled and an email with the welcome packet is sent to any visitors
- Not to be sent out as a .zip file, blocked by many email systems

**Action Item:** Make the final changes to the welcome packet and have prepared for the upcoming Quarterly meeting – Jim Cannistra and Julia Fischer

### **MSGIC Reorganization as Non-Profit 501(c)3 Corporation – Michael Scott**

#### Bylaw Changes

Discuss feedback we have received – email, LinkedIn, discussions

- No feedback was received directly concerning the latest round of changes which were made the by-laws
- Small discussion occurred on LinkedIn concerning the relationships within the organization
  - There was a statement left in the by-laws concerning the interests of state and local governments
  - There will be a proposed adjustment of this statement before the final vote and adoption
- Concerns about making the pricing low enough were covered in a recent Eastern Shore Mid-Shore meeting
- No other glaring comments

Discuss approach and voting process @ quarterly

- MSGIC Quarterly coming up: 2 approaches to getting these final changes addressed by the membership and voted on for adoption
  - Get more feedback at this meeting
  - Recognize that it has been an agenda item for over 1 year, be brief to ask for final comments/last words and push to vote
- How much do we want to go over in the Quarterly Meeting?
  - Here are the major changes from the last by-laws to this by-laws, not specific language
- Vote can be show of hands or ballot
  - Could go over the changes on the ballot, summary points, 5 minutes to go over changes
  - Give out the ballot at the beginning of the meeting
  - Vote before going to lunch and results will be available in the afternoon

**Action Item:** Paper ballots put together and prepared for distribution – Mike Scott

**Action Item:** Paper by-laws copies can be made available for people to review in more detail – Jim Cannistra

- Must be a MSGIC member in order to vote

- Do we want to check who is a member or not?
- Ask for everyone to put their name on the ballot
- Verify membership as needed
- Chair will send out a reminder along with the link to the Quarterly Meeting agenda

**Next Steps:** Finalize the sponsors and dues structure and go through that approval process

- Dues and Sponsorship are two separate pieces

Discuss MSS surveyor membership, and sponsor structure

- Maryland Society of Surveyors (MSS) has money in an account for sponsorship
- Next Executive Committee meeting focus on the sponsorship organization and start the process of accepting sponsorships
- Get the dues considerations put together for the calendar year 2013
- Talked about pay in January covers membership through July of 2014 to get onto the Fiscal calendar rather than the calendar year

Pricing Research – Doug Reedy (Document Available)

- Review of transaction systems and processes other GIS organization have been using to collect dues
  - Across the board of checks, Google Checkout, Debit Cards, PayPal, Amazon and use of a third party to collect fees
  - All systems have transaction fees and percentages for transactions specific for non-profit organizations
  - Anticipate at the beginning of the year to be at \$3,000 - \$10,000 tier and then change to next to nothing for the remainder of the year
  - Setting up accounts require a letter of determination from IRS for 501(c)3
    - We don't yet have this letter from the IRS
    - Need to expedite this process
    - Expected annual revenue – approximate \$400 fee to get all paperwork filed annually based on estimated revenue of \$10,000, as determined from the IRS website (Note: \$400 fee is a one-time exemption application (Form 1023) fee)
    - Chris Slavin processed incorporation of the organization and has the documents
    - Where have the documents been kept?
      - Original paper docs should be kept offsite and protected
      - Need to have central locations for the electronic and paper documents
    - Have a generic account which allows for the account to be passed from one Executive Committee to the next
      - Google Docs allows for this opportunity and has minimal costs for non-profits tier
    - Current checking account with Bank of America has a \$16 fee every month for the account when the minimum balance of \$5,000 is not maintained
      - Not currently maintaining this balance
    - Looking to move to another bank if there are no fees to be accrued
      - Columbia Bank and TD Bank don't charge anything for non-profits
    - How would money be moved out of one account and into another?

- Keep as certified check until the account is setup at another bank and structured appropriately

- Another option is to open an ING account and put the money there until we determine the final structure and location for the funds

**Action Item:** Look into another account where the money can be placed without accruing fees – Doug Reedy

- Recommendation for pay processing – PayPal
- What about purchase orders and checks?
  - These can be accommodated through PayPal
- Additional concerns: Should have legal counsel available to us, pro bono, which needs to be set up now
 

**Action Item:** Determine if counsel at BMC might be able to provide a lead on someone – Sandi Stroud

  - Doug Reedy is willing to approach those who might be available, provide him contact information

**Action Item:** Check with the AG of MDP and the accounting person who is there and might be able to assist with keeping financial books in order – Jim Cannistra

  - TUGis Conference will cause activity in the account? – might get a few new members from this
  - Might want to work out our sponsors getting something connected to the TUGis conference where there is mutual benefit for MSGIC and TUGis
    - Help cement the relationship between the new Towson Conference and the involvement with MSGIC

**Action Item:** Resend the documentation concerning what organizations receive for the various levels of sponsorship – Sandi Stroud

- Need to review and discuss this document at the next Executive Committee meeting

### **Esri ArcGIS Online (Document Available)**

Discuss follow-up to pricing information and clarifications

- Credit calculator came out on Monday, has been made available to some in the group and can be shared with others as requested
- ArcGIS Online personal accounts will be prohibited from being used by business, commercial or government business
  - Excludes non-profits and universities – will be able to use personal accounts
- University site licenses (University of MD for example)
  - Multiple individual campuses will get their own accounts based on the multiple allocations within the site license (Ex. – UMBC, Salisbury University, etc.)
- Requested that a single user subscription tier be added to the list of options
  - Smallest subscription tier currently includes five users

**Question:** Now that we have this information how do we want to disseminate it?

- Meeting minutes, website, email
- Make available at Quarterly Meeting – concern about sidetracking the discussion
  - Announcement that the information will be on the website and a discussion could be put together for the next Quarterly meeting
  - Do a brief on this information and point members to the website for more information

- Presentation on Web Editing and ArcGIS Server in the works with Esri for the Quarterly Meeting
- Get information posted onto the MSGIC website for users to access at this time

### **Local and Regional GIS Coordination Efforts**

Local Government Updates – Shawn Wampler

*No updates at this time*

Baltimore Metropolitan Council – Sandi Stroud

- Sustainable Communities/HUD Grant Project
  - BMC might become responsible for all mapping related to this grant
  - Grant awardees to be announced shortly
- Baltimore environment Police project
  - Completing phase 1 next week and providing deliverables as GeoPDFs
  - All daily call logs being logged in GeoPDFs and reporting completed by BMC
  - Presentation in the future to show benefits and limitations of resources
- Strategic Plan is being revamped
- BRGSC
  - Last meeting had local rep from US Postal Service county project presented
    - Discussing how addresses are maintained at USPS and details of county project
    - Howard County might consider doing another pass through and AA County has submitted their data already
- Future meetings
  - Memberships are driving the meeting discussions
  - Jim Cannistra to present about data in SDAT, Property View and statewide addressing
  - Another topic looking into: looking for collaboration, trying to get someone from BGE to start discussion about outage information and outage data and how to determine what is available
  - Might want to pull in PEPCO people also
  - OSPREY currently gets data which is not very useful for locals
  - Setup a schema at the Zip code level to get BGE data pulled into a centralized location
    - Setting up production server this month
    - PEPCO and Potomac Edison have indicated they will also sign on
    - Produced Zip code maps manually during the Derecho
    - Also learned during the power study, raising rates to improve reliability has been proposed, BGE putting in Smart Meters by end of this year, within seconds of power going out, a heat map or dot could be placed on a map which shows who is out of power, a lot of potential there which hasn't yet been tapped
    - Governor's report calls GIO to coordinate these efforts
    - Barney Krucoff and Patrick Nolan should be in attendance of this meeting
      - Can meeting be used to bring feedback to the higher level – Dec 2012
    - Looked at areas that failed during the past 3 storms and has a briefing and report on these results

Eastern Shore (Mid-Shore & Tri County Council) – Lauren McDermott

- Tri County Council and Mid Shore Council letter was sent out about upcoming dates, what was discussed at the last meeting, deadlines for buy ups about the imagery – Jim Cannistra received 4 responses
- MOU out there with the Mid Shore to capacity building of the bb project to work on implementing bb plan concepts to hire someone through Salisbury University

#### MWCoG – Charlene Howard

- Repeat GIS committee meeting, October 17<sup>th</sup> presentation NCR GDX presentation, went well
- Focused geography of travel surveys, contractor put up cots, so on hold
  - What’s happening in the here and now is more apparent
  - Greenbelt and College Park to be surveyed shortly
  - More detailed travel data eventually restart in spring
- Finalizing traffic counts and bus ridership statistics
  - Collecting traffic counts from 3 states
- Utilize remote installs for software upgrades, making progress and coordinate with IT
  - Pushing desktop 10.1, holding in server 10.1, getting new server to dedicate as web server

#### Central Maryland User Group (CMUG) – Jaime Alvarez

- CMUG at CCBC on Jan 18<sup>th</sup>
- Interested in workshop for GISP training and introduction
  - Reaching out to the organization to see if they are interested in doing something with the group
  - Throw out this question to the group at Quarterly to see who might be interested

#### Western Maryland User Group & Tri County Council – Debbie Carpenter

- Western Maryland MUG Meeting in November
- NCR GDX presentation to be presented
- Need to reach out to the Western MD reps and see if we can assist with getting them more engaged and getting more information back and forth between them and the core group

#### **GIO Briefing – Barney Krucoff**

##### GIO Office Update

- Two developers on staff now
  - 30 MD iMap Flex apps that are going to be converted to HTML5, JavaScript format
  - Talked about addressing person hire
  - Making MD iMap more useful and accessible
    - People at Exec level assume that it’s a system that you can do everything you want with it, but there is stuff missing, cleared up this information
  - Talked about projects to fill in the gaps
    - Stand up a 10.1 version of MD iMap with 10.0 kept for at least a year, with the 10.1 version reorganize the data, the accessibility
    - Changing the front end and the back end at the same time
    - Role of MSGIC is to assist with determining who is using the services and make sure that all users are clear on when the changes are going to be made and send out information about getting the MSGIC population to help with testing the new structure and accessibility

- Basemap has become a moot point because of all the other resources that are out there, there are also other databases that can be bought commercially instead of spending time and efforts to recreate in-state?
  - Purchase subscriptions and allow funding to be used for more challenging and specific applications and analysis, customized, etc.
  - Addressing being collected locally based on broadband funding that has become available from the federal government
  - Centerlines HPMS from federal government to build centerlines because of requirements from the federal government, SHA will be working on this and need to make sure that they are present at these meeting to keep all updated
  - Like to buy businesses in Maryland commercially, probably not available MD iMap, licensed to state agencies
- New Chief Innovation Officer – Mike Powell
  - Asking for 3 things – top initiatives
    - All-encompassing health data, one platform for all health data
    - One platform for all crime and law enforcement, gets into locals
      - Disaggregated data so he can do crime analysis, trending areas, how’s the state doing for servicing warrants and tracking data
    - Power

#### MD iMap Executive Committee Update

- Expanded meeting and membership was yesterday
- Membership has been expanded to include local government reps and additional sectors
- Staff was presenting what they were going to work on and take ownership of the process
- Too much into the details about what we are doing and didn’t get much of a strategic direction from the group yet, more potential
- Good to hear about all of the initiatives going on
- Discussion at the end of informing the larger community, getting feedback about what’s going on or what should change, policy decision – flesh out what the role of the committee is
- Fact that someone from secretary and chief operating officers were sitting through this type of meeting allowing for networking and interaction and discussion face to face, intrinsic value of being able to connect with an executive and what the impacts and benefits might be to the larger group
- Appreciation that the meeting happened, first time talking about MD iMap as a system for GIS data for Maryland and not just for Maryland State government
  - take some time to figure out how to be effective with this shift
  - fair bit different with how this process used to go in the past
  - in uncharted territory and will need to be patient to determine how this will all work out
- Role of MSGIC and MD iMap – walked away from meeting where MD iMap is system focused, Governor priority based focus and MSGIC is broadly based, broader GIS, ground up focus, draw distinctions and see value for both groups
- Communicate through MSGIC membership that they have a voice in MD iMap and can provide feedback to their Exec rep and make recommendations to the group to change the path or course of MD iMap
- TUgis meeting should be a standing agenda item until March



- Have 2 hours at TUGIS with everyone in one room and this could be the opportunity to show how all groups are working together and coordinating
- Have to start thinking about what we want to get done in these 2 hours

#### Census & USPS Address Pilot Update

- For counties that contributed to census/USPS pilot was up in the 90s
- Be a call soon to go over the data
- PSAP manager would have access to getting the no match list

#### State GIS Coordination Efforts

##### MD iMap Technical Committee – Julia Fischer

- Data Sharing Opportunities
  - ArcGIS Online for Organizations
    - Recently put together a number of power outages maps with the assistance of ArcGIS Online
    - Quickly assembled and deployed
    - Embedded into an existing State government webpage and accessible by all mobile devices
  - Google Maps Engine
    - Conducted a pilot with Google and considering setting up a relationship with Google to conduct a similar integration of the product into existing workflows, similar to ArcGIS Online
    - Requires discussions with Google within the existing State contract with Google
      - Will be some cost to the group to proceed
  - Arc2Earth
    - Extension of ArcGIS product, toolbar inside of ArcMap
    - Allows for quick Esri to .kml deployment
    - Additional capabilities beyond the standard .kml conversion tools inside of ArcMap include
      - Scale dependent rendering
      - Symbology
      - Enhanced pop-up generation
- WFS Enabled Data
  - Included on the Help tab of the Portal are instructions on how to download WFS enabled services
  - Also available is a static list of those services which are currently WFS-enabled
- Reminder that meeting have been changed to one meeting a month, rather than two
  - 1<sup>st</sup> Tuesday of the month will be the traditional meeting time
  - Next month the meeting will be the third Tuesday of the month (11/20) because State offices are closed the first Tuesday of the month

##### Orthos – Jim Cannistra

- Bringing procurement to conclusion on Western Shore - \$850,000, 9 counties
- Howard County interested in a buy up option and some other jurisdictions on eastern shore considering buy-ups for higher resolution
- Mid to late November need to finalize all of the buy-ups which will be included in this particular contract

### Parcels – Jim Cannistra

- Finishing some of the counties for the integrated parcel efforts
- Kent County delivery to occur shortly
- RFP for assistance with defining requirements, conducting requirements work sessions for longer term parcel based business plans
  - Part of FGDC grant
  - 3 different work sessions, someone come in from outside and help with definitions
- Budget officer meetings in late October concerning revised business model for maintaining state parcel data (Jim and Barney to have respective meetings)
  - New model in the future

### Septic Tier Mapping – Jim Cannistra

- Working with lots of counties, 2 staff working full time to produce septic tier maps to be adopted by the end of this year
- Web application to be developed after this process is complete
- Lots of back and forth defining the septic tiers based on all available data
- Politically controversial and challenging

### Broadband Availability – Mike Scott

- Just delivered 6<sup>th</sup> successful delivery to federal government
- 2 years left to go, 4 more deliveries
- Putting more effort into accomplishing in the earlier bb planning effort
- Shift focus to talk about viability after the stimulus funds run out
- Does the state have an interest or the local bb industry has an interest
- Can show the value of continuing after the stimulus funds run out, but need to determine where new funding will come from
- Trends in 6 submittals been done? – have done some, but should do more detailed analysis of change and retraction has also occurred (Ex: DSL has been rolled back once Fios has been placed by another company)
  - Trending of speed and reliability also
- Accessing broadband site trends? – still getting comments in from citizens who want their bb now and forward all of these emails to those who can handle these comments

### Chesapeake Bay Critical Area – Mike Scott

- Talbot Baltimore Co critical area commission to send letter to start 2 year adoption process
  - Put off for 2 months to finalize minor changes
  - November 1<sup>st</sup> will send out these letter
- Some counties in various stages of development
  - Calvert County in final stages of review points
  - Prince George's County ready for public meetings, need to get data onto the web and get letters to citizens
  - Caroline, Queen Anne's Counties run into issues with designations, working these issue out now
  - St. Mary's County in review now

## TMDL Effort – Department of Environment

*No updates at this time*

### Outreach Plans – Jenn Chadwick-Moore

- Working on several master vehicles, CATS + replace the CATS 2, active for 15 years
  - Functional areas including GIS, state and local areas can use
- Master Contract for GIS specific
  - Small number of vendors on this list
  - Intention that this would be available to locals also
- Get a few people from MSGIC committee to review the document
  - Not a detailed scope, names of job categories, not a lot of technical components
  - Interested, let Jim Cannistra know and those names will be passed to Barney
- DNR IT
  - Internal application being developed to share asset information on DNR lands
  - Developing asset inventory management system, keeping more up to date and organized
  - Connecting everything of DNR lands from all divisions, coordinating together all assets, real property, parking lots, trails, boat ramps
    - Facilitate internal use and understanding
  - DNR developing water resources registry application – DoIT to look into
    - Conducting training session today
    - Main part is a web applications shows all water resources data (watersheds, hydrology, flood plains)
    - Second part is analysis behind that and ability to do some analysis
    - Could be a good resource for the GIS users community – Christine Conn
    - Looking to do a lot of outreach to water resources and GIS community, might ask to present at one of these forums – present at MD iMap Technical Committee

### Historic Image Initiative – Larry Swift

- Trying to find funding for a prototype application to quickly search the historic photography in a given area
- Moving slowly, but moving forward

### **MSGIC Coordination – Data Resources Subcommittee – Patrick Callahan**

#### NCR GDY

- Interested in getting some training – October 25<sup>th</sup> in Washington, D.C.
- Talking about getting on Winter Quarterly doing a demo
- Funding issues still being worked out to determine if can reach out of NWCOG region
  - Goal is to do so
- Funding specifically for the national capital region, where is this limit, can this include just Maryland or could PA and DE be included?
  - Meeting next week to discuss this further about getting out to MSGIC members what it can do and what we can do to bring them in

## Index Application

- Funding to go into Phase 2, Frederick, Prince George's and Montgomery Counties
- Looking to expand scope
- Can reach out to other jurisdictions and get them on board
- Meeting with public safety officials and getting their wants and needs and proceed based on their recommendations

## Federal Coordination Efforts – Roger Barlow

*No updates at this time*

## MSGIC Quarterly Meeting/Workshops & TUGis Conference – Mark Helmken

### TUGis Update

- First email blast went out for save the date
- Next email blast to go out for call for papers
  - Mike Scott, Eric Wilson have offered to go over these papers
- Towson group has been working on Marketing and PR

### MSGIC Quarterlies

- Fall – October 17<sup>th</sup> @ Frederick Community College
  - Next Wednesday
- Winter – January 16<sup>th</sup> @ USGS Water Resources Center
  - Presentation ideas are welcome

## MSGIC Website Updates

- Once the dues are implemented, contacted by John Madigan who conducted a previous review and has volunteered to do another review and provided a comprehensive list of suggestions, haven't yet gone through
  - Jim to go through first and send out to the group second
  - Useful to have a framework for what we might want to do in the future
  - Want to talk about getting someone dedicated to the website, either a student
  - Redevelop the site with the new domain
  - Need to provide a stipend or fee for these efforts

## Other Events

ESRI MUG – December 11 – 12, 2012

GIS Day – November 14, 2012

URISA – September 30 – October 3, 2012

## NAPSIC

- Looking to do a workshop or conference next year
- Leaning toward workshop based event, higher level related to public safety, multiple tracks with hands on training and education
- Education and Outreach Subcommittee interested in being a part of this effort

- Open to suggestions concerning where to have the event and the extent of the event
- A budget has been designated for this event
- Fall 2013 is the targeted date for this event
- Slight change to the contact database
  - Search for people of a particular caucus or subcommittee, when click download contact list button it will hold that filter and not be a download of the entire list

ArcGIS 10.1 Transform your Organization Seminar – Tyson’s Corner Oct 24<sup>th</sup>, Nov 1<sup>st</sup> at UMBC Shady Grove (8:30 – Noon) free event

- Registration link will be sent to Jim Cannistra and he will forward this to the rest of the group
- Overwhelming response from Maryland users to have another session which was closer to the State
- Very interesting concerning 10.1 backend and infrastructure, a lot of information crammed into 4 hours

### **Advocacy Items**

*No updates at this time*

### **Additional Business – All**

Coppin State University, Jim Thomas working to get a Certificate put together at the University

- Want to turn over this effort to the education committee, perhaps some of the existing programs can provide some advice
- Send an email to Jim and cc those from the committee who are from the academic community

University of MD GIS Day

- Talk about MSGIC requested
- Proclamation from the Governor – Lisa Lowe or Barney
- Put information in the newsletter about who has what lined up for GIS Day
- Round table at quarterly about what efforts are being put into place for the Day

Next Executive Committee Meeting – **November 14, 2012 @ 2664 Riva Road**