



MSGIC Executive Committee Meeting Minutes
October 9, 2013
9a.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)
Doug Reedy, Frederick County Government (Treasurer)
Theresa Martin, City of Laurel (Secretary)
Ashley Buzzeo, CGIS (Outreach Subcommittee Chair)
Erin Lesh, SHA (State Government Caucus Chair)
Matt Webb, Anne Arundel County (Local Government Caucus Chair)
Patrick McLoughlin, Spatial Systems Associates, Inc.
Mara Kaminowitz, Baltimore Metropolitan Council
Patrick Callahan, Prince George's County (Data & Resources Subcommittee)
Marshall Stevenson, WBCM (Private Industry Caucus Chair)

On Phone Attendees:

Sandi Stroud, BMC (Regional Caucus Chair)
Michael Scott, Salisbury University/ESRGC (Grant Development Subcommittee Chair)
Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)
Scott Jeffrey, Community College of Baltimore County (Education Caucus Chair)

Quarterly Meeting @Hagerstown – Julia Fisher

- Subcommittee Chair Presentations on agenda for quarterly.
- Slides created to highlight website is up and running
- Slide acknowledging Cindy, Tu and Sharyn for their hard work.
- Each Chair will have about 5 minutes to present their slides on goals & initiatives for their respective groups.
- Michael Scott will present Lauren's slides for her since she will not be able to make it.

Action Item: (Tari) Create sign-up sheets for the 4 subcommittee groups.

MSGIC Business

Bylaw Changes

- Amended wording within the current By-Laws defining organizational voting and what constitutes a valid method of determining an affirmative vote.
- A quorum will be defined as half of the executive committee plus one.
 - *Should not put in a number since there are times when positions may not be filled and number may change.*

Bylaw Items up for Vote:

- Article IV – Membership, Item N, Change second sentence [Approve dues.]

Original - "A membership dues structure may be created and/or revised and approved by the Executive Committee. It must be then be approved by a majority of voting MSGIC members and posted on the MSGIC website."

Updated - "plurality of votes cast by" **Vote – YES**

- Article V – Officers, Item A, Change first sentence [Election of officers.]

Original – "The Officers of MSGIC shall be elected from the membership."

Updated – "elected by plurality of votes cast" **Vote – Yes**

- Article VI – Organizational Structure, Item A. Executive Committee [Append to section.]

(When can you conduct official business)

Append with – "In order to move and vote on official MSGIC business, a quorum of Executive Committee members must be present in real time. A quorum will consist of 50% of executive committee members plus one. All issues requiring a voting decision shall be affirmed with a majority vote of those present." **Vote – YES**

- Article VII – Selection of Subcommittee/Caucus Chairs, Item A [Change first sentence.]

Original – "Subcommittee/Caucus Chairs shall be members of MSGIC selected by a majority of the subcommittee/caucus members voting."

Updated – "plurality of subcommittee/caucus membership votes cast." **Vote – YES**

- Article VIII.A.2 – Meetings

Original – "Special meetings may be called at the request of the MSGIC Chair or the majority of the membership of MSGIC."

Updated – "by 25% of the MSGIC membership as noted by petition." **Vote – YES**

- Article IX – Amendments, Item A [Change first sentence.]

Original – "These Bylaws and any amendments thereto providing for the governance of MSGIC may be adopted, altered, or repealed upon a vote of the full MSGIC membership."

Updated – "an affirmative vote of 60% of the votes cast." **Vote – YES**

- Article X - Implementation of Standards, Policies, Guidelines and Recommendations, Item A, [Append to section.]

Append with – "Draft documents requiring membership approval shall be released for review 30 calendar days prior to a membership vote of greater than fifty percent majority of the voting members."

- New Business on quarterly agenda a place for issues to be brought up.
- Reviewed by executive committee and brought back to membership.
- 30 day clock would start after executive committee has made its final recommendation.
- Tools in place to do vote electronically.

Action Item: Mike will work on re-write of this section to include a distinction between what requires a membership vote.

Question: When can we vote for officers?

- Currently written – "The Officers of MSGIC shall be elected from the membership. They shall serve a one year term beginning immediately after their election, coincident with the first quarterly MSGIC meeting of the fiscal year in July."
- Need to update wording from "July".
- In a previous meeting agreed that we were moving to a Calendar fiscal year
- Recommend changing "Last quarterly meeting of the calendar year"
 - Fall quarterly the most attended and may be a best time.

- Vote electronically prior and use fall meeting to announce new officers and discuss goals and priorities.
- Would then have a transition period by new officers taking effect Jan 1.

Action Item – Mark will work on re-write.

- Article V, Section D – “Nominations for MSGIC officers shall be solicited by June 1...”
 - Will need to be changed to reflect changes made above to show Fall Quarterly.
 - Should change verbiage from an actual date to (# days) prior to Fall Quarterly.
- Article VII – Subcommittee and Caucus Chairs “Subcommittee/Caucus Chairs shall be members of MSGIC selected by a majority of the subcommittee/caucus members voting. The vote shall be held prior to the MSGIC quarterly meeting in July.”
 - Need to make verbiage consistent with change from July.
- Secretary should maintain all records and forwarded to next Secretary.
 - Need to make verbiage consistent with 3 above.

Action Item: Mark will work on re-write on above.

- Responsibilities of Secretary Position
 - Distribution of Minutes 5 days prior to meeting for executive committee to review.
 - Should make approval of Minutes official part of meeting agenda, first order of business.
 - Can post unofficial (Draft) version to website.
 - Secretary should distribute all documents/presentations to group.

Local User Group Meetings – Updates

Central Maryland (CMUG) – Scott Jeffrey

- Great attendance
- Paper presented by colleague Dr. Ben Fertig who is taking over for Jamie.
- Story telling Maps w/ArcGIS Online presentation by Tom Earp
- ArcGIS collector and collector App presentation by ESRI
- Will get items posted to blog.
- By quarterly meeting, should have location for next CMUG to announce.

Western Maryland

- Next meeting of 11/15, location TBD

Southern Maryland

- Held 1st meeting, about 10 people in attendance
- At St Mary’s Government Center
- Presentations by Calvert County, St Mary’s County and ESRI did Collector/ArcGIS online presentation.
- Plan may be to do again in 6 months

Action Item – Promote at Quarterly Meeting as new group.

MSGIC Treasurer – *Doug Reedy*

Question: Helpful sending out account activity? Should he continue? Good to provide transparency and for additional eyes to review. – Yes

- About \$1019.18 in deposits and no expenses were paid out.
- Available account balance as of the 10/7 was \$7502.05.

- Did have an organizational tier (HOCO) and two individual memberships came through.
- Spatial Systems came through as a Sponsor.
- Logos should go to Ashley to put up on the website.

Question: Is there sponsorship information on the website?

- Not cost currently on the information.
- Need to be ready by quarterly.
- Should have link “How to become a sponsor.”
- Payment piece has been disabled on website will be activated when ready (needs to be good by Jan1).
- Need to move forward on list that Mike compiled of groups that might benefit from organizational membership.

Question: Do we want to send out a letter to those groups that might benefit from group membership (3+ members when costs start to come down)?

Question: At the Quarterly meeting should we have forms with information ready to go for attendees to fill out or take back with them?

Action Item: Outreach committee will work on. Jim has a form that he will send to Ashley.

Action Item: Mike will print out a list of official members the day before.

- Bring up at Quarterly the 3 Counties that already have these group memberships.
- Those groups should be included on ppt slide.
- Need to develop a clear message on when memberships are due.
 - Have until January to pay.
 - Have grace period of 18 months (now down to 12 or 13 months).
 - Can be in the rears until next quarterly (spring).

Action Item: Julia will start with PowerPoint of sponsorships and groups.

Financial Recap

- Status Non-Profit 501(c)3 Determination
 - Non-Profit Status Statement for Outreach, “MSGIC is currently not recognized as an IRS Exempt Organization.”
 - IRS backlogged – Currently working on applications from April 2012.
 - Our application was submitted in March 2013.
 - “MSGIC has applied for 501(c)3 organization status” the wording should be consistent.

Question: What should MSGIC be listed as ‘Not for Profit’ or ‘Nonprofit’ ?

- MSGIC is currently listed as Not-For Profit in Bylaws.
- Need to change in Bylaws to “Nonprofit”.

Action Item: Doug will write up and send to Ashley which will be included on membership form.

- Expenditure Request : Web Hosting\Domain Ownership
 - Need to start paying for our own web hosting.
 - Talked to Domain Discovery (current web hosting company)
 - On *UltraLite* Plan at \$7.95/month which includes 1GB disk space, 100 GB bandwidth, 10 mailboxes among other things.
 - Currently paying for 3 months at a time.

- Can purchase at a yearly stretch which does not earn a discount but would ensure it is not a recurring item to worry about.
 - Domain paid until 2021 roughly \$140
 - Request - Pay annually at \$95.40/yr for Domain Discovery web hosting.
 - **Mark Helmken motions and Marshall Stevenson seconds.**
 - Expenditure Request : CPA One Time Consultation Fee
 - Draper and McGinley.
 - They do work w/non-profits.
 - \$185/hr. Approximate 2 hours of work.
 - Request approval of \$500 maximum fee for this consult to set up our financial requirements.
 - **Mark Helmken motions and Marshall Stevenson seconds**
 - Suggest another executive committee member be present for consult.
 - Need to document process (create a checklist) for future accounting purposes.
- Question:** Should additional person be set up as PayPal Account Administrator?
- Yes, should follow checking account to include Chair and Secretary.

TUGIS 2014 planning – *Mark Helmken*

- MSGIC is one of the core groups of the TUGIS event along with Towson and DOIT.
- MSGIC would like to take on a more active role.
 - Recommend sponsoring one of the breaks or coffee during one of them.

Action Item: Mark will work on.

- MSGIC Discount – Was determined that it would not occur for 2014 conference since membership not solidified and suggested doing in 2015.
- Sticking point on how to verify membership for checking who was using discount code.
- Membership should not be that large that the check would not be doable.
- Initial concern with difficulty in how our systems would work together.
- Could indicate on sign up that they will be getting a MSGIC badge to help discourage fraudulent use of discount code.
- Potential for CEU credits for MSGIC members as benefit for attending.

Action Item: Julia will look into CEU.

Action Item: Mark and Julia will take back discount question to TUGIS group.

Web Site – *Ashley Buzzeo*

- Updated Events Section
 - Events page sectioned out
 - Recommend including the list of events that were included on today's agenda.

Action Item: Julia will add that list to the website.

- Reformatted *Minutes* and *Presentations* page

Question: Should we include sections of the website that are for members only?

- Would give additional value to becoming a member
 - Potentially the presentation slides from the meetings.
 - Video Taping presentations could be something in the future & would be members only.
 - Potentially could audio record presentations and post them.
 - Those sections would require login credentials
- No information currently on website about cost or how to become Sponsor

- Ability to join/pay taken down temporarily until ready.

Action Item: Ashley will look into what a *Member's Only* section would take on the website end.

- GIS Day Page information to go up on website
- Twitter/Linkedin feed on website.
 - Social Media Plan a top priority for Outreach Subcommittee.
 - Goal of quarterly meeting to get members.
 - Mike checked and we do not have any Rule on Linkedin Page

Action Item: Outreach subcommittee work on writing up rule.

Action Item: Outreach committee to work with data committee regarding tracking data updates.

Action Completed: Linkedin ownership transferred to Jim and Mike for approving members to group.

Action Item: Data Subcommittee to include link to iMap data download page.

Action Item: Ashley will get Spatial Systems logo from Patrick.

Regional Caucus Vacancy

- Process should be to call for nominations
- Caucus members should vote on the Chair

Action Item: Send an email to MSGIC members for nominations.

Action Item: Bring up at quarterly meeting that we have a vacancy.

- Ashley checked, 'MSGIC' name available with Speek Account. Ashley was going to set up but needed an email to get account. msgic@gmail.com is official organization email.

Action Item: Julia will have gmail forwarded to Secretary. Will check with Mike on original email password since he originally had it forwarded to her.

Action Item: Ashley will setup *Speek* account for MSGIC to test out.

Follow up items from September – *Mark Helmken*

Question: Would this be valuable to include in meetings?

- Yes, need to include names in Action Items.

Action Item: Tari will send out charter template for Subcommittee/Caucuses to Executive Committee for final comments. Will vote on at next meeting.

State GIS Coordination Efforts

Imagery– *Jim Cannistra*

- Imagery project is progressing.
- Working with CGIS for counties to distribute the data.

Parcels – *Jim Cannistra*

- Continuing to press on to make parcel data an open data resource.
- Presented to the Legislative task force on open data a week and a half ago.
- Will be getting letter from Barney (DOIT) for letter of support.
- Jim will work on getting something from MSGIC as well.
- Need by November which is when the budget hearings are held.

- Jim going to fall Conference of MD Society of Surveyors will be giving presentation on parcels and other statewide initiatives including GIO Office, TUGIS and MSGIC.

GIO Briefing – Julia(On behalf of Barney)

- There are too many Executive Committee meetings, especially when quarterly come along in the same month.
- Wants to reinforce that months where there is a quarterly meeting there does not need to be an executive meeting.
- Also thinks that meetings are too long
- Reiterate Parcel Initiative previously brought up by Jim.
 - Will be requesting that MSGIC sign a letter advocating the new funding model.
 - MDiMap Executive Committee will be asked as well.

Discussion

- Opinion that this month may be an exception because we had many bylaw issues to discuss.
- Recommend cutting out MDiMap, GIO briefings, etc. and limit to MSGIC specific business.
- Many of the state briefings are repeats from other meetings that attendees have to listen to multiple times.
- Suggest providing minutes from those meetings prior to executive meeting and can be available for discussion if need be.
- Would allow for more time for updates by Caucuses and Subcommittee.
- These updates would come in the form of the Caucus and Subcommittee Updates
 - For example; Regional Caucus Chair would provide updates for all the regions; State Caucus Chair would provide update for state level initiatives.
 - Would require others to submit info to those caucus chairs ahead of time.
- Still a lot to talk about as we are developing/evolving as an organization.
- That business “talk” will be diminishing and Caucus/Subcommittee business should be ramping up.
- Caucus chairs and subcommittee chairs would be working together outside of meetings to develop action items to present back to executive board.
- Executive Meeting Agenda not currently disseminated to entire membership.
- Misconception still exists that non-board members cannot attend.
- Would like to send one email blast out that would include all agendas.

Question: Should we come up with a priority list for our meetings?

- Suggest restructuring of agenda
- Executive Meeting - Business (Admin) Section – what has to be addressed and then what also would we like to discuss.
- Quarterly – May need to extend Business portion.
 - This information is important to entire membership not just exec comm.
 - A challenge to get 4 presenters.
 - Do not want to cut out the interesting/educational stuff.

Question: Where are we on the Newsletter?

- A priority for Outreach subcommittee.
- Makes sense for this content to be on the website.
- Could incorporate that content in the email blast with just bullet points pointing back to website.
- May be better to do a blog rather than a newsletter.
 - A blog is less structured and more informal.

- Members could sign up for email updates when blog has been updated.
- Could target folks for content as appropriate.
- Subcommittee could put updates to what they are doing.
- Caucuses bring up info for the good of the organization.
- Monthly email blasts. Keep membership informed and engaged.
- Could bring back interview section that Ashley did before.
- May want to produce a mini-newsletter for the purpose of TUGIS.
 - Student from Scott Jeffrey may be able to assist.

Question: How would members be contacted about the blog?

- Would be included in Monthly email blast.
- Members could subscribe as well.
- Will need to coordinate timings.

Action Item: Come up with plan and timings.

Action Item: Mark will share content with Ashley of monthly email.

Action Item: Julia will send agenda.

Street centerline project – *Erin Lesh and Marshall Stevenson*

- Started at WBCM and working with SHA on Street Centerline Project.
- Looking at a way for extracting county data, stems from HPMS federal requirement for data to be submitted in geospatial format.
- Looking to becoming more of a partner with locals and would accept geometry as is for locally maintained roads.
- The local data would be taken as authoritative and used in the states' conflation process.
- Would use ESRI Roads and Highways toolset to maintain in the future. (ETL process, Red line mark-up, or web interface for submittal.)
- SHA will have to change their process and work with counties in updating their process for HPMS.
- Plan to give back a product to the locals.
- Long term goal – routability and edge matching.
- Presenting at MSGIC meeting next week.
- Will speak with each of the counties and what their current challenges are with the HPMS project.
- Project termed - *One Maryland One Centerline*
- Will also be speaking at NSGIC conference in Kansas City and to CMUG.
- Similar to flow of parcels being maintained at MDP and now going to locals to get authoritative source.
- Challenge to show the benefit to moving to a geospatial submission - all comes back to funding.
- Cannot be a yearly process - need immediate update to be available to locals.
- Will leverage what BMC has done so far so as not to ask locals for additional work.
- Mara is continuing Sandi's work at BMC combined with addressing replication.
 - Different jurisdictions are working on snap-to points.
 - Working with state to get info to them.

Will stay at current location for next meeting.