



**MSGIC Executive Committee Meeting Minutes**  
**November 20, 2013**  
**9:00 a.m. – 12p.m.**  
**Maryland State Highway Administration Headquarters (Baltimore, MD)**

**Attendees:**

Mark Helmken, CGIS (Chair)  
Jim Cannistra, MDP (Past-Chair)  
Doug Reedy, Frederick County Government (Treasurer)  
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.  
Patrick Callahan, Prince George's County (Data & Resources Subcommittee)  
Marshall Stevenson, WBCM (Private Industry 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)

**On Phone Attendees:**

Mara Kaminowitz, Baltimore Metropolitan Council (Regional Caucus Chair)

**Open Meetings & Announcement – Mark Helmken**

**Quarterly Meeting @Hagerstown – Julia Fisher**

- Winter Meeting – January 15, 2014
  - Julia to confirm location - may be at CCBC or somewhere near CCBC
  - Looking for presenters

**Financial Recap - Doug Reedy**

- PayPal and checking account statements
  - \$243.93 in check deposits
  - \$100.00 expense on 8th to Draper McGinley
  - Available balance \$7,452.05 in checking account
  - Need to transfer \$784.71 from PayPal to checking account for tier memberships from MES, Carroll County and Baltimore County and one individual membership
- No sponsorships since Oct 4th
- Draper McGinley meeting on 8th
  - Attended by Mark, Julia and Doug
  - MSGIC accounting methods were approved
  - Will notify of tax filings each year and file our return for a \$100.00 fee
  - Some pro bono work is possible
  - MSGIC should file an E postcard (Form 99N) by May 15th each year

- For organizations with less than \$50,000/year
    - Submitted but was rejected by IRS because MSGIC is not exempt yet so need to contact IRS to figure out what we need to file - Mark volunteered
  - IRS still working on applications from May 2012
  - Mark and Tari are now admins on PayPal account – similar to checking account
  - Financial reports should be signed by secretary and treasurer too
  - Statement put on receipts about whether MSGIC is exempt or not – need to put on website too!
- Domain discovery
  - Dr. Scott says account renews automatically every 3 months
  - Quarterly rebill – should be paid up through 12/21/13 and have a zero balance

### **MSGIC Business - <Chair & exec committee>**

#### **By-Laws**

- Have enough attendees for a quorum
  - Approved minutes from last meeting
  - Article X
    - Dr. Scott to rewrite
    - Link was sent to Google docs for review
    - Corrections – separates policies and standards that MSGIC may take for Maryland verses the organization
  - Officers and Chairs
    - change from July to Fall Quarterly
    - Mark has not looked at this but will try to by end of the week
    - Create Advocacy Committee – needs to be written up – Dr. Scott volunteered to draft
  - Suggested clustering all proposed changes but vote on each individually

#### **TUgis 2014 planning – Mark Helmken**

- MSGIC members will get a \$10.00 discount
- Will see promo code (MSGIC14) when registering
- Discussed MSGIC sponsorship of TUGIS now that we have a budget
  - How visible do we want to be?
  - Do we want a budget item for the conferences we want to participate in?
  - Should MSGIC pay for the plenary breakfast?
    - For 600 people, would cost \$4.79/person for continental breakfast (\$2,784 total)
    - For 600 people, would cost \$6.99/person for full meal (\$4,194 total)
  - Do we want to cost share or off discount for food on registration?
- Does MSGIC want to take on a session?
  - Discussed having a session for new member orientation
  - Similar to what NSGIC does
  - Discussed hosting lightning sessions
  - Decided to reserve at least one session titled “Introduction to MSGIC” and can firm up the name and content later

- Suggested that MSGIC coordinate the jobs board
  - Co-location at booth could have added benefit of increasing membership
- Does MSGIC want to offer moderators?
- Discussed having a button or ribbon on conference nametags to show MSGIC members
- Discussed having hands on activities at a MSGIC booth (i.e. GIS inventory)
- Discussed having an ad hoc committee for TUGIS
  - Patrick Callahan, Mark Helmken, Erin Lesh, M Blahut
- Suggested having a workshop on ISO Standards
  
- MSGIC Intern
  - Should MSGIC hire an intern to help?
  - Need draft budget! – would like to see it in December to vote on in January

**Action Item:** Doug Reedy – Create draft budget before TUGIS. Present to Executive Committee by 12/13 meeting. Should adopt budget each December for Jan 1 start of fiscal year.

Membership Criteria – Regional Organizations – *Mara Kaminowitz*

*Discussion:*

*Michael Scott-*

- Allow BMC members to join under BMC umbrella
- Revisit if our funding suffers to err on the side of revenue.

*Mara Kaminowitz-*

- Would increase BMC profile and membership participation

*Mark Helmken-*

- Maryland Society of Surveyors (MSS) is a precedent and should be honored by MSGIC.
- Inclusion is a good thing.

**Conclusion:** Executive Committee approves of BMC sponsorship to include BMC memberships.

**GIO Briefing – *Kenny Miller***

- Western Shore imagery
  - Contract is on the street with a deadline of 12/13.
  - Will meet with 911 Numbers Board at their 12/12 meeting to seek funds.
- All MDiMap assets to be moved into AGOL.
- Reach out to Delaware State GIO for MD\_DE collaboration across state lines.
  - Could be beneficial for cline, add initiative and other seamless data projects.
  - Credit to Russell Provost for county support and cooperation.
  - Local jurisdictions are involved with these collaboration due to local and big picture benefits. (Very successful).

(Jim Cannistra)

- Counties have shown interest in buy-up options.

(Mike Scott)

- LiDAR tools to be setup for slope, aspect and hillshade on a server for users to get rapid extraction or the map service.

- MDiMap Portal being built into ESRGC website as well and non-map service users to have available LiDAR data use.
- All to be completed by end of 12/13.
- Could possibly use “analysis” tools (R. Barlow).
- Next phase will be watershed coverage and boundaries identified as 8 digit and level watershed polys.

### **Caucus - GIS Coordination Efforts and Local User Group meetings**

Caucus meetings – Chairs

Local Government Updates – *Matt Webb*

- Every month local caucus meeting minutes sent as regular emails.

Regional – *Mara Kaminowitz*

- Planning to have a caucus meeting to bring members together.

Eastern Shore (MidShore & Tri County Council) – *Lauren McDermott*

- Meeting date changed to Dec 18 at Talbot County

Federal Government

- Next quarterly meeting or TUGIS may be planned (NOAA, FEMA, USDA & USGS). Federal information on departmental ??? and available GIS resources would be advantages of these federal presentations.

### **Data Resources Subcommittee**

Subcommittee Meeting – *Patrick Callahan*

- Sent draft statement to committee members concerning activities and what the committee should be doing.
- Need to work on entering info into NSGIC data inventory.
- Will meet again in 12/14, create a charter for that meeting, revised by-law wording for the Caucus (present to Executive Committee 12/13/13)

Federal – *Roger Barlow*

- NAIP imagery availability from NRCS to be worked out.
- Most will want the near infrared images for analysis and not the map service link.
- Will have watershed data info by state and watershed available for TUGIS.
- No support for NGA orthoimagery because it doesn’t support national topo data.
- St. Mary’s, Charles, Prince George’s is to be acquired for Storm Sandy Supplemental Imagery.
- Queen Anne’s County and Cecil County LiDAR moving forward at 1M spacing.
  - May or may not end up in public domain.
- Mark Calhoun (Talbot Co) working with USGS for coastal flood plain mapping.
- Second Storm Sandy supplemental LiDAR funds to be \$2.5m.
- Talbot County Coastal Flood plain Maps

## State

- State Centerline Project – Erin Lesh, Marshall Stevenson
  - One Centerline Webinar on 11/22 to showcase ESRI Roads and Highways toolset.
- Addressing Project – Russell Provost
  - Working on addressing location needed for sub-addresses.
  - ETL being completed for state to be available 1/14.  
(Kenny Miller)
  - Trying to work with Health Department for geocoding.
  - HD very sensitive to private health data security.
  - Solution (only) is to have “internal” HD access and GIO will setup.
- Imagery – Jim Cannistra
  - Eastern shore imagery project is winding down with imagery being placed into iMap for completion by end of 12/13.

## Education Subcommittee

(Michael Scott) – Training opportunities moving to website.

## Outreach Subcommittee

*(Mark Helmken) – Ashley Buzzeo doing a good job with website updating*