



MSGIC Executive Committee Meeting Minutes
August 20, 2014
9a.m. – 12p.m.
Anne Arundel County Government, Heritage Complex
(Annapolis, MD)

Attendees:

Julia Fischer, DoIT (Chair)
Doug Reedy, Frederick County (Treasurer)
Theresa Martin, City of Laurel (Secretary)
Matt Webb, Anne Arundel County (Local Government Caucus Chair)
Mara Kaminowitz, BMC (Regional Caucus Chair)
Michael Scott, Salisbury University/ESRGC (Grant Development Subcommittee Chair)
Ashley Buzzeo, CGIS (Outreach Subcommittee Chair)
Patrick McLaughlin, SSA

On Phone Attendees:

Jim Cannistra, MDP (Past-Chair)
Marshall Stevenson, WBCM (Private Industry Caucus Chair)
Erin Lesh, MD State Highway Administration (State Government Caucus Chair)
Patrick Callahan, Prince George's County Government (Data and Resources Subcommittee Chair)
Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)

Open Meeting & Announcements – J. Fischer

- Approval of June Minutes – Approved
- Review Action Items List:
 - *Look into services similar to WebEx*
 - *Talk w/David Black regarding LiDAR processing needs.* – Roger talked to David directly. USGS and NRDx – LiDAR data will be put into the public domain. Data wouldn't be available until Dec timeframe.
 - *Draft letters to Organizations and GIS managers* – Julia put line item in agenda
 - *Need a list of County Coordinators* – M. Webb emailed list to A. Samonisky. Carroll County reposted manager position. There should be updates to the list
 - *Reach out to organizations* – Has been done and continues. When a new member comes in, M. Scott waits a few days and then sends a reminder to the group administrator. Likely a large bump will occur with the semester starting and Salisbury an organization.

Question: Do we have instructions on the website for Organization Administrators?

- Believe so, they do get instructions sent to them but can check the website as well.

- *Develop Elevator speech* – J. Fischer still working on it. Marshall did take a couple slides on MSGIC to the MACO conference.
- *Caucus Chairs sending out inquiry to members* continue to get jobs and internships – Continuing.
- *Forward article to EC from D. Doyle about What Z really means.* – Julia needs to do. TJ Frazier – MSS submitted a blog post. Great because they are one of our sponsors. Believe there will be a new representative that will be the liaison between MSS and MSGIC. MSS does have new leadership and their direction has shifted. Julia will be working with them to help keep that relationship in the future.
- *Forward document sent to select folks to Executive Committee* – R. Barlow completed.

Big Announcement - Roger (USGS) and Michele (NRCS) have pulled their resources together and secured agreement to collect LiDAR data for Garrett Co.

- What was previously collected was not good at all.
- Garrett County has been a focus because of all the hydrocarbon investigation for fracking.
- This goes on top of the collections that will be happening that were supposed to go on last winter /spring. Carroll County, Baltimore County, Baltimore City, etc.
- R. Barlow and USGS deserve a huge credit for coming up with a strategy to come up with money. Actually a very expensive endeavor to collect in a location like Garrett.
- Erin Silva updated the status map immediately following the announcement.

Action Item: Need to have a section on the website similar to the Orthoimagery for the LiDAR projects.

- M. Scott and his group will work on putting something together and will hand over to J. Fischer to add in the Biomass stuff.

- *Send email out to those who have been moved to contact status.* – Completed.

Question: When will we send out a reminder? Likely right after quarterly.

- *Look into Constant Contact* – CGIS willing to allow us to use theirs.
- *Clean Email member list provided from gmail bounce backs* – M. Scott to do.
- *Higher resolution MSGIC logo* – A. Buzzeo found high resolution versions and added to Google Drive. Get vector file of logo created. Sharyn will work on. Just need a couple different versions with transparent background around the circle and MSGIC letters and also versions with and without the words.
- *Forward press release of NLCD* – R. Barlow. Unsure if completed.
- Review state page contacts and send updated information to A. Buzzeo for update on website. – E. Lesh and A. Samonisky to work together.

Question: All state contacts not just MSGIC? Yes.

- *Contact James Shaw* – J. Fischer Will do.
- *Set up a meeting for how to move the Jobs/Internship page behind the member only area.* – J. Fisher will email Tu to get done.

- *Caucus vs Subcommittee definition* – Add verbiage link to ‘Join’ page to explain to new members who are being asked which Caucus they fall under and which subcommittee they want to join.

Question: Did you receive the Blog Post from BMC sent a month ago? No. Will resend

- Comment – Anyone submitting something for a blog post please make it as interactive as possible with links, etc.

MSGIC Quarterly Meeting (s) – Pat McLoughlin

Summer Quarterly Recap

- Constellation Energy Joint Information Center in Prince Frederick worked well.
 - Rick Woods came and worked there the whole day and helped out.
 - Perfect size for the amount of attendees.
 - Some issues with the browser versions on the computers and presenters wanting to use their laptops to present.
- Open Data panel went well.
- A. Samonisky took photos and put together a blog on the event.
- A. Samonisky has been working on the Search Engine Optimization (SEO) for the website and we are now number one in searches.
 - A. Buzzeo and Sharyn Grove worked with A. Samonisky to get accomplish this.
 - We may want to work on getting us on page 1 for “Maryland GIS” – next challenge.
 - This has been the impetus for spam in our comments page.
 - We may want to install the Captcha plugin to deter spam without hindering comments by those who should be able to comment.
- A lot of diversity of topics at the Quarterly.
- We did not have any attendees from the Southern portion of the state.
- May need to consider if we still want to move the meeting around the state.

Question: Was there still some participation from SMECO and such? No, but there was some private industry folks from the region in attendance. Should we reach out to the Southern jurisdictions and inquire why we are not getting attendance from them?

Question: Are there MSGIC members in those counties? Yes, but not as many.

- Notification was sent to the full contact list, approx. 750 emails went out.
- Agree we should reach out to those folks.
- The summer meeting always struggles may want to consider moving it more central.

Fall Annual Meeting

- Changing the format to allow Sponsors to set up booths at this particular meeting.
- Will have the elections.
- Allow for more networking.
- This format would require a larger space, e.g., a community college – Howard? Montgomery?
- Morning – sponsor booths, networking and new members
 - May consider breaking up the day with this portion.
- Afternoon – All MSGIC business. Keynote speaker. Awards
- Announce – Elections results
- (Outgoing Chair) Annual Report – to discuss what we've accomplished this past year
- (Incoming Chair) Where the group will be going.
- One of the goals should be to generate ideas for the next years set of action items
- Breakout sessions (Caucus and Subcommittees)
- All agree to this format and to the Central Region.
- Strive to put the word out and encourage attendance to this, of all the meetings.
- MD Clean energy conference that day, consider the following week?

Future Meeting Formats

- Half Day Meeting/Half Day Training
- New Member Session? Lunch? Happy Hour?
- May want to consider allowing new members time to introduce themselves.
- Do we want to set up a pre-registration to assist logistically? Food? New Member badges?
- May want to have a couple computers set up?
- Pre-Print Name tags. Could be done for 300+ members for minimal cost.

Question: Have we talked about mapping memberships? Yes, Julia has mentioned it the intern.

Action Item: P. McLaughlin will coordinate w/A. Samonisky to put together a map. Will be static on the website for sake of privacy.

- Address not required in sign in - may want to consider just requiring a zip code.
- Video Record Future Quarterly Meetings & Post Online?
- These days not much to it. Consider for panels and key presentations post meeting.
- Could also do just audio and presentation. Available through some software packages.

Action Item: T. Martin to work with A. Samonisky on compiling some potential options.

MSGIC Treasurer – Doug Reedy

- Accepted position with DNR so last meeting on Executive Committee.
- J. Cannistra and M. Scott will accept the responsibilities of the treasurer through the remainder.
- J. Cannistra has been set up as primary contact and should have received an email from PayPal.

- MSGIC Chair and Secretary logins also still active.
- D. Reedy still listed as the owner of account.
 - Strongly recommend closing this PayPal account and opening a new one as a Nonprofit Organization since we have the paperwork.
 - EC group in agreement and handing off closing of account to M. Scott.
 - Action Item:** M. Scott will ask Tu if anything needs to be done before closing PayPal.
- Columbia Banking Account
 - D. Reedy has given them J. Cannistra's contact info.
 - Use organizational login credentials. Then get access code to finish through email or phone.
 - Choose public computer and go to profile settings to change phone number back to Julia's.
 - Currently has Jim's phone number and email listed.
 - Had previously set up to go to Julia's phone to allow two people access.
 - Action Item:** Will hand off metadata document of all the account information

Financial Update

- Deposits Total: \$204.16 (\$50 individual membership and \$154.16 cumulative PayPal Transfer)
- No expenses paid out.
- Available balance (as of today) \$11,787.70
- Projected budget was \$19,692 although not in a full budget cycle yet.
- No pending PayPal transfers.
 - Didn't want to transfer the funds that were in there since it takes a few days to go through.
 - D. Reedy will leave to MSGIC to complete.
- Check book ledger now in a spreadsheet format for ease of transition to software package.
- Added universal codes for budget line items that match the IRS requested codes.
- Looked into a few software packages
 - QuickBooks which has multiple levels and cloud version. – Highly recommend
 - Gnew Cash – Open source and a little clunky, very well supported, and single user. Will import/export to QuickBooks.
- First 990 PF IRS Form that will be submitted – the IRS does ask for the type of accounting.
 - Best time when we bring on the software to determine how the type of accounting cash flow or double entering accounting
 - Need to ensure method fits organization
 - According to Draper, for now check register is fine for our size.
 - Recommend EC agreeing to type as we move forward.

Collection of Dues / Membership Update

- 4 Student and 2 individual thru PayPal.
- No Sponsorships have come through.

Question: Do we know who the students are from? Yes. We may want to reach out to those institutions.

- Continue to have people sign up for membership but not pay dues.

Question: Is it a rolling year? No, but should allow for those who sign up in the last quarter for their membership to extend the full following year.

Question: Not a rolling year correct? Should add a note for those joining in October their dues will continue for 2015 and include verbiage.

Responsibilities as a Non-Profit 501(c) 3 Corporation

- Part of the delay [from IRS] was likely they did not know where to place us: Scientific or Professional Association
- D. Reedy sent out 501(c)3 Professional Association documents that all EC should read and it should be included in EC packets.

Maryland State Archives

- Had previous discussions about adding our Historical Business Documents.
- Bylaws, historical documents that lead to the creation of the organization, etc.
- D. Reedy has contact information

Change Mailing Address/P.O. Box

- Need to come up with a long-term solution.
- Needs to be included on the next IRS 990PF 2014 form. Due by May 15th.
- Have discussed keeping it in a central location like Annapolis.
- PO Box through the USPS store to allow mail to be forwarded or get notifications when we have mail.
- Should be included in the responsibilities for EC members.

Action Item: Look into getting a permanent address.

MSGIC Business – Executive Committee

Strategic Plan

- How much more do we need to document
- Is it still necessary?
- List of tasks that will lead us to the goals that are listed in the By-laws.
- May not need to be a formal document.
- We should take input from the Annual Business meeting
- Two meeting in November and December should focus on those goals and budget for the year.

Dues and Sponsors for CY2015

- “What Do You Get” as a Sponsor
- Need to more formally put together what sponsors get

Question: What did groups like SSA look to get out of it?

- First year a little unclear. Logo on the website, the ability to get in front of members, information on the blogs with regard to specific projects.

Question: Will there be an issue with asking for breakfast sponsor and at the same time asking for Sponsors to re-up?

- As a Sponsor may not have an issue doing both to showcase their group and their commitment to GIS.
- Could also go to non-sponsors to sponsor breakfast.
- Particularly for the fall may be a good idea for MSGIC to sponsor the breakfast and not to highlight one sponsor.
- We need to be more concrete with what Sponsors get and also what members get from dues.

Training Opportunities – M. Scott for L. McDermott

- GISP Workshop(s) planning is progressing
- Scott Jeffrey offering space at CCBC and Salisbury University offering space.
- Doug Adams has been tapped to teach the class.
- 3 hour training in October or November.
- A third might be done potentially in Frederick County.
- Plan should be to prepare attendees to be

Executive Committee Nominations

- Need to start asking for Nominations now.
- New EC will take over at the Fall Quarterly.
- October 15th our target date.

Action Item: Election Page to go on the website. T. Martin to send out compiled Roles and Responsibilities of EC and remind those who have not sent in yet.

- Elections open from Oct 1st – 15th. Sept. 1st announcement. Send out notice this is the annual business meeting. Need to solicit nominations by Sept 1st.

Question: Last vote was all electronic? Yes.

Intern Update

- Working on Projects/Initiatives Page and has received some content from EC Chairs
- Continues to work on Search Engine Optimization for the website
- Messaging on Social Media ongoing.
- Drafted sponsorship letter for blog feature
- Researching plugin for the website to put a carousel on the front page.
- Completed work on Summer Quarterly and will start helping with Fall

Action Item: Need to have A. Samonisky continue fixing any broken links in presentations and minutes.

Question: She is getting paid and no issues? None that we are aware of.

Question: Has anything gone out via email to MSGIC membership

- No but have started compiling an email disusing elections, upcoming training, tax exemption status, change in format for October meeting and that it is now the Annual meeting.
- Mark had started sending out emails quarterly and Julia hopes to start doing the same.

Action Item: Tag the presentation page.

Action Item: A. Buzzeo to ask A. Samonisky to update photo on the homepage.

MSS/MSGIC

Action Item: Julia will reach out

Action Item: Add Datum change content to website.

- Would they be interested in GIS training for surveyors, i.e., How to get their folks up to speed?
- MSS annual meeting in October in Gaithersburg. J. Cannistra spoke last year on parcel mapping and data development.
- May be a good opportunity for MSGIC to attend and possibly get on the program.

Action Item: J. Cannistra will send link and conference info to Julia who will discuss with MSS.

GIO Briefing – Barney Krucoff

- New staffer starting at MEMA from FEMA on the west coast.
- ELA has been approved.
- Reduced fee for locals did not make it past lawyers.
- Roads and Highways was procured for SHA for 'One MD One Centerline'.
- MACO Update – Marshall Stevenson
 - Thought it went well.
 - Good turnout for the GIS Area.
 - About 40 people turned out for the GIS panel
- Inaugural meeting on the Open Data Council
- M. Scott on the council and will report back.

Question: There are several MSGIC members who are on the council. Should this be a blog post? Yes!

- We may not be hearing from the folks who have issues getting access to and agencies having problems sharing.
- Expect the governor may attend since the meeting was moved from Annapolis to Baltimore.

Caucus – GIS Coordination Efforts and Local User Group meetings

Local Government Updates – Matt Webb

- No updates but will send out email to Southern counties on Quarterly and lack of attendance.

Regional Government Updates – Mara Kaminowitz

- Only received an update from COG.
- BMC unable to promote on their own website so cannot link to promote them externally.
- Big Open Data unveiling months in the making coming soon.
- Working on getting other regional groups to be directly invested.

State Government Updates – M. Stevenson for Erin Lesh

- Finalizing brochure and getting information posted.
- Road Closure application

- Roads and Highways
- Great progress on the Statewide LiDAR

Federal Government Updates – Roger Barlow

Question: Will Roger no longer be attending?

- He is on vacation this week and will not be able to run next term.
- Had mentioned Gretta might be an option to take his place as Federal Caucus Chair.
- Have been getting good GIS updates from Census (Philadelphia)
- Kevin Holmes has attended MSGIC meetings in the past and may be an option for future

Education Updates – Scott Jeffrey

Not present

Private Industry Updates – Marshall Stevenson

No updates.

Data Resources Subcommittee – Patrick Callahan

No updates

Statewide Imagery – Jim Cannistra

- A little behind, hopefully by Mid Sept should have production deliveries.
- A couple phone calls with Google.
 - R& D efforts on our part to be aware of product offerings from Google.
 - Might be good to go over what they are looking to do as far as providing imagery.
- State Department of Assessments and Taxation looking for alternative ways of doing site inspections using aerial and Pictometry imagery.
 - Training sessions going on and MDP has loaded some of their data into a Pictometry viewer.
 - A fairly detailed pilot for them to assess the utility of Pictometry and to minimize field inspections for Assessments.
 - Legislation would have to be changed for imagery to be used in place of field inspections.
 - Might be a good advocacy issue for the use/need of statewide aerial and oblique imagery.
- M. Scott just got word they have been asked by Wicomico County for Pictometry access.
 - Result of work done by J. Cannistra? Did meet with them a few weeks ago.
 - Frank McKenzie would provide access to that imagery with agreement assessment folks would clean up some of that data.
 - Harford mentioned interest in participating.
 - Two Pilot counties currently are Anne Arundel and Frederick Counties.
 - A few MDiMap executive meetings ago, a number of state agencies including: SHA, MDTA and MAA also expressed interest.
 - The plugin to ArcGIS has made a huge difference.

Property Data Products – Jim Cannistra

- Have been doing a soft launch on the open data

- Notified all the subscribers and contact list to coincide with MACO via press release from the Governor.
- Have been getting positive feedback and a lot of traffic to the website for downloading data.
- The number in the last few weeks likely as much as what had been distributed in the last year.

Education Subcommittee – Lauren McDermott
Not present

Grant Development Subcommittee – Michael Scott

- No updates.
- But would from the Advocacy perspective, mention some issues going on with surveyors in other states.
- Surveyors being required for any mapping activity.
- URISA on top of it as well as Society of geographers.
- Nothing has happened in Maryland although places like Florida and Virginia have been dealing with it.

Outreach Subcommittee – Ashley Buzzeo

Website Analytics Summary for the last month: 7/20- 08/19

Total Sessions: 713	Top Pages (highest to lowest):	Browsers & OS
Users: 473	• Homepage	• 54% Chrome
Page views:	• Minutes	• 21% IE
Pages/session: 2.68	• Events	• 15% Firefox
New Visitor: 53%	• Job-Internships	• 10% Safari
Returning Visitor: 47%	• Blog	Network
Average session duration: just under 3 minutes	• Open Data Panel Discussion	• State of MD
	• Presentations	• Verizon
	• History-Structure	• Comcast
		• Zscaler

Question: Is this since we've done the SEO?

- This is from the last month.
- Would be good to see some more month to month comparisons

Action Item: J. Fischer will check the analytics for the data page linking to MDiMap.

- Have developed the verbiage that goes into detail for how to join and sponsor and the different levels.

Action Item: A. Samonisky will draft the above page and send out for feedback.

Upcoming Events

- [MidShore Regional GIS Committee Meeting](#) – August 27, 2014
- [URISA GIS-Pro 2014](#) – September 8 – 11, 2014

- [URISA Leadership Academy](#) – October 13 – 17, 2014
- [Maryland Association of Flood Plain Mangers](#) – October 23, 2014 at the Maritime Institute, Linthicum, Maryland.
- [MacURISA](#) – October 22-24, Atlantic City, NJ