



Maryland State Geographic Information Committee

A commitment to excellence in the development and coordination of geographic information technologies.

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MSGIC Executive Committee Meeting Agenda

Friday, August 12, 2016 9:00 AM – 12:00 PM

2660 Riva Road, Heritage Office Complex, Parole, MD 21401

AAEC Multi-Media Conference Room, Suite 200 2nd Floor

Conference Call Details: Bottom of Document

In Attendance:	On the phone:
Marshall Stevenson	Linda Liptrap
Julie Spangler	Julia Fischer
Patrick Callahan	Tari Martin
Mara Kaminowitz	
Allen Blades	
Glen Sine	
Al Wainger	
James Shaw	
Charlene Howard	
Patrick McLoughlin	
Sid Pandey	

Open Meeting & Announcements – Marshall Stevenson (MSGIC Chair)

- Approval of Prior Meeting Minutes
 - Marshall Motion to approve
 - Allan second
 - All approve
- Open/General Discussion
 - Marshall (and Julia, Patrick McL) met with TUGis folks last week to discuss how the two groups can promote each other
 - **Meeting location change starting 9/16**
 - TUGis committee also has a monthly meeting; discussion around moving our MSGIC meeting to Towson. Looking to bundle the two meetings because of overlap of topics and people.
 - Will now be at TU in the mornings on Friday and TUGis meeting will be in the afternoon on the same day.
 - Will be at CGIS offices, no parking issues at this location
 - Discussion—it will be longer for some people and shorter for some people. Concern that we could end up with a CGIS slant to MSGIC. We can try it and see how it works.
 - Allan—does DoIT have any facilities at their new offices for executive meetings? Julia—yes, absolutely. Free parking & nice meeting spaces. Marshall—would Julia be able to replicate what CGIS is proposing at DoIT for the all day Friday? Julia—yes.



- Marshall—will try CGIS next month and then maybe DoIT. Also consider rotating the locations of the meetings. James pointed out that rotating the EC meetings could encourage additional participants.
- Outstanding Action Items

MSGIC Treasury Report - Al Wainger

- Update
 - Al—Approx \$25K in the bank right now
 - There are 12 checks left in the checkbook. **Need to get to Columbia Bank for more (Al, Julie & Patrick McL).**
- RK&K? and MSS?
 - RK&K reached out to Marshall about becoming a sponsor
 - Doug (G?) is interested in becoming some type of MSGIC member
 - MSS sent Al a check that he needs to deposit
 - ESRGC also recently paid—they are now sponsors and will be added to the board for the MaCO conference

MSGIC Business

- Elections
 - Meetings
 - Marshall—moving the meetings to Towson may open roles up to new people who were deterred to participate before.
 - Glen—Shawn Wampler offered opportunity to use their community center for a quarterly or maybe even for a training course.
 - Marshall—will have a MSGIC chair vacancy coming up
 - Mara is not running again
 - Patrick McL
 - Have to announce in August, then have to have elections in September
 - Mara—what is the date for nominations and who do they contact?
 - Julia looked at bylaws:
 - Nominations solicited by September 1
 - Contact chair or secretary
 - Sept meeting all names vetted, look at holes and reach out to individuals. Ballot brought to Sept meeting
 - Ballot has to be out for two weeks for voting.
 - Results ready for October quarterly
 - Mara—present bios of candidates to the voters
 - Julia said we only ever sent bios out for chair-elect
 - Mara thinks that without bios people are voting on name recognition



- Marshall—are any existing Executive Committee members interested in vice chair? Concern is providing continuity to the committee and the organization
 - Crickets...
 - Patrick McL said we should reach out to some folks who used to come to meetings regularly
 - Asked everyone to think of people who may be candidates
- Marshall will run point on having the interns send email out to membership soliciting candidates
- Julia said Tari assisted with coordinating ballot last year. Tari can forward emails to Julie. Julie will coordinate with Ashely to get it sent out via the interns. **Email needs to be sent out Monday morning. Amend email to include request for a bio.**
- GIO Update-Julia Fischer
 - Julia—not a lot has changed since the MSGIC quarterly
 - Julia has been promoted to GIO; no drastic changes & continue relationship with MSGIC
 - Starting to be in high gear to get more deeply involved in projects throughout the state
 - GIS Software master contract is available as procurement vehicle
 - Website is up to detail the information
 - State entities go through DoIT, others go directly to the vendors
 - ?? from phone participant: Possibility of setting up a GIS vendor day? Yes, iMAP technical committee working on this for late October or early November
 - Give opportunity for face to face with new reps
 - iMap TC will invite technical representatives to upcoming meetings for show and tell regarding software offerings
 - Western MD User Conference in next week and rep from GIS office will be presenting
 - Julia will be at MaCo with Will Melville (Presenting on damage assessment using Collector)
- MDP/MDE Request to establish planimetric capture standards
 - Marshall—MDP/MDE presented at quarterly meeting. Was very well received.
- **Explore new system to track membership payment to consolidate/replace current systems - Matt and Sid**
 - **TUgis Partnership? [missed some here...]**
 - Marshall—maybe be able to share a system with TUgis? There is a lot of overlap.
 - Allan—So the idea is that one system would track membership, training and registration?



- Marshall—Yes, could replace current membership site, MailChimp. Would help from a marketing standpoint as well; currently losing communication because of the stovepiped systems we have.
- Allan asked if there is a way that the EC could be notified that a MailChimp blast went out so that we can be aware of the messaging? Marshall—yes, he will check into that.
- Discussion—yes, the idea of consolidating the systems is a good one. Need to explore options as to how; want to limit the amount of manual labor and still have all the requirements met for the common reports/questions/etc that we deal with such as:
 - Who is active
 - Who is paid & current
 - Who is part of which org vs who is individual
 - How to move people around when they move jobs
 - Who is the organizational contact (and back up)
- Patrick McL—Insightly link that was sent yesterday. It is an intuitive interface and similar to other CRM systems like Salesforce. Can assist with setting up triggers for when memberships need to be renewed.
- Discussion: It is easier if all the org memberships are due at the same time rather than renew at the date they registered. CRM system would facilitate reporting and communication.
- GISP's in Maryland
 - No update
- Conferences
 - MACo Summer Conference 8/17-20
 - GIS Discovery Zone Exhibitor
 - Booth Logistic Review
 - Marshall—we're in good shape for the conference. Marshall bringing MSGIC tags for IDs and bottle openers. Extra MSGIC exec pins are in the conference tote. As far as the booth is concerned, Julia has the booth, Patrick C is working with her to set it up around 11 am. Patrick McL is printing a new sponsor panel; that is the only thing that is checking. Marshall is also attending. There is only one window where booth coverage will be difficult, but won't be a big deal if the booth is empty. Patrick C will bring laptop and monitor; can have MSGIC website up and then have presentations running on auto other times. **Still two comp registrations available; let Marshall know ASAP.**
- Quarterly Meeting Updates – Patrick McLoughlin
 - Summer Meeting RECAP (Eastern Shore)
 - Patrick McL—Feedback was good. Poster session was well received. Room was small for posters and people. Overall format was good; do this annually to have one meeting dedicated to student posters/papers. Need



to target summer or winter meetings since mid-semester meetings don't go over as well for students.

- Fall Meeting (Central MD)
 - Patrick McL—location is Brookside Gardens (Silver Spring) on October 20th. We are getting the location for free. Parking is not an issue. Brookside can provide food trucks. In the past we have had MSGIC sponsor the lunch to keep everyone together. We are required to cover by laws and a few other things to meet our nonprofit status. We usually sponsor lunch to keep things moving along and will opt to do the same this year.
 - Patrick McL--Want to change the approach to get more participation from the counties/municipalities and one person from each region present. Marshall—seems like the locals have dropped off the radar and aren't as active. Glen—local gov's are not as responsive lately. Marshall—liked when Patrick C has a user come in to talk about how they use the app. Mara—what about a county lightning talk? Patrick McL—that was the initial idea but he could not get anyone to agree to present. Patrick McL idea was to do a state of the state but break up into regionalized efforts with minimal presenters. Mara—will reach out to the regional caucus to see if she can find volunteers.
 - Mara—will this Oct quarterly meeting still have a regional caucus? Patrick McL—yes, all those typical updates will occur.
 - Al—do we need presentations for Oct meeting? Patrick McL--yes
- Winter Meeting 2017
 - Marshall--Any ideas on winter meeting? Roger will likely offer USGS location again.
- Education
 - LiDAR Workshop – Mike Scott/Julia Fischer
 - Julia—sent out announcement two weeks ago for latest workshop
 - Next one is 8/16 in Salisbury
 - Another reminder to go out
 - MD iMAP Intermediate GIS Training (Next Offering 11/16?)
 - Julia did not have this one on her calendar
 - Location will be at Towson again
 - Marshall to finalize the date
 - Other Educational Outreach Efforts
 - GISP cert (September)
 - Julia to talk to Doug A about GISP cert information workshop will be in September (no date or place yet; may be at BMC again)
 - Python
 - Will talk to Art Lembo about another python workshop in October
 - Open Source (maybe October?)
 - Julia also working on an open source workshop but no details yet
 - NG911 workshop (December)



- Tari has not heard back from Chesapeake URISA
- Tari working on dates with Sandi now
 - Sandi to come to talk to the exec group in September
- Tari will move forward to set up this workshop
- Julia asked Marshall if we are still committed to this non-standard workshop format where we open it up beyond the MSGIC membership
 - Marshall—yes have a once per year offering where we open it to anyone
- Sid—at Esri meet up yesterday and met up with Sumit Sen and they discussed doing a geospatial project management boot camp. Sent Sid a proposal that contains three sessions and a group activity. Could be another training opportunity. Sid will send committee the proposal to review. Marshall inquired if he has done this before? He has not.
 - Marshall suggested that he come in and present to the EC on what he wants to offer
 - Sid requested to maybe do a short snippet of PM training through the emerging professionals group
- Marketing/Outreach/Advocacy
 - Marshall—a number of topics touched on this.
 - No additional update.
- Emerging Professionals – Sid Pandey
 - Working on a community of practice at Dewberry; set up a sharepoint page with discussion groups, lists, calendar to share, links to share information with each other.
 - Sid is thinking we could share something like this on our MSGIC website to encourage collaboration and networking.
 - Discussion—Patrick McLoughlin (SA uses Base Camp instead of Sharepoint and allows targets messages to users; JMT, Baker use Sharepoint. Issues with administration. Maybe increase communication after quarterly meetings to increase visibility.
 - Marshall asked Sid what he would propose as the tool for delivery and management of the content. Marshall suggested that Sid look into what technology platforms we have available right now to set up delivery of this type of content. Also look at how we can utilize our interns to assist with this type of project. Glen reminded everyone that one of the intern's has web design experience.
 - Mara—LinkedIn group doesn't really serve MSGIC very well. Some states have very active mailing lists and participate in conversations of your choice.
 - Glen—possibility of a Google site of some sort for different communities.



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- Julia—MSGIC website is a Wordpress website, so it has quite a bit of functionality that we do not take advantage of right now.
- Patrick McL—NJ GIS Group—has a list serv that turns into email spam flood
- MSS/MSGIC - Patrick Callahan/James Shaw/Matt Sokol
 - Datum 2022 Subcommittee
 - No update
 - National Grid
 - Matt has published the national grid service on iMap
- New Business
 - Patrick McL—leading TUGIS committee outreach and trying to combine forces leading up to MSGIC. Might be a meet up, not sure just yet, but want to leverage both organizations.
 - Marshall—if anyone is interested sit in on the TUGIS meeting and see what it's about and see what you can offer.
- **Meeting adjourned at 11:10 am.**



CONFERENCE CALL DETAILS:

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