

**Business Entity Data Working Group  
Minutes – August 9, 2017**

**Attendees**

Doug Adams  
Gary Maragos  
Kevin Coyne  
Patrick McLoughlin  
Yeon Kim

**Regrets**

Alex Mikulski	Matthew Kachura
Christina Nemphos	Melissa Roesner
Ashley Buzzeo	Peter Hanna
David Black	Rob Livermore
Jake Lloyd	Samantha Luckhardt
Leigha Steele	Sandi Stroud
Logan Hall	Shawn Wampler
Marshall Stevenson	Thor Gibbons

**Action Items**

**Completed**

- Respond to Doodle Polls for future face-to-face meetings – All - Complete
- Send Pat list of Working Group Members – Doug - Complete
- Add Pat to Working Group – Doug - Complete
- Send Pat Doodle Polls – Doug - Complete
- Establish collaboration site (Google Drive via MSGIC) – Pat - Complete
- Provide walk-thru of SDAT Business Entity data – Thor (future bi-weekly meeting) (Point of contact identified) - Complete
- Send out a new Doodle Poll for July face-to-face meeting – Doug - Complete
- Confirm rooms for July, August and September face-to-face meetings – Pat - Complete
- Create Business Case Section Templates – Doug – Complete
- Finish setup, test, and provide to working group participants working group email – Jake – Complete
- MD Business Entity Data - mdbusinessdata@gmail.com Research
- Master Business Establishment list (Nick Theodore – Business Case “Yoda”) – Matt Complete (Document available on Google Drive)
- Follow-up with Thor and Ani with any questions we have about the data. Please email us any questions or concerns you have about the database. - David and Doug – Complete
- Identify potential participants from unrepresented agencies – Pat, Jake
  - Maryland Open Data Committee – Pat will be serving, Complete
- Divvy up Commercial Datasets for obtaining information – Rob, Ashley, Logan - Complete
- Develop point-of-contact for all commercial data products (A brief description and metadata would be helpful as well.) – Rob, Ashley, Logan – Complete

### **Canceled** (Due to resignation from Working Group)

- Obtain information on previous Economic Development project done by Baker – Al - Partial
- Solicit participant/contact from University of Maryland WAYS (SP?) - Matt

### **Suspended**

- Identify potential participants from unrepresented agencies
  - Maryland Judiciary – Doug – no return contact from agency
  - Comptroller of Maryland – Pat – No leads
- Solicit participant/contact from Maryland/Delaware Association of Librarians – Pat to talk to Jeyan

### **On-going**

- Review Business Case outline and recommend additional sections – All - On-going
- Begin to develop business cases for functional areas – All - Ongoing
- Monitor Working Group email – Jake – On-going
  - MD Business Entity Data <mdbusinessdata@gmail.com>
- Identify potential participants from unrepresented agencies – Pat, Jake
  - Department of Labor, Licenses and Regulations – Pat
    - Jared Murphy, suggest by Mathew - still pending
  - Department of Commerce – Pat – Should be at August meeting - interest but no POC
  - University of Maryland Librarian – Ashley - progress - Doug to talk to Ashley
  - Maryland Military Department (MEMA) – Doug, Will (DoIT) - Doug - no activity - Pat to ping Will
  - Regional Governments – Shawn, Logan - Shawn got a resource (include name)
- Provide information on new working group participants – Pat, Jake, Logan, Shawn – talk off-line - on-going
- Look into previous database discovery efforts by DoIT – Pat – Making progress, pulling information together - Similar to what Commerce is doing - Asked Matt Sokol for report - only thing purchased in the past is InfoUSA, Business Analyst
- Provide any statements (sentences) that you have for sections of the document, e.g. Security/Confidentiality or Private Business Conflicts – All
- Summary of SDAT walkthrough of Business Entity database – Doug – Agency personnel have not responded - Doug continue to make sure this is good
- Working Group members should verify the Participants section of the document – All - CGIS folks will contact
- Begin review of uploaded business case sections and letting the author know if formatting and/or content changes are required – Doug, Ashley, Christina, Alex
- Begin putting document together - Doug, Ashley, Christina, Alex

### **New** (8/9 Meeting)

- None

### **Open Discussion**

- The first draft has been moved back to prior to out 9/7 meeting
- The report will need to be presented to the MSGIC Executive committee first.
- A new meeting will need to be added to approve the document prior to a future MSGIC Executive meeting
- Ashley Buzzeo has to pull back from the working group but has supplied Alex Mikulski and Christina Nemphos
- MSGIC meetings
  - Executive 9/13
  - Executive 10/11
  - Quarterly 10/19

### **Future Meetings**

Wednesday, August 23rd – 9:00-10:00 Bi-Weekly WebEx Conference Call

- This meeting will be run by Christina and Alex
- New WebEx/Conference Call appointment will be sent out

Thursday, September 7<sup>th</sup> – 10:00-12:00 Face-to- Face, Department of Information Technology, Crownsville, Room 4.102