MSGIC Executive Committee Meeting Minutes
March 12, 2014
9:00 a.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)
Theresa Martin, City of Laurel (Secretary)
Michael Scott, Salisbury University/ESRGC (Grant Development Subcommittee Chair)
Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)
Ashley Buzzeo, CGIS (Outreach Subcommittee Chair)
Mara Kaminowitz, BMC (Regional Caucus Chair)
Patrick McLoughlin, Spatial Systems Associates, Inc.
Matt Webb, Anne Arundel County (Local Government Caucus Chair)
Barney Krucoff, DoIT (GIO)
Erin Lesh, SHA (State Government Caucus Chair)
Marshall Stevenson, WBCM (Private Industry Caucus Chair)

On Phone Attendees:
Doug Reedy, Frederick County Government (Treasurer)
Roger Barlow, USGS (Federal Government Caucus Chair)
TJ Frazier, Maryland Survey Society

Open Meeting & Announcements – *Mark Helmken*
- Approval of February Minutes – Not completed, will work on getting out to group.

MSGIC Quarterly Meeting (s) – *Julia Fischer*
- Spring Quarterly – aiming for April 23rd.
- Call out to maritime engineering school (Cambridge) to see if their space is available and if so if there would be no charge.
    o Small organization, Executive Director likely to make decision.
    o Need to explore lunch options off campus.
    o If using on campus cafeteria need to give them a number of attendees.
    o Could also do sandwiches in room, $6-7/person.
- Can still follow up with Chesapeake College
- County Services Center – Denton Room is free and also plenty of food options.
    o Contact Joe Miller who could reserve on our behalf.
- Put out call to people to present.
    o Dave Doyle, Geodicist retired from NGS
        ▪ He joined meeting between MSGIC and MSS on datum change.

Question: Should we make this a panel? Could include TJ and locals potentially.
- Panel should include app developer or someone who wants the data but doesn't necessarily have it.

Question: Have had networking break in the past. Do we want to use that time for a Caucus round table?
- Good way to reach out and currently have available time.
- Tentatively do a 30 minute meeting/networking with 15 follow up.

- Chesapeake Bay Environmental Center (a local non-profit) in Grasonville.
  o They could highlight the work they are doing with GIS.
- Y-Mills Facility (Russ Brimfield) Univ. of MD facility in Queen Anne's County on the bay.

Action Item: Mike will look up contact info for Y-Mills facility.

MSGIC Treasurer – *Mark Helmken / Mike Scott*
Financial recap
- Outstanding amount is for the business cards with MSGIC info at Staples.
- Will have expenses for ribbons coming.
- Mike paid for another 3 months of website hosting.
  o Still on his list of things to do.
  o $23/3 months.
  o Happy to continue.
- A suggestion that we get that expense on the books even though we will be paying him back.
- One $10 reimbursement for overpaid membership dues.

Action Item: Tari to send info to Mark to cut check.

Status Non-Profit 501(c) 3 Corporation
- Still working way through with IRS and with accounting firm.
- Will need to refile the form 99.

Collection of Dues / Membership (page 2 summary)
- 22 Organizational Members as of Monday: 12 Sponsors, 1 Organizational Level 3 (Salisbury University), 3 Organization Tier 2's, 5 Organization Tier 1's, 1 Individual Organization (Frederick County).
- 203 members included under those organizational memberships.
- 71 additional accounts are potentially eligible for organizational memberships.
- For example, ESRI has unlimited memberships but only one member currently under their organization.
- Salisbury University as an Organization Tier 3 will open up to all students.
- Will be encouraging other Universities to follow suit as ought to be a top priority for schools with a geospatial program to get their students involved.
- 46 Individual memberships.
  o 10 are students.
  o 15 are individuals that have not completed payment process.
  o Mike emailed those folks yesterday and had 4 respond and complete.
  o Now at 11 that have made it look like they wanted to be members but have not paid.
  o 35 active individual memberships.
  o 1020 active accounts remain in the system representing 261 organizations.
- There are about 42 individuals with unknown email addresses.
- Set email address to unknown for those whose information is known to be outdated but are kept in the system for them to update at a later date.

Question: Would these people really know how to log in? What if they do not know what email they used previously or their password.
- o "If you do not know your login information, contact Mike Scott"

- o Does not come up if user gets an error.
  Action Item: Add to password recovery page.
- o Give laptop at MSGIC booth system admin rights to allow people to login and update.
  Action Item: Mike will create a dummy login for this purpose.
- Jim went in and updated MDP's information to have all their members added.
- Discussed previously SHA, DNR, Archive, MDE and a couple other agencies who had well over 100 MSGIC members who were not a part of an account.

Action Item: Mark will send completed letter to Jim that reaches out to organization.

Action Item: Barney to contact DNR and MDE and will put on MDiMap agenda.

- Wicomico reached out and wanted to get organizational membership had already had an individual pay $50 and asked if they could use that $50 toward an organizational membership.
  - o Agreed that that should be the process.
- Mark will make the pitch for members to pay their dues.

Question: March 31st the cutoff, should we extend or draw the line?
- o Should use that as an incentive.
- o Send out email following March 31st deadline to those who do not renew that they have been moved to "Contact" status.
- o Will no longer be able to vote or have access to member list.

Interim management
- o While Doug is out on medical Mark and Mike will take over duties.
- o Doug passed on thumb drive with very organized documentation to Mark.

MSGIC Business – *<Chair & Exec Committee>*
TUgis 2014 Planning
- Booth – setup and staffing
  - o Have a few gaps remaining in booth coverage.
  - o Mike's group has it printed and laminated.
  - o Board – Julia will bring structure and meet up with Erin
- To Do List – Outstanding
  - o Julia printed out 8.5/11 print outs for plastic holders
  - o "Join MSGIC," "Jobs & Internships" (each will sit next to respective laptops)
  - o Laptops (3) – Tari, Patrick and Mark
  - o "Join" laptops– One faces out and one faces in to allow MSGIC to do admin stuff as needed.
    Question: How many internet connections do we have. Two.
    Question: What about a HUB?
    Action Item: Mara will look into one from BMC.

  - o "Featured Sponsor" 8.5x11 page that can go into plastic holder.
  - o No longer doing "Ask me about MSGIC" instead "Ask me about Jobs"
    Question: Are we offering sponsors a sign to put at their booth to show they are MSGIC sponsors?
    - ▪ We can do that just include MSGIC logo.

  - o Will bring blank business cards for students to also participate in drawing who do not have biz cards.

- o Still need buckets/bowls for drawing.
  - o Printing out two generic certificates and bringing a marker for drawing winners.
  - o Julia will be MC at the social. Will have two of our sponsors (ESRI and KCI) will be doing drawings.
  - o Mark picking up and will bring business cards with MSGIC contact info.
  - o Patrick working on booth volunteers
  - o Booth display done.
- Elevator speech. 2-3 lines being developed by Mark.
  - o Part of what he used in letter to legislature for MDP.
  - o What is MSGIC? / Why should I join? – It is the best network of geospatial professionals in the state. The organization that is watching out for your interests and the GIS industry. A collective voice for our industry. Advocating on your behalf. Ex: Effort to Maryland property view data free. Opportunity to know what is going on in our industry and the state.
- Session Moderators taken care of and had training yesterday.
- Photographer – Erin Lesh volunteered to take photos for MSGIC and of booth.

Action Item: Jim will reach out to Apollo also.

- Supplies:
  - o Extension Cords – Mark (recommend purchasing a few and keeping with booth)
  - o Duct Tape – Mark
  - o Fish Bowls – Mara
  - o Question: Tables will come with drape
  - o Candy & bowl – Julia
  - o Stapler – Julia
  - o Hub/4G – Mara/Tari
  - o Handouts –
    - ▪ Membership forms (40)/EC contact list – Matt Webb
    - ▪ One pager on the sponsorship levels – Jim Cannistra
    - ▪ Featured sponsor sheets - Julia
    - ▪ MSGIC logo (for sponsors tables) half page size - Julia
    - ▪ Statewide Contact List/Upcoming Events – Patrick McClaughlin
  - o Receipt Book – Mark will pick up
  - o Bylaws- booth copy (2)
  - o Barney will drop off display Monday – Mark can meet there to assist.
  - o ESRGC will be there Monday am to help with setup
- Job Board
  - o Matt put out call to local caucus members
  - o Will be adding one internship
  - o Most recent posting will be on top

    Question: Should we keep to jobs within in MD?
    - ▪ Need to address TUgis / long-term
    - ▪ Will move to behind members section in the future
    - ▪ Need to come up with a way for groups like the North Carolina group to send job postings while minimizing administrative.
    - ▪ Should not limit to member organization job postings.

  - o Internship job fair at College Park.

    Question: When do we want the job board to go live?
    - ▪ Monday for conference.
    - ▪ Adding to tab at top.

    Action Item: Jim will send job fair info to Julia to add to job board

- - - Choptank Electric job posting can be added.
      - Students have been encouraged to bring resumes and booth staff can look over resume and give feedback
  - Certificates of Appreciation – Mark and Tari to handle
  - Administrative account set up for website which can be enabled for conferences in the future
    Action Item: Julia to take screen shot of job board mockup and send to Mark
    Action Item: Tari to make sure using same certificate.

- By-Laws
  - Data Subcommittee second draft
- Conferences
  - MACO: August 14-17 – typically piggy backed on someone else's booth in the past.
    - Did not sign up any new members last year.
    - Bigger value being outside the exhibit hall.
    - May consider going every other or every 3rd year.
    - Rather encourage members to attend and representing MSGIC.
    - Could be wearing a "Ask me about MSGIC" button.
  - DelMarva: May 8, Bridgeville – Barney is keynote, Julia & ESRGC will be there.
  - West VA Association of GIS Professionals Conference: June 2- 5, 2014, Charleston.
    - Rather Far conference and would be an overnighter.
  - Annual Virginia GIS Conference (VAMLIS) : September 15-16, Richmond
  - Mid-Atlantic Chapter of URISA (MacURISA) – October, New Jersey
  - Maryland Municipal League (MML) – June, O.C., Maryland.
  - Consider sending one or two attendees to some of these.

GIO Briefing – *Barney Krucoff*
- State is a member of NSGIC and looking at upgrading membership level to state council.
  - Current membership has 5 members.
  - This would allow any state employee to get on listserv
  - Likely GIS staff would be identified by categories DNR GIS, EM GIS, etc.
  - Would extend seats for MSGIC potentially include chair succession (past, current, and elect).
  - A very useful listerv if tracking state issues.
  - Previously discussed having past chair but with unlimited so could include 3 Executive Committee MSGIC members.
  - Have always held 2 conferences a year but will likely go down to one annual.
  - Conference in 2015 will go on as location has already been reserved.
  - Could look to send folks to conference.
  - Similar purpose MSGIC/NSGIC – good conduit for members to influence and shape industry.
  - NSGIC has an annual advocacy agenda.
  - EX: "Address Points for the Nation" – Can't change census laws but can change process for collecting data.
  - NSGIC will do the 3 MSGIC members unless
- MDP Budget of main importance.
- Senate Bill (644) – Open Data Council.
  - Takes two executive orders (MDiMap) and (Created md.data.gov council)
  - Looks like it is going through with some minor amendments.
  - Council will likely look at all data not just MDiMap.
  - Outside seats exist and some current will likely remain.
  - Looking for both geographic and organizational diversity of members.
  - Likely this summer

- o Will add a House and a Senate member to the council which will make a more politically aware committee.
  - o MSGIC should track and may want to nominate someone to council.
  - o Ferguson and Barve – sponsored bill.
  - o Good for us as an organization to have these folks tuned into what we are doing.
- Open Data
  - o DOIT has reached a deal with Secrata – Cloud service with data.md,gov
  - o Allows any locality in MD to have their own Secrata site that they can brand themselves up to 50 datasets.
  - o Have two years that it will be available and then need to work out funding.
  - o Want to develop a number of dataset that the state wishes localities would post.
  - o Localities need to agree to post a number of them.
  - o May not need to be geospatial dataset, could be an excel sheet.
  - o MSGIC may work with localities to encourage them to participate and also help shape list of datasets.
  - o Looking for a unified ask.
  - o Polled groups like MDE, MDP, etc., for data needs.
  - o Cannot dictate field names would be pretty freeform.
  - o Posting on locality site would also show up on data.md.gov site.
    Question: When will the list of datasets together?
    - ▪ Had a discussion at the last MDiMAP Technical Committee meeting and some initial datasets were thrown out, so can start an initial list.

  - o Need to identify how much geospatial data vs non-geospatial data they want.
  - o Can search local governments data download pages there is a lot of commonalities of core data.
  - o StateStat may be interested in non-geospatial data not necessarily at the forefront of MSGIC.
  - o Making changes to MDiMap data catalog.
  - o Any data already on MDiMap has been gone through and is also on ArcGIS Online with descriptions and is searchable.
  - o New site will take any map service with multiple layers and will make one entry per layer making it searchable and downloadable in multiple formats.
  - o State agencies could publish to public pretty easily without going through MDiMap if needed.
  - o April 15th turning over keys to servers etc. to College Park
  - o New system allows for much more flexibility: separate layers, change draw order and will add to efficiency by cutting down number of services.
  - o Anything that points to an iMap service is going to break at some point in the future. Announcing at TUgis that August 29th is that date.
  - o Will work with state agencies on these issues.
  - o Will be running parallel systems and when in place will make hard sell to get organizations to point to new URL.

Caucus – GIS Coordination Efforts and Local User Group meetings
- Local Government Updates – *Matt Webb*
  - o Put in jobs/internship requests to locals and have received some feedback.
- Regional Government Updates – *Mara Kaminowitz*
  - o Meeting coming up to go over survey
- State Government Updates – *Erin Lesh*
  - o Sent out similar email as Matt and has not heard anything back.

- o May be having an issue with Outlook.
- o Caucus chairs have the ability to download csv of membership.
- o List of State members will go down to active members after deadline which may improve responses.
- o Need to come up with a way to reach out to state agencies as email communication is not working.

  Action Item: Bounced back emails should be sent to Mike.

  Question: Do we tag one of our quarterly meetings as an annual meeting?
  - ▪ Will be Fall which is when elections take place.
  - ▪ An annual meeting is required under our 5013c.
  - ▪ This meeting should be promoted differently with a different format to include breakout sessions to be more interactive.
  - ▪ Could include advocacy items for the year, Caucus on goings, etc.

- o Can be difficult to get participation.
- o Have recommended to MDiMap to have one group designated to give an update at each meeting to ensure they are heard from.
- o Need to change verbiage in bylaws as it relates to the fiscal year and annual meeting.
- o Fall meeting is in the Southern region.
- o Suggest switching Fall and Winter locations so that annual takes place in Central region.
- o Suggestion make an Unconference – Does not use typical presentation format.

  Action Item: Mike to send info on an "Unconference"
- Federal Government Updates – Roger Barlow
  - o Attended Denver International LiDAR Mapping Forum in February.
    - ▪ Corp of Engineers has a new tool call Coastal Zone Mapping and Imaging Lidar (CZMIL) for bathymetry.
    - ▪ Ability to penetrate turbidity greatly enhanced from existing instruments.
    - ▪ Roger will be monitoring for when reaches MD.
  - o Point Cloud Format (LiS) v1.4 released in coming months.
  - o Two new classifications of LiDAR data – (17)bridges and (18)birds and aircraft.
  - o Unmanned vehicles likely to be put on hold for many months and possibly years.
  - o Outside of for-profit, Unmanned Area Systems are okay at low altitudes.
  - o USGS LiDAR funding:
    - ▪ Core Science Systems looking to reprogram some money for this fiscal year or next leaf off season.
    - ▪ Coastal areas are a top priority.
    - ▪ Kent and Talbott would be top two counties in Maryland to complete eastern shore.
    - ▪ President's budget (all LiDAR for 2014) was stripped out.
  - o No update on existing LiDAR projects but will reach back out and forward info to Jim, Mike and Mark to redistribute.
  - o Flash LiDAR – Processing occurs on board the aircraft which greatly reduces turnaround time.
    - ▪ Initial results show results not quite as accurate but minimal.
  - o Elevation Data – Asked University of Maryland about use of their canopy LiDAR particularly in Garrett Co.
    - ▪ They have good point density and they will provide it to Roger who will forward it to Mike's group to see what can be generated from that.
    - ▪ Group that is doing that project is presenting today to the Smart Growth Coordinating Committee at MDP.
    - ▪ Have been pushing single photon LiDAR system that has higher point density.
    - ▪ Some from MDP group is attending.

- - Advocating for an annual update of LiDAR to support Carbon monitoring Program.
    - Density would be 6-10 times greater than we currently have.
    - Originally recommended they not present on this very specific tool to this committee but because they have been talking to Governor's office on Green House Gas Lead group in state – MSGIC should know what is going on.
  - Garret County is the only full county in MD that has Marsalis Shale.
  - Roger will be moderating and presenting as a part of Federal geospatial activity at TUgis.
  - Have been unable to get work on Elevation Working Group but will restart.
  - Funding hydro flattening for Cecil & Queen Anne's County.

- Education Updates – *Scott Jeffrey*
  Not Present
- Private Industry Updates – *Marshall Stevenson*
  - Sent out email promoting MACO
  - Will look into it more as it relates to Booth spot as they may be willing to work with us.

Miscellaneous
- Projects tab on website is leftover from old website.
- Consciously brought it over without updating in first pass of new website update.
- Organize this page to show what projects are supported.
  Question: Can this page be used to show status of projects?
- Could follow MDiMap portal example which has an initiatives page.
- Theirs shows high level state-wide projects.
  Question: Does their need to be a distinction between projects and those that MSGIC might be officially supporting.
- Projects – makes it sound that MSGIC is executing.
- Should make positions clear that MSGIC has. Ex: Letters that went to Legislature.
  Action Item: Erin will be content collector to begin page update.
- May want to look into going through something like Constant Contact to avoid emails getting caught up in spam filters.
- Cost to non-profits should be reasonable.
- Would benefit as we get to elections and voting.

Data Resources Subcommittee
- Subcommittee Meeting Recap – *Patrick Callahan*
  - Group met back at quarterly at Coppin State
  - Had an additional goal added.
  - Will have more time to update mission statement and other tasks after TUgis.
- Statewide Imagery – *Jim Cannistra*
  - Google Imagery Conference call summary
    - Some locals were also on the call.
    - They are trying to get in on the digital ortho space by working with locals on acquisition contracts.
    - Google is trying to leverage existing imagery by providing data to state & locals.
    - Imagery refreshed every 3 years may or may not be leaf off.
    - Would be a service and may be provided in jpegs but would be one-off and have restrictions on use.
    - Also offering an oblique product.
    - Looking at a product 3-4 in res that competes w/Pictometry (GeoDigital Imaging) would be mostly leaf on.

Question: Do we have a sales rep from Google that deals with our region?

- Minash and another guy last name Evans. Barney last talked to Evans at NSGIC.
- Would not own imagery.
- Looking to sell software suite as opposed to data.
- Geospatial will eventually reach Google Docs email suite and want to be ready.

Question: Didn't Google ask for our imagery last year?

- Tried but became very complicated.

- Google moving toward not ingesting other data sources.
- Similar to Trimble Sketch up – not taking any more buildings.
- Will be doing LiDAR and Flash LiDAR.

Question: For imagery in general – How are we going to share the imagery that we already have.

- We used to give to federal which allowed for some kind of download but no longer.
- Should use model following ESRGC and LiDAR

- o 2014 Western shore
  - Amount of time for snow to melt has caused some concern
  - Have gotten all the byups
  - Some are getting, high resolution 3", near-true orhos, planimetric updates, and so on.
- o Garrett County (NASA LiDAR project)
- o Budget for Property View
  - Holding steady.
  - Some concern that the overall state budget looking for money to make up for shortfall.

Education Subcommittee – *Lauren McDermott*
- Held a conference call and decided on a survey that should go out before next meeting

Grant Development Subcommittee – *Michael Scott*
- Primarily been dealing with membership.
- MHT (a part of MDP) received federal money for administering grants for Sandy relief.
- Some workshops will be happening.
- Mostly oriented toward redeveloping some buildings but also planning and analysis.
- Have heard about 4.7 million to install a jetty on roads point on Smith Island which will be below water in 60-70 years. – May be a different grant.
- Graduate student at ESRGC looking at feasibility of enterprise GIS within the city of Crisfield and getting a good understanding of their capabilities.

Action Item: Jim will forward to Mike

Action Item: Mark to redo the Welcome Packet.

Outreach Subcommittee – *Ashley Buzzeo*
- Blog featuring Jim Cannistra and ortho imagery program just went live.
- Jim was able to provide content in a word document and shows "By Jim Cannistra".
- Would like to keep blog active
- Post from Mark and James on the datum.
- Can send invitation to our sponsors for content for the blog as long as not overtly commercial.
- Interview on Roger Barlow went out previously.
- Can do a recap from TUgis.
- Website – Ashley has a handful of recommendations/suggestions for improving.

- Some examples include not having to dig for dues, projects, how to reach Executive Committee.

Question: Do all these need to be brought before Executive Committee or can a small group be formed to address these?
- o If overall structure change should be brought to Executive Committee and small changes could be dealt with by group.

Action Item: Ashley will compile a list prior to the next meeting along with suggested modifications and bring before group at next meeting.
- Had received suggestion for changing website to match graphics from Display Booth.
  - o Too difficult to address prior to TUgis.
- MSGIC logo is currently responsive and would be an issue adding the green banner.
- More complicated than just adding.

Question: Where did the logo come from? Do we have the original?
- o Likely done by someone at DNR originally.
- o Should consider having it remade to get high resolution quality.

Action Item: Suggest each of us look around for the original.

Question: When a Blog Post goes up does it get promoted elsewhere?
- o Yes, goes on LinkedIn, Twitter, and homepage

Question: Should the Projects Tab be turned off until we've update it. Yes.

Additional Comments:
- Digital Globe has put up site for crash site for people to help search for missing Malaysian flight
- Pictometry User Group Meeting at Prince George's County Sports & Learning Complex

Action Item: Patrick Callahan to send Pictometry date info to Julia

Upcoming Events:
- Central Maryland GIS Users Group http://esricmug.blogspot.com/
- TUgis Conference – March 18 (Towson, MD)