MSGIC Executive Committee Meeting Minutes
May 14, 2014
9a.m. – 12p.m.
Anne Arundel County Government, Heritage Complex (Annapolis, MD)

Attendees:
Julia Fischer, DoIT (Chair)
Jim Cannistra, MDP (Past-Chair)
Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)
Matt Webb, Anne Arundel County (Local Government Caucus Chair)
Mara Kaminowitz, BMC (Regional Caucus Chair)
Barney Krucoff, DoIT (GIO)
Michael Scott, Salisbury University/ESRGC (Grant Development Subcommittee Chair)
Patrick Callahan, Prince George's County Government (Data and Resources Subcommittee Chair)
Theresa Martin, City of Laurel (Secretary)

On Phone Attendees:
Erin Lesh, MD State Highway Administration (State Government Caucus Chair)
Marshall Stevenson, WBCM (Private Industry Caucus Chair)
Michael Bentivegna, Center for GIS
Tyler Shank, City of Laurel
Allen Wainger, Michael Baker

Open Meeting & Announcements – Julia Fischer
- Mark Helmken started his position at Hancock Forest Management
- Approval of February and March Minutes

MSGIC Quarterly Meeting(s) – Julia Fischer / Pat McLoughlin
Spring Quarterly Feedback
- Thought the presentations were good, format was good, and breakouts were good.
- Not a great turn out other than the ESRGC folks
Question: Are we getting the message out to the appropriate people on the Eastern Shore?
  - o Agenda might have gone out late
  - o ESRRGC tries to talk about it at their local meetings and put the message out.
  - o Setting the dates for all the meetings ahead of time might be a good idea (keeping ESRI conferences in mind).

Summer Quarterly
- Patrick McLaughlin has volunteered to help put Summer Quarterly together.
- Spreadsheet has been put together of previous locations, presentations, breakfast sponsors, etc.

Question: Any thoughts on the Summer Quarterly?
- o Suggestion - ESRGC doing a sea level change study for SHA to understand what of their infrastructure might be impacted.
- o Could do a joint presentation with SHA.

Question: What engineering firm is also working on the project?
- o StanTech

- Suggestion - PropertyView, Ortho imagery pilot project will be done by then, good for county folks who will be involved in the QAQC to get a refresher on what they need to do and the timeline.
- Consider having it in Prince George's County or Montgomery County to help get some of those folks there.
- Previous locations included: Brookside Gardens and Downtown Silver Spring.
- The NCR GDX finishing up a round of enhancements that should be done in June.
- Have had students do 8 – 10 minutes presentations which went really well.
- o Hit up Salisbury, CCBC, UMD, etc.
- o Good timing as they are wrapping up the semester.

Question: Are the breakouts going to happen at each Quarterly?
- Consensus that they went really well.
- Recommend every other meeting.

Question: Is the fall meeting the election meeting?
- Yes, need to consider the timing.
- The fall is the Annual so it might be the most appropriate for breakouts.
- One of the key goals of that meeting should be setting the agenda for MSGIC for the following year.

MSGIC Treasurer – Jim Cannistra / Mike Scott
- Doug update – return date pushed back. Likely will be back and involved in June.

Financial recap
- Status Non-Profit 501(c) 3 Corporation
- o Did have to provide annual reports to the attorney form 990.
- o Still awaiting official acceptance
- Collection of Dues / Membership
- o 3 new members
Action Item: Need to cull through list and Tari to send out Welcome Packets.

- o 1,109 members – most of those are not actual members.
- o Tu has implemented mailing list component of the website.
- o Can now sign up for mailing list and not join as a member.
- o Next step to purge member list of those that should be in the mailing list.
- o Still confusion for some as to whether they are a current member.
- o Also not clear that there is an annual renewal.
- o There is a way to search your name.
- o Jan 1st is when memberships expire.
- o The first year there was a grace period of 16 months

Question: Do we have a tentative date for the Summer Quarterly?
- o Usual date coincides with ESRI conference.
- o Recommend doing on July 23rd

- Future Information Alliance: Planning a Chesapeake Innovation Challenge that will likely be that weekend – likely will not conflict.
- They will be using a lot of GIS data already on the MDiMap site.
- Can get folks to give 3 or 4 minute take-a-ways from the Conference.
- Could get Elliot Black or someone else who participated in the Chesapeake Innovation Challenge.
- Mara will not be here but will pass along her notes to someone.

MSGIC Business – Executive Committee
TUgis 2015
- Ardys and Virginia unable to make our meeting so sent Marshall as their proxy
  - o They want to know what MSGIC will be contributing
- Agree we want same level of participation as last year.
  - o Secure moderators
  - o 10-15 minutes during Plenary
  - o MC Social
  - o Up to $1,000 to sponsor breakfast
- Julia will take MSGIC comments to the Advisory Committee including our discussions regarding workshops.

By-Laws
- Timetable to voting
  - o Members were shown changes at last quarterly meeting.
  - o Need to get the changes into Survey Monkey.
  - o The vote would be for all the changes or none.
  - o Traditionally under Education group and the Secretary.

Action Item: Tari will reach out to Scott and get the ball rolling asap.
Action Item: Jim will check with Scott Jeffrey if he still has a Survey Monkey account.

- Need to review some of the services we are using that we do not own.
- Survey Monkey, Teleconference Service, emailing service (mass emails still go through Towson)
- Doug had requested software, Quicken or something similar.

Question: Should we buy a laptop that it can be installed on?
  - Might be better if they have an online solution.

- Some software has the ability to transfer a license.
- Quick Books does have online solution and a 30 day free trial.
- As a non-profit think it is good for our members to reduce expenses whenever possible.
- Also an option to rent a virtual machine.
- BMC may be decommissioning some of their laptops - Mara will keep an eye out.
- An old one may not cut it for GIS and some may not want to lug around another laptop if they already have one.

Question: DoIT would like to borrow the display for MML and MACO Conferences.
- Seems like a way to pay them back for storing it.

Intern
- Julia put together an intern job description which Includes background on MSGIC and lists out duties Executive Committee came up with at last meeting.
- Add "and other duties as assigned"

Question: Where will they be working?
  - We will connect with their school and they will work either from home or from their campus.

- Must be an enrolled student at an accredited higher level institution in Maryland.
- Access to computer and own transportation.

Question: Consider putting this announcement out to other fields?
  - PolySci, Communications, Computer Science, etc.
  - We will want them to be knowledgeable on GIS as well as their professor they are under.

- Recommend hourly rate of $10/hr which would be monitored by sponsoring University.

Question: When do we contact the University?
  - When we have a few we are interested can reach out to their University?
  - For the interest of transparency should advertise.

Question: What is the timeline?
  - Want submissions by June 2nd and start date as mid-June.

Question: Is that enough time?

- o   Yes, if we can pass today.

Question: Do we need to include attending Executive Committee meeting dates?

- o   They should be invited to come or join on the phone.
- o   They should attend quarterlies.

Question: Do they need to be a member?

- o   We should make them a member.

Action Item: Julia will make those changes and send around for a quick review and then will post to the website.

MSS/MSGIC Moving Forward

- MSS has had a fairly significant change – they have a new Executive Director, John M. Palatiello.
- They also represent MD Chapter of MAPS and National Society of Professional Surveyors (NSPS).
- 2-person team that managed them for the last 12-14 years have retired/scaled back.
- Does manage a couple other organizations and is a part of NSPS.
- Looking to move in a little bit of a new direction.
- MSGIC wants to stay informed on their goals and how they may be changing and what that means for the relationship with MSGIC.
- There seems to still be a strong desire to work with MSGIC.
- Changes likely more on a new approach and input within their own organization.
- A new attitude and outlook at MSS and working with GIS community is a part of that.
- With Palatiello's group MAPS they may actually be already more involved in the GIS side of things.
- Suggest in a couple of months we could invite John to participate in Executive Committee meeting.
- Broad based geospatial conference being planned for Spring of 2015 in the DC area– MSS may be interested in participating and MSGIC could share a track if it should come to fruition.
- They are aware that the Towson conference is also in the spring.

Question: Do they have name for the conference? Not yet.

- Dave Doyle did a great presentation at the quarterly.
- James would like to have another joint meeting.

Action Item: Julia will talk with James and nail down a date and let everyone know.

GIO Briefing – Barney Krucoff

- Big thing is still MDiMap 2
- New hires in the works.
  - o   J. J. will be working on the Transportation Sector among other things.

- o Also in negation with Towson for someone who can be a general person and work with MEMA and DoIT and not be assigned to a specific agency.
    - o Someone coming from Salisbury who will be working on dashboards.
    - o Two professional positions open at MEMA, one is a contract one is state employee grade 19 in the works.
- SDAT and Pictometry will be doing a pilot – Jim will expand on further.
- Maryland Municipal League (MML) and Maryland Association of Counties (MACo)
    - o DoIT did not have a booth last year but will this year.
    - o Kenny going to MML.
    - o Will not be just geospatial but representing all OIT but happy to also bring MSGIC material.
    - o At MACo – Likely to be in the government section more than the GIS Section.
- The Innovation Challenge
    - o Will likely start seeing some promotion soon.
    - o Seeking out participants.
- MicroSites – Locals will get 50 datasets.
- City of Frederick, Somerset County, City of College Park, City of Rockville, Town of Christfield and Mount Rainier have all been talking to StateStat.
- Open Data Law created the Open Data Policy Council
    - o Will be a new version of the MDiMap executive committee.
    - o Very limited window for appointments.
    - o The governor will stop making appointments come June 24 (Primary)
    - o Out their seeking candidates: 5 positions for local government and 5 for everyone else.
    - o Barney can get the application for anyone who is interested.

Question: Will iMap group all get re-appointed?
    - o Probably not as they are all too geospatial.
    - o Will be a little bit different of an emphasis on this committee.

Question: Who should the word get out to?
    - o Anyone who is really interested you should contact Barney.
    - o Would like to see good representation not necessarily geospatial as the Open Data meetings are a very mixed group.
    - o Barney has already nominated members from the iMap group.

- This committee would have responsibility for iMap and data.maryland.gov
- Please clarify that the MDiMap Technical Committee will continue its work and also coordinating with Open Data group.
- Open Data is still running out of State Stat and iMap is out of DoIT.

Question: Do you have a list of datasets for the locals?
    - o We did a survey and it is very GIS heavy.
    - o Another survey being done is broader, includes financial data, etc.

- - o GIS list was generated between a joint meeting of MSGIC Data and Resources Subcommittee and Lisa Lowe.
- Good idea to have someone from the Open Data world present at Quarterly.
    - o Beyond the state, Montgomery County and Baltimore City both have Socrata Sites.
    - o Would be great to hear from them, to this don't do that, etc.
    - o Some of the feedback has that locals don't have time to look into Socrata.
    - o Locals have limited staff and time - would be good to have someone speak to as why this should be a priority.
- Digital Government Summit – DoIT will be presenting and maybe a local like the City of Frederick could do the other part.
- Question had arisen about how the sites will work together
- GIS community better at sharing than Open Data and populating metadata

Caucus – GIS Coordination Efforts and Local User Group meetings
Local Government Updates – Matt Webb
- Caucus breakout session went well
- Good forum for locals to talk about the issues they were having
- They were happy with getting email updates from Executive Committee meetings
- Concerns about state requirements being put on the locals
- Idea came up for a State ELA that could be used by locals
- A lot of the work is being done at the local level and being pushed to the state.
- Idea of standardization, from metadata to data schema, etc.
- About to send out a survey to the locals that came about from the Data Subcommittee meeting.
- Want to know what software they are using, core fields they see as important in metadata, standard symbolization, etc.
- Good to meet some of the folks from the Eastern Shore.
- Discussions have been occurring at the state regarding metadata and symbology.
- Comes up all the time, "Why do you do this that way?"
- Good to be able to say it is a state standard.

Regional Government Updates – Mara Kaminowitz
- Had a lot of participation from ESRGC
- Got some great suggestions for recruiting
- Regional groups that have their own GIS meetings to make one an open meeting with open content
- Checked with MPO's like MWCOG regarding micro sites
- Trying to get other regional groups involved.
- If any traction comes about with ELA, BMC jurisdictions would be interested.
- Kenny had discussed that a new ELA could offer locals a discount.
- State is aware of it and it is being considered for inclusion.

- Possibly moving toward an a la carte type option
- A la carte might be the way to go as an ELA comes with a lot more than most can take advantage of.
- QGIS is always an option and now able to read file geodatabases.
- Students at Salisbury are using it to do work at home.

Charlene sent update (MWCOG)
- Updating their clearing house application next month
- Purchasing an iPad for field work

State Government Updates – Erin Lesh
No updates

Federal Government Updates – (Julia/Jim) for Roger Barlow
- Roger is away at the USGS Chesapeake Bay Science Meeting in WV.
- [Geologic Mapping Workshop](#) next month in DE, instructor David Solar, being sponsored by AASG

Elevation data (Jim Cannistra from Roger Barlow)
- LiDAR collections for this spring – Dorchester and Caroline had been flown.
- About 70% of Western Counties (Charles, PG, and St. Mary's) have been flown.
- Likely none of the data will be distributed until entire area flown.
- Hurricane Sandy money for Kent Co and Talbot Co for some additional collections next fall.
- May have some additional funds to support some break line enhancement in Cecil and Queen Anne's Counties.
- DoIT sponsored that work.

Question: Did you all have a briefing on the Single Photon LiDAR sensor?
- o Roger Barlow, Jim Cannistra, and Erin Silva along with URS met with Sigma Space and UMD.
- o Referred to as Flash LiDAR.
- o Most use an oscillating mirror to collect points.
- o This sensor exposes everything simultaneously and gets all the data in kind of quick flash.
- o Used this technology in Garrett Co for their forestry project.
- o Basic advantages of their sensor:
    - ▪ Increased point density (going from 2 -8 points/square meter getting closer to 20)
    - ▪ Also able to get bathymetric - not quite to 100m off the coast but 15-50m water penetration.
    - ▪ To do that now need special sensors that aren't considered eye safe.
    - ▪ Theirs does it an eye safe laser pulse.
    - ▪ Can do it faster, larger area, higher point density and increased penetration through water.
- o Have met with USGS.
- o Starting to higher people form University of Vermont center for spatial analysis.

- o Right now more on the technology education side of things - trying to change the way people collect LiDAR.
- o Made the request again to get Garrett Co. data.
- o They are nearing completion of the forest canopy project.
- o Looking to us possibly to host some of that data.
- o At the moment it is not available, but Roger, Jim and others are working to get that available
- o Statewide 1m forestry project
- o Have had discussions with Professor Dubya.
    - ▪ Trying to take the slant toward Climate change, Sea Level Rise etc.
    - ▪ Looking to get the funding for statewide acquisition through that venue.

Question: Do you see this improving the price or do you think with the increased amount of data it will be a wash?
- o Will not see a decrease in price but will get lots more data.

- Did offer for them to come to a MSGIC or MDiMap meeting.
- Bathymetric capabilities most interesting
- There should be a consistent uniform LiDAR collection similar to the ortho acquisition.
- Becoming more and more needed with storm water projects, with the amount of change being seeing particularly in flood plains.
- Annapolis just saw a demo from Direct Dimensions technology is like LiDAR but the street scape level
    - o Using it at the Naval Academy to inventory their buildings.
    - o Do not need to process it unless you need it following a storm for example.

Action Item: Shawn will get more information on that
- Based in Maryland and closely affiliated with UMD

Education Updates – Scott Jeffrey
- Concern there is no charter or mission statement for what they are charged with doing.
- No description for role of caucus chair allows for flexibility but not accountability.
- Discussion of internships through MSGIC – what role should caucus play?
- What is the role as far education for the membership?
- Heard from students TUgis was a great opportunity but could have used a session with the pros to learn about networking, what pros are looking for and how to prepare for entering the workforce.

Action Item: Should clarify on website what the groups are and what they do. Still some confusion between the roles of the Subcommittees and the Caucuses. Caucuses are for discussions and the Subcommittees are the doers.

Private Industry Updates – Marshall Stevenson
- Looking for exhibitors still for MACo
- Already have Salisbury, KCI, WBCM, and ESRI exhibiting.

- Anyone that is interested should contact Marshall

Question: Is there a deadline?

- o At this point going till they are filled
- o Likely by first week in June

Question: Is there going to be a GIS session again?

- o Not sure, last year they reached out to us - Marshall, Patrick, Secretary Hall, Debbie Carpenter all spoke.
- o Each from a different perspective (state, local, private, etc.)
- o Likely not, if nothing set up by now.

Miscellaneous:

- Action Item list has been added to the Google Drive
- Will likely add to the agenda to go over

Data Resources Subcommittee

Subcommittee Meeting Recap – Patrick Callahan

- Met May 2nd with MDiMap Data/Resource committee (Lisa Lowe)
- Discussed Socrata sites, Metadata and Symbology.
- Had about 10 people attend in person and virtually.
- Dashboard information
- Discussed reaching out to locals and also NSGIC and the tools they have for Ramona
- Looking at ISO and the benefits for using that for Metadata
- Talked about training on ISO (TUgis maybe) and incorporating that with something else, possibly Socrata.

Question: Didn't WestStat do metadata training?

- o Yes, but they had a grant.
- o They may have material still left although likely geared to FGDC.

- Symbology Standard set? And should it be based on a specific format (ESRI based)?
- Will reach out to groups that already have a standard symbology set.
- Patrick Callahan volunteered to put together the set.
- Symbology is becoming more important as we start sharing services, particularly for public safety.

Question: Have you looked to the FAA standards. Not yet

Statewide Imagery – Jim Cannistra

- Everything was flown as of April 12th.
- Working on scheduling the priorities and the pilot area.
- Pilot will be Howard County.
- Collected all the LiDAR and provided to Axis Geospatial
- They will be getting updated elevation data for orthoretrification.

- Probably a pilot in July.
- Will be doing a SharePoint web based QA/QC

Education Subcommittee – Lauren McDermott
- Have not had a chance to touch base with Scott Jeffrey.
- Now that his semester is over should be able to make some progress.
- Getting started on Charter

Grant Development Subcommittee – Michael Scott
No updates.

Outreach Subcommittee – (Mike) for Ashley Buzzeo
- Events page has been added to bar at the top of the page
- New blog updated
- New jobs added
- Looking for anyone interested to be added to next Blog
- Idea came up from Anthony - We have 12 sponsors/12 months. Do we want to have them each do one a month?
- Sponsorship through the Calendar year so we may need to double up this year.
- In Anthony's honest opinion, sponsors aren't getting a great deal out of the relationship.
- As a group, we may want to brainstorm on other opportunities

Question: Did he mention anything he had hoped they could get?
  - o Opportunities to present and get their message out.
  - o Conversation came up about fusing more with our Sponsor websites. For example, linking to the blogs ESRI does.

- Suggest reaching out to Sponsors to get feedback on what they would like to see.
- Suggest keeping the list but also having a box area with additional information.
- Could use Analytics to monitor click-throughs that go to these sites.
- Believe we are still having issues with carousels on the front page.
- Potential to featured Sponsor – "About our Sponsor's" page in addition to just their logos.
- Suggest messaging out when the new Sponsor blog is up.
- It has been going out on Social Media and updating webpage and added to monthly email

Action Item: Put together schedule for featuring Sponsors. Will make available to any who wants to participate.
- Any new material being updated regularly drives people to the page.
- Patrick Callahan put up a battle of Bladensburg Story Board Map and could do a write-up if interested?
  - o Yes, would be great to see local projects.

- Could come from Caucuses, projects from their members and do highlight or feature.
- Would be great way to keep everyone informed of for example, projects at the federal level, or something that is coming down the pike.
- May want to consider an RSS feed to let people know something new is posted.

Question: Where are we with getting the Jobs board behind the member area?
  - Not sure.
  - Some question as to how to do that technically.

Action Item: Julia to touch base with Ashley.

Upcoming Events
- Western Maryland GIS Users Group Meeting – May 16, 2014
- ESRI International User Conference – July 14 – 18, 2014
- MACo Summer Conference – August 13 – 16, 2014

- Please send any events to Julia
- Next wed joint meeting with Tri and Mid Shore Salisbury May 28th
- ESRI Spring mug coming up next wed – did just add to Newsletters sections (previously publications)

Question: We have not done a newsletter for some time, will we start back up?
  - Discussed previously doing the blog instead of the Newsletter
  - As long as members feel like they are being communicated to
  - Good thing about the Newsletter is it can be forwarded
  - We could use content for the newsletter

Question: Should we survey how our members get their MSGIC news?
- Could do within an email blast.