MSGIC Executive Committee Meeting Minutes
August 8, 2012
9a.m. – 12p.m.
2664 Riva Road, Heritage Office Complex, Annapolis, MD

Attendees:
Jim Cannistra, MDP (Chair)
Mark Helmken, CGIS (Chair-Elect)
Michael Scott, Salisbury University/ESRGC (Past Chair)
Julia Fischer, DoIT (Secretary)
Doug Reedy, Frederick County Government (Treasurer)
Lauren McDermott, Salisbury University/ESRGC (Education Subcommittee Chair)
Jennifer Chadwick-Moore, Maryland Historical Trust (State Government Caucus Chair)
Shawn Wampler, City of Annapolis (Local Government Caucus Chair)
Roger Barlow, U.S. Geological Survey (Federal Government Caucus Chair)
Marshall Stevenson, KCI Technologies, Inc. (Private Caucus Chair)
Jaime Alvarez, Community College of Baltimore County (Education Caucus Chair)
Barney Krucoff, GIO

Frank Daly, Pictometry
David Gillum, Anne Arundel County Government
Doug Goldsmith, KCI
Charlene Howard, MWCOG

On Phone Attendees:
Patrick Callahan, Prince George's County Government (Data and Resources Subcommittee Chair)
Scott Jeffrey, Community College of Baltimore County (Outreach Subcommittee Chair)

Open Meeting – Jim Cannistra
- Continue to use the current teleconference line and number
- Potentially switch to a Go To Meeting from Salisbury/ESRGC or MDP in the future

MSGIC Specific
Introductions of New Executive Committee
- Thanks for agreeing to be a part of this group
- Communicate information to the larger group on issues
- Help influence the leadership and guide the direction of GIS in the state
- Proactive about contributing ideas
- Request for more information if abbreviations and shortcuts of information aren't clear

- Used the same template for the agenda as before
    - Open to ideas of changing the agenda in content and structure – contact Jim Cannistra

Election Results
- Thanks to Mike Scott and Scott Jeffrey for setting up the election process and counting results
- Had 2 write in candidates for Grants Position (Steve Heinrich & Doug Adams)
    - Both expressed interest in participating
    - Couple of options
        - Appoint both in chair/co-chair capacity
        - Invite both to participate in all meetings and contribute
        - Hold a separate election with the next survey sent out to the membership
- Ideas/Suggestions
    - Let them both participate, especially since it's a new group
    - 2 will have to work out who is Chair and Co-Chair
    - By-laws only allow for 1 vote, other can be proxy, both can work together
- Originally conceived role for a point person to find opportunities for grants
    - There are 3 state CAP Grants which were awarded in Maryland
    - Could conduct peer review or input in regards to these existing grants also

Executive Committee Meeting Agenda/Role of Caucus Chairs
- Start thinking about what we want to accomplish as a group during the year
- Identify a few priority items and work to fulfill/accomplish those during the year
- Get more liaisons with active GIS users that rarely participate
    - Minimum is to get information about what they are working on
    - What are they looking for from us?
    - Are they interested in participating?
        - Listing in the membership system has been updated for Executive Committee
        - Can pull down current memberships and members of those groups for communications

Question: How often is the list validated? – often and recently found that there are some people who have not completed the sign-in, making sure they all have email addresses to be able to get ahold of them
- Thinking of having someone go through the list of unknowns to try and find an email for contacting some of the incomplete members in the system
- Suggested to send out an email announcing that future correspondence might come from Constant Contact and to not block those messages
- Restrictions on some email systems to send out an email to all of the members, have had to work with IT groups

- Send out a welcome package for those who are guests to the group
- Work with Jim Cannistra to determine what documents should go into this welcome package
    - Meeting list, by-laws, how to join, Executive Committee contacts
    - Send out a response to newly joined members/welcome package
    - Perhaps 2 welcome packets – 1 for those who have attended a meeting and 1 for those who have joined as a new member within the system

Question: Who to send changes or deletes that need to be done for known errors in the database?
- Send these changes to Mike Scott

Review of Summer Quarterly Meeting/Reactions/Critiques
- Great location, no cost to MSGIC
- Good attendance for summer meeting

Ideas/Actions Items/Areas of Focus for Upcoming Year
No updates at this time

Website Updates – Betty Ann Blanchard (bblanchard@dnr.state.md.us)
- Betty Ann Blanchard has taken over the function of getting updates to the website
- For the most part Jim Cannistra, Julia Fischer and Scott Jeffrey will provide updates to the website
- Errors or other posts please send those requests directly to Betty Ann Blanchard and copy Jim Cannistra, Julia Fischer and Scott Jeffrey on email
- Want to initiate a comprehensive update of the website
- In the near future want to identify what can be archived or deleted from the website
- After the first of the year get resources for redeveloping the site

Announcements
Recent RFPs
- Harford County – photogrammetric mapping and LiDAR services
- DoIT – CATS+ - multi-year technical and computer services contract
    - Another vehicle for state and local agencies to use to procure GIS services
- USGS contract – GPSC – geospatial services contract
    - Anyone can contribute
    - Allows for pooling money from multiple organizations
- Western State Contracting Alliance (WSCA) contract vehicle
    - More information at http://aboutwsca.org/
    - Contractors include: Dell, Dewberry, Esri, Unisys and many others

Awards
- MDP and MTA/CGIS got Esri special achievement awards at User Conference
- Esri Map Book –
    - CCBC had a map published
    - Had excellent maps on display at UC conference display area
    - Only community college that has gotten into the Map Book

Certifications
No updates at this time

GIO Briefing – Barney Krucoff
GIO Office Update
- New staff started with DoIT
- Still settling in and working out refinements
- 1 vacancy – State 19 Grade position to be posted in the near future

- Staff designated as Senior GIS Analyst/Task Managers
  - Divided into agencies, Stats and Governor's goals
    - Transportation – Jason Keppler
    - Economic Development – Julia Fischer
    - Environment/Energy – Lisa Lowe
    - Law Enforcement – Vacant
    - Homeland Security – Mick Brierly and Kenny Miller
- Will eventually have a website to explain all of this

Current Projects
- Derecho after actions
  - 60 day project to research power grid has consumed a lot of time
- Addressing reached MOU with Salisbury
  - Part of broadband money with 2 year addressing coordinator to be hired out of ESRGC
  - Putting together a more robust geocoder with MDPV data, to put on MD iMap instead of ArcGIS Online which cost credits
- MD iMap
  - Map services are available on the infrastructure
  - Plan to go through the data and stand up a 10.1 infrastructure, redundancy abilities
  - Gradually move data over, fill in gaps
  - Move 20 – 30 applications to point to the new infrastructure and a JavaScript, HTML5 version
    - Just completed selection of 2 developers to help with this process
    - Migration project to start soon
- CGIS funding has moved forward
  - Once MOU is signed, the new design for 10.1 will start
- Also looking at Cloud hosting options and opportunities

MD iMap Executive Committee Update
- Got everyone appointed
- Stalled because of power outages and response
- Sept 24th – Judicial Training Center in Annapolis, MD
  - Tentative date and location

TUgis Conference 2013 Discussion
- Jay Morgan to step aside from the conference
- Agreed to be 1 day event – March 19, 2013 (Tuesday)
- Going to have Maryland State flavor more than in the past, not as much regional focus
- 1 ½ hour to 2 hours session for state-specific topics
  - Try to get everyone in a room and get the message out
- Morning will have a big block of time and the afternoon will have independent concurrent sessions which people will submit papers for presenting, training will also be offered during these session times

- MSGIC role is still to be determined
  - At the table to date

- o Talked about whether this would drop a quarterly? Is this an annual meeting?
- o Meeting monthly with TU to formulate the new conference
- o Looking to enhance the group by a few more people if someone wants to get involved and assist
- o Next meeting setup for September
  - Would like to designate 1 or 2 people from MSGIC to speak for the view or role of MSGIC?
  - Tasks are being divided up and MSGIC hasn't been volunteered because we aren't clear on our role
  - Would like to see MSGIC have a larger role, want us to help own this thing, don't want to step into the middle of TU's vision
  - Now is the time for MSGIC to step up and determine what the role is meant to be for this group
  - Would like to send a rep to the meeting from MSGIC to say what we are willing to do
- o MSGIC needs to help own this event
- o Mark Helmken has offered to take on the Outreach portion – not clear yet if this is as CGIS or MSGIC rep, but this needs to be done shortly
  - Email blast, website – branding needs to be changed
  - Will need help – outreach committee from MSGIC will volunteer to assist

- Requested to use MSGIC to drum up interest since this is a threshold year
- There was talk about not doing the conference this year
  - o Virginia Thompson from TU stepped up to make sure this didn't happen
- Liberal Arts Building primarily
  - o Different venue for concurrent sessions
  - o Keynote would still be at Student Union
  - o Exhibit area would be cut down
  - o More of a boxed lunch, for a cheaper alternative
  - o Talk about how to handle the social event, perhaps off-site instead of current situation
    - How do you allow people to interact with vendor community if the social is off-site – to be determined through lunch or specific times of day
  - o Asking for a block of time and if we get it will be going to the MD iMap Committee to fill it
    - An assumption that the MD iMap Committee is in and will participate
  - o Intent is for this conference to be State centric as in Maryland, not State as in State agency only
  - o First thoughts were to have everyone in 1 room for the whole day, but there are some people who come for training and other presentations and want to have options
    - Morning together and updates, presentations
    - Afternoon will allow for classroom break outs to allow attendees to choose and learn based on interest
  - o Training allows for people to more easily get permission from their employers to attend if they are going to be obtaining training
    - Labs will be made available for some very hands-on training

- Pricing: $50 – 75 – what are the thoughts on this?
  - o Still need to consider costs for students – perhaps $20
    - Difficult to get students to conference at the current structure

- A number of people who are working on the committee are in the academic world and are advocating to get students to this event
- Talk about scholarships for volunteer time to get fee waived or significantly reduced
- Interested also in intern marketplace for students
- In the past 25% of the attendees came free because of presenting or volunteering, etc.
- Need to push the benefits of the conference to get more involved and get more out of the costs they are putting into the fees
- Details of costs of sponsorships, attendees and exhibitors have not yet been worked out
  - Still need to determine the costs of the entire event
  - Want to have the lowest cost possible to get more people there is the intent of the group

Question: Do you think $50 or $75 makes a difference for getting approval to attend?
- Taking cost down from $250 to $75
- Past conference had 50 – 60 volunteers to help make the process occur
  - Do we still need all of these students?
  - Do these volunteers get free attendance or do all students need to pay?
- MSGIC still needs to determine what piece of this pie they are going to step up and take responsibility for
  - TU cannot do all of this themselves
  - We need to make this decision
  - We also couldn't do this ourselves
  - This is our best chance at having a meaningful annual conference in the State
- Is this the responsibility of the Outreach Committee which already exists to get the committees taking action
- Want to support and promote and get as many people attending as possible
- Want to offer up presentations and topics which are beneficial to the MSGIC community being represented
- TU will do the planning, we provide support before and day of
- We want to recruit and get members to show up for the conference
- This is no longer a TU conference, which has been the flavor in the past

Question: What does TU get out of the new conference?
  - An image of being the center of GIS in Maryland
  - Being the host is a powerful statement

- Natural place for MSGIC to be involved with Outreach, drumming up participants and attendees
  - Doesn't have to be the only task
  - Mark Helmken and Scott Jeffrey will be our representatives
  - Jim Cannistra will step back and allow those 2 to be our reps
  - Jamie Alvarez also to step up and assist, will be getting more involved in other aspects of TU community in the near future
- Also trying to setup with how this conference will be in the future

MSGIC Reorganization as Non-Profit 501(c)3 Corporation – Michael Scott
Background Overview

- Past year established as 501(c)3
- Took effect in spring of this past year
- Registration and incorporation funds came from volunteering funds from a few members
    - Several hundred dollars
- Checking account and domain name was setup as an organization
- Idea is to have some revenues to support activities
- Next steps of process
    - Modify by-laws to reflect that the organization can charge dues/raise revenues
    - Small subcommittee looked at dues structure
        - Presented at the July Quarterly
        - Surprised that there was minimal response or reaction to this information

By-laws Changes
- Existing by-laws changes that need to be made have been identified
- 2 types of changes
    - Wording was inaccurate or awkward
        - Language came from other organization's by-laws and not corrected
- Article 3 – GOALS first bullet
    - Want to get into more specific activities which should be listed (strategic planning, etc.), important to understand the scope
- List of bullet items under Article 3
    - Add a bullet of facilitation/formation of partnerships to achieve the listed goals
    - Believe that partnerships are important and should be worked on more proactively by group
- Language to be suggested by Roger Barlow and submitted to the group for inclusion and review
- Appropriate timeline, make changes to be voted by Executive Committee before they can be sent to membership for vote

- Organizational membership allows for employees to join under one organization rather than joining as separate individuals
    - As written an organization doesn't need to designate ahead of time those who are members from the organization
    - Concern because don't know who is allowed to vote, who is eligible to be there
    - By-laws need to indicate that specific persons need to be designated
        - Makes this more complicated because of turnover of employees
        - Need to know who they are to communicate with them, determine their voting response
        - Designating is in line with other organizations
    - Have the ability to adjust the dues structure for an organization which is signing up a high number of members

- Posting the perspective by-laws on the website to allow for review before the quarterly meeting where the member will be voting on whether or not the updated by-laws are accepted
    - "These by-laws have been approved by the Executive Committee to be scrutinized by the membership"
    - Any suggestions need to be before the quarterly meeting – vote only at the quarterly meeting

- Adding something about members in good standing – means you've paid your dues
  - This language should be adding at this time to make sure that those are only voting when in good standing
  - Incentive to pay on time would be to keep voting, training sessions available, other benefits to membership
  - 3 months is the right amount of time to allow for late payments before penalties

- By-laws must currently be voted on at a MSGIC meeting and a majority
  - Changed to allow for in-person or electronic vote
  - Changed to affirmative vote of the majority in attendance
    - Currently unclear on how many people have to vote to get approval and currently on full membership
    - Allows for electronic ballot and majority affirmative vote of those who vote
- How are changes accepted for amendments?
  - Come to Executive Committee and voted on, presented to members 2 weeks before voting by membership
- Members vote on dues structure rather than the Executive Committee without the members input

- Next Steps: Not going to vote on document today
  - Need some additional changes, get changes into Mike Scott within the next few days
- We have already put the changes to the membership, so we will not do that again
- Quarterly meeting in October
  - Make changes
  - Send to Executive Committee for review
  - Make changes
  - Bring back to September Executive Committee to be brought to members
  - Send out 2 week notice that the vote will take place at October quarterly
  - Vote at quarterly

Question: What are the feelings to vote to change the by-laws and vote to establish a due structure at same meeting?
  - Originally planned to pass by-laws in July and dues in October
  - Would allow an electronic ballot for the dues structure if the first vote is passed
  - Resend the dues structure estimates at the same time as the by-law changes

Review Proposed Dues Structure and Implementation
- Suggest that $200 and $300 tiers are dollar amounts too close together
- Tier 2 is 15 – 20 and additional members beyond that are an additional $15 or $20
  - Provide this feedback to the committee who came up with the dues structure
  - Do want to make sure that the dues structure does not put MSGIC in the red
  - Want to make sure that the dues don't need to be raised in the near future, b/c the membership would need to agree and vote and this might prove difficult
  - Have looked at a number of different organizations/states and the amounts proposed are close to what these other groups are charging

MSGIC Coordination - Data Resources Subcommittee – Patrick Callahan

- Send out an email and solicit ideas from members

MSGIC Communications – Outreach Subcommittee – Scott Jeffrey

Website – Chris Slavin

No updates at this time

MACO Summer Conference, GIS Discovery Zone – Marshall Stevenson

- August 15 – 18, Ocean City, MD
- MACO provides high exposure area, significant traffic
- Esri to provide hardware for the banners, same banners as before
- 6 or 7 booths (Axis Geospatial, Esri, CGIS/TU, KCI, Salisbury)
- Discovery Zone concept seems to work well that the specific area for the GIS information all in one spot
- Who will be there?
  - Mike Scott, Patrick Callahan, Lauren McDermott
- Useful – Emergency Systems numbers board will be there – Gordon Deans (Chair of Committee)
  - Talking next Friday about next eastern shore orthoimagery
  - Talk with Gordon on behalf of MSGIC and talk about how the orthoimagery is being used, success and looking forward to working with them again for the next collection
- Talking about going to numbers board for some of the addressing project – Kenny Miller

NSGIC Membership – Kenny Miller

No updates at this time

Federal GIS Coordination Efforts – Roger Barlow

- Ortho review from USGS completed – data in Sioux Falls
- Policy USGS management practice
  - 12" distribution or lower resolution
  - Minimum DOD requires which is why this resolution has been chosen
  - Too much to maintain different resolutions and projections
  - Resample imagery in the future?
- Ortho cycle
  - Concern at DOD that DC and central MD are on different cycles
  - Want to have input into this when possible
  - Trying to get DC to wait until 2014 to fly

- Shoreline in NJ processing land cover scales (wetlands, marsh, sand, harden shoreline)
  - Divide into these 3 types
  - Output scale target is 1:2,400
  - Taking a lot of time with a lot of vertices
- Small watershed studies in Chesapeake Bay program
  - Find out what the watersheds are today
  - Find out what they need for studies

- Somerset Wicomico LiDAR
    - At USGS being reviewed at this point
    - Distribution on or about labor day
- Allegany, Washington and Frederick Counties LiDAR
    - Delivered in September to USGS
- Carroll County LiDAR
    - Data on desk of roger, metadata being updated at this time
    - Going out to review to USGS folks shortly
    - Included in national database after review is completed
    - Some metadata components have been pointed out and Salisbury have provided missing data
    - Publicly available shortly

- American Community Survey House of Reps have decided not to fund this in the future
    - Data center/MDP folks are concerned about this issue
    - Backup option would be make it voluntary to fund
    - MDP wrote a letter to Mikulski to continue to have this funded
    - Chris Holmes (Census Bureau) spoken with him and thought to get a similar letter of support from MSGIC
        - Didn't need to do this right now
        - Want to put the group on notice for potential future support
        - Important with the census bureau being located in md
    - CR passed which would take us into March

State GIS Coordination Efforts
MD iMap – Julia Fischer
- ArcGIS in Microsoft Office
    - Esri Maps plug-in within Excel and PowerPoint
    - Need an ArcGIS Online for Organization account
    - Version 1.0 currently available
        - To be updated Fall 2013

- Esri Business Model
    - Moving toward more ArcGIS Online for Organizations
    - Personal accounts will be discontinued at some time – end of March 2013
        - Changing so that everything made in personal account will be shared publicly
        - No groups available
        - Historic stuff will be shared publicly potentially, not sure of the details yet
    - Clear we need to get on with how we manage and roll out this resource

- MDP Applications
    - Four applications that are being launched
    - Septic Application – live now, go to MDP web page
    - All using templates from ArcGIS Online
        - Change map looking at imagery (2007/2008 – 2010/2011)
        - Population growth map change map

- - Land use/land cover map change map
      - Slider bar to see what has changed and what hasn't

- August 21st – Google will be coming to Technical Committee meeting and set up a Webinar to share

- Technical Committee meeting limited to once a month – first Tuesday of the month

Orthos/Parcels Plan – Jim Cannistra
- Fly Eastern Shore Spring 2013
- Mid-shore GIS group on August 22nd
    - Send specifications to Lauren McDermott and Mike Scott for distribution to group for review of current specs
- Meeting with Kenny about presentation to the numbers board
- Cecil County tentatively agreed to sponsor this fly
- Discussions with some Western Shore counties (Montgomery, Calvert and Howard Counties) about possible contributing funding to get re-flights of their counties next Spring also
    - Doubtful these will happen, but not decided yet
- 3 tiles in Prince George's County have been identified and corrected (Axis Geospatial did these changes)
    - Providing copy to Prince George's County, MD iMap and USGS in the future
- USGS reviewers were very impressed with the minimal number of errors that came through the project
    - Real-time review process of the product seem to have been an added contribution to the success of the project

Parcels
No updates at this time

Septic Tier Mapping – Jim Cannistra
- Following MSGIC quarterly launched a website with resources on MDP website
    - Lots of meeting with all counties about this program

Broadband Availability – Michael Scott
- Launched new website, same address – LinkedIn Messaging
- Encouraging to put in stories about how bb made their life better or could make their life better
- Need advocacy and support to

Chesapeake Bay Critical Area – Michael Scott
- Baltimore County, Talbot County getting a letter in early September for 2 year adoption period of critical area
- Prince George's County designations have been completed, reviewed the areas of change
- Queen Anne's County designating issues now
- Kent, Anne Arundel Counties next in line to review with commission and their county officials
- ESRGC signed another agreement to wrap up what's in pipe line, get more counties to adoption stage, 2013
- Shorelines data
    - ESRGC is digitizing shoreline from imagery

- When do these boundaries get pushed out once counties have adopted as official boundaries and then pushed to MD iMap (Talbot & Baltimore Counties now have 2 years to approve and get distributed)
- This shoreline will not match OSHA water datum line that has been put out
- 1:1200 scale maps

dFIRM Conversion – Michael Scott
No updates at this time

TMDL Effort – Department of Environment
No updates at this time

Historic Image Initiative – Larry Swift
No updates at this time

Regional GIS Coordination Efforts
Baltimore Metropolitan Council – Sandi Stroud
No updates at this time

Tri-County Council (Eastern Shore) – Lauren McDermott
No updates at this time

Mid-Shore Regional Council (Eastern Shore) – No Report
No updates at this time

MWCoG – Charlene Howard
- 10.1 working to upgrade server
    - Who has conducted some of this work? – CGIS
    - Looking to bring some technical people in and work through the process with them
    - Server side is very different than previous versions
    - MDP installed on desktop, concerns of backward compatibility of .mxds and data
        - Concerns raised to Esri
        - Need a clearer understanding before deploying organization-wide
- Hired 2 new people
- Bike/Pedestrian regional bicycle facilities dataset to be put together
    - Looking for leads of contacts to add to this dataset

Western Maryland User Group – Debbie Carpenter
- August 17 in Frostburg

Central Maryland User Group – Jaime Alvarez
- Friday Sept 14, Shady Grove, 8:30 - Noon
- 60 – 65 at May meeting
- Jay Morgan and Phil Reese to show balloon mapping
- Esri – ArcGIS 10.1 for sharing maps and apps

- Agenda already set

Delmarva Emergency Task Force – Mark Cohoon
No updates at this time

DE User Group – August 15 in Lewes, DE

MSGIC Quarterly Meetings (Tentative) – Mark Helmken
Fall – October – Frederick (around the 17th)
Winter – January
Spring – April
Summer

- Format idea: panel discussion for one of the quarterlies rather than presentations
    - After lunch
    - Topic out beforehand
- Talk about having 1 quarterly lumped in with TU conference
    - At this time continue to have 4 quarterlies for MSGIC
    - Want to have one on the eastern shore to continue to move around the state
    - Could shorten a quarterly meeting in the spring, but can't replace a quarterly with conference, b/c excluding those who are not paying to come to the conference
- After hours event was reasonably well attended, perhaps try it again for the Fall Quarterly
- Try hard to bring a couple of new people to the meetings in the future
    - Exposing them to the opportunities
- Cross platform promotion of meetings
- Always looking for presentations for CMUG – bio and abstract and you're on the agenda

Other Events
URISA/NENA Addressing Conference – August 6 – 9, 2012 – Sandi Stroud attending
Western Maryland GIS User Group – August 17, 2012 – Frostburg
Lower Shore & Mid Shore GIS Committee – August 22, 2012
ESRI MUG – December 11 – 12, 2012

Advocacy Items
No items at this time

Additional Business – All

Next Executive Committee Meeting – September 12, 2012 @ 2664 Riva Road, Annapolis, MD