

MSGIC Executive Committee Meeting Minutes December 11, 2013 9:00 a.m. – 12p.m. Conference Call

Attendees:

Mark Helmken, (Chair) Jim Cannistra, Maryland Department of Planning (Past-Chair) Doug Reedy, Frederick County Government (Treasurer) Theresa Martin, City of Laurel (Secretary) Matt Webb, Anne Arundel County (Local Government Caucus Chair) Roger Barlow, US Geological Survey (Federal Government Caucus Chair) Mara Kaminowitz, Baltimore Metropolitan Council (Regional Caucus Chair) Ashley Buzzeo, Center for GIS at Towson University (Outreach Subcommittee Chair) Patrick Callahan, Prince George's County (Data & Resources Subcommittee Chair) Charlene Howard, Metropolitan Washington Council of Governments TJ Frazier, Maryland Survey Society

MSGIC Treasurer – Doug Reedy Draft MSGIC Budget

- Some of the amounts listed are arbitrary and should be viewed as a starting point
- Conference/Training

Question: Should we break out conference and training?

- Agreement that they are two separate things. Should have more expenses on the membership training side than the conference side.
- Need to account for exhibitor fees
- o TUGIS cost for non-profit is \$250
- Should we make the contingency plan that we will participate in 3 conferences next year?
 - Delaware Conference which is bi-annual coming up next fiscal year, a PA conference and or a WV or DC one) using TUGIS as a benchmark would cost \$750.
- Support mileage getting equipment there and fuel?
- MACO Conference?
 - Can we count on a share cost or no-cost for MACO?
 - Piggy-backing on someone else would be ideal.

Action Item: Research costs associated with each of these conferences.

- Initial concerns about sponsoring breakfast entirely.
- Barney is willing to split breakfast cost 50/50 for TUGIS bringing our contribution to 1500.

- May be too high of an expense for our first year without having a budget finalized an not knowing what our revenue will be.
- MSGIC is already bringing to the table membership participation and volunteers for the conference.
- Budget is in spreadsheet form if anyone wants a copy.

Action Item: Doug needs help with some analysis on the membership and the sponsorships and various tiers to better estimate revenue. Information from the West Virginia group should help. **Action Item:** Doug to work on budget and try to finalize in Jan or thereabout.

• Salaries/Stipends (intern)

Question: Keep this category name as is? Amount okay?

- (Mark Helmken) Estimating 5-10hrs/week helping with publications/website/email blasts.
- Going rate \$10 for students and Semester is roughly 15 weeks.
- \$1000 might be low, particularly if we do 2 semesters.

Question: Should this category be further clarified to indicate for intern work?

• No, name seems appropriate.

Question: How much time to email blasts take or website updates?

- (Ashley) Workload thus far has been minimal.
- Conceivable we would bring interns on for special projects so may want to increase.
- Would like to rotate around to the different schools Community Colleges & Universities.
- Increase amount to \$2,500 for now.
- Travel Expenses (for Executive Committee)
- **Question:** When would this money be used?
 - Attending a national conference like NSGIC or travel to GIS conference in neighboring state.
 - Would be for executive committee or Caucus Chairs.
- Technology Procurement
 - Hardware/Software that helps achieve goals of organization, e.g., Accounting Software.
 - Amount may be high to be conservative.
- Marketing/Advertising
 - Awaiting TUGIS subcommittee to come up with an estimate for conference materials.
 - First year likely most expensive.
 - Recommend increasing to \$1000 for this year.
 - Should be able to use these materials for a long time.
- Consultant Services
 - Already incurred one expense using McGinley for organization tax services.
 - Still need to finalize what accountant to go with, McGinley or someone else.
 - A bit of an unknown until we go through a full tax year what expenses would be incurred.
 - Agreed \$1000 would give us some lee-way.
- Web Fees
 - Amount covers a little over what we know we need as far as domain, webhosting, etc.

• Should also include Survey Monkey

Action Item: Doug to research Survey Monkey and GoToMeeting pricing?

Equipment

• Keep as line item although currently do not see any needs.

Question: Where are we going to store some of our items being donated such as display boards, etc.?

- Need for a storage facility may come up to provide a central location to store these materials.
- Office Supplies No discussion
- Postage\Shipping
 - Amount might be low, maybe change to \$200.
 - A lot is done electronically but some tax filing and notary may be required.

Dues – Mark Helmken

- Coming up Jan 1st.
- Put out one notice in the email blast.

Question: Any thought to how we are going to do the invoicing

- Should drive them to the website.
- Thus far, jurisdictions have been the ones requiring invoices mailed to them and that has been very few.
- Did get one comment back that it was not easy for individuals to figure out where to go to sign up.
 - (Doug R.) Currently turned off on the website until the Jan date.
 - \circ Jan date is 3 weeks away. How do we want to present on the website to make it clear?
 - Should we open up early to ensure all the bugs are out?
 - Maybe add a button on the front page next to "Join MSGIC" saying "Pay Dues"

Action Item: Need to work with Mike and Tu

Action Item: Set up conference call with Mark, Doug, Mike, Ashley & Julia to work it out.

MSGIC Business, Chair & Executive Committee

By-Laws

- Nothing new to report on.
- Mike Scott working on the re-write of Article X.

TUGIS

- Advisory Board Meeting tomorrow
- Need to work on details of Moderators /Volunteers, likely will come down through Caucuses and Subcommittee's to generate list.
- 'Job Board' to be rolled out as a part of the website just prior to the conference in March.
- Would be a good opportunity to work through Caucuses who would work with their members, locals, state agencies, private entities on any positions/internships.

Question: Do we know who of our locals have internships?

- Each organization offering an internship program could put together a short description along with a link.
- MDP could put together such a description.
- Would be helpful to include basic information such as paid/unpaid.

Question: Could MSGIC assist with some of the administrative help?

- Each organization likely has its own process.
- For example, MDP has a system in place including sample contracts.
- May be best suited for MSGIC to serve as clearinghouse.
- Noted that conference will be taking place in middle of semester.

Action Item: Mark to take back to TUGIS Advisory Board. Action Item: Booth has been reserved. Mark to get w/Doug regarding costs.

- Happy Hour meet-up sometime in early January at the Union Trap Brewery.
- Should have some MSGIC representation there.

Action Item: Mark to find out more details.

MSGIC Blog – Ashley Buzzeo

- Sharyn suggested using blogging capability already available in the WordPress website.
- Would be consistent with look and feel of website.
- Would be minimal in getting that up and running

Question: Is that acceptable to get going?

- Mike Scott indicated that there was already a blog site created through blogspot.com.
- Two posts had been done previously to that blog site.
- Looking for direction on which to use and for content that would be included.
- Has already received back the answers from Patrick for his interview "On the Map" and can be added as soon as something is implemented.

Question: Are people still going to that site?

- Most didn't even know it existed.
- Suggested location on the website would be another tab next to member area?

Question: Would this be available as a paid member service?

• Might be good to keep open to the public to draw members and expose the public to the organization.

Question: Who would moderate Blog?

- Ashley B. can take on initially but can see it becoming a group effort.
- Potential for a lot of spam to come through and would require monitoring of comments.
- Policies will need to be put in place eventually.
- Looking for approval to more forward

Question: Is the goal for this to replace the newsletter?

- Yes. Hope to make it more informal. Can set some goals on the content.
- "On the Map" has already been started as a series which is a set of questions to get to know members.
- Other series could be created
- Could have something on TUGIS
- Bill Dobbins is a good example of a blog done in Maryland "GeoMusings" which provides a good mechanism for information.

Action Item: (Ashley)Will set some high level goals and can bring back to the committee.

Action Item: Ashley to do a soft launch without advertising. In Jan will come back with some high-level goals.

Action Item: Send any interesting things going on to her.

MD/DE Cooperation – Mark Helmken

- Kenny Miller has been having conversations with Delaware about sharing of data.
- Partnerships with all the boarding states should be a goal for MSGIC.
- Could benefit from the relationships already built, Prince George's County with Virginia and DC for example.

Question: What is our (MSGIC) role?

- o Common data
- Points of contact really help, particularly when doing a project across state lines.

Question: One of the first steps might be to share Executive Committee minutes so that each knowledgeable about a.

Question: Who is the GIS leader in Delaware?

- o Miriam
- Attempted in the past for Spring Quarterly Meeting to have someone from DE come and do a presentation.
- They should be invited to the quarterly meeting held on the Eastern Shore.
- A couple folks from MSGIC could be funded to attend DE meeting and hopefully they would reciprocate.
- May not be ready for MOU discussion yet.
- First steps should be setting up initial conversations as multiple MD counties border Delaware and could benefit.

Action Item: Mark can reach out to Miriam. Julia has already reached out regarding the quarterly.

- Delmarva a discrete region of folks who have many things in common.
- Sounds like an area suited for the Regional Caucus to investigate and should include Accomack and North Hampton Counties in Virginia.

Action Item: Mara to look into reaching out to this region potentially utilizing MSGIC membership who may already have contacts.

New National Datum – MSGIC Group LinkedIn discussion

- Started by Lauren Brown and followed up by good comments from several including Jim Shaw regarding the National Geodetic Survey (NGS) plan to release an entirely new national datum in approximately 2022
- MSGIC apparently had this conversation back in the 90's
- Important issue for Maryland and may be an opportunity for MSGIC to be apart of the conversation and take on a leadership role.

Question: Has the survey society had any discussion?

- Some as they will certainly be impacted as the GIS community will be as well.
- Attempting to get the word out to make people aware that is coming out. The more conversation we can have about it now the better, particularly between the Survey and GIS communities.

- They did a presentation at TUGIS last year regarding datums and there is discussion that they will be doing another presentation although not aware of the specifics.
- We do have a very good resource in Dave Doyle who is local and recent retiree of national geodetic survey and is one of the lead voices on this issue trying to make people aware.
- Has been 3 or 4 years since he spoke at MSGIC.
- \circ $\;$ He is an excellent presenter and extremely knowledgeable.
- \circ $\;$ Unclear if MSS was hoping to pull him in for them for TUGIS.

See this as a common issue that can bring survey and GIS communities together further.
Action Item: Will try to coordinate something possibly through MSS.
Action Item: TJ will go back and talk with Mike.

- Patrick Callahan When worked in Loudon Co., just for county to convert all there datasets was \$2M so did not proceed.
 - Cost will be a big factor and folks will want to know who will be paying.
 - \circ One issue was that their tax acct numbers were based on Northing / Easting

Caucus - GIS Coordination Efforts and Local User Group meetings

Federal – Roger Barlow

• Instead of speaking as a federal collective at the next quarterly will put on a panel at TUGIS.

Local – *Matt Webb* Nothing to report

Regional – Mara Kaminowitz

- Kickoff meeting on Wed Dec 18th @ 2pmwill be a conference call.
- Will discuss mission at the meeting.
- Will continue promoting group with the hopes of getting more folks interested.
- Cannot make next quarterly but can coordinate if need someone to report out.

Data Resources Subcommittee – Patrick Callahan

- Have not met since November.
- Did go over mission and put out to members.
- Have not gotten any feedback, seem okay with it.
- Patrick Callahan read Draft Mission Statement:

"The Data and Resource Subcommittee shall work as an advisory body to help promote the sharing of GIS related data, facilitate new standards and guidelines, and assist in coordination in GIS related activities that are occurring in the State of Maryland. This group will be an advocate in the creation and updating of spatially related products and promote new technology to better serve all stakeholders. It will work with all other MSGIC subcommittees and caucuses to provide resources needed for accomplishing their mission.

Action Item: Patrick will send it out to Executive Committee to vote on first and then to whole group to have included in Bylaws.

- Lisa Lowe (MDiMap data and resource committee) reached out and may be interested in sitting on subcommittee and Patrick may go to theirs.
- Interaction would ensure on the same page, advocating for projects with similar missions and general understanding going in the right direction in the state.
- Next meeting in January when they will work on short and long term goals

Federal – Roger Barlow

- Last week Erin down in Salisbury created a status graphic for the MD water monitoring.
- 2 maps showing the latest status of LiDAR acquisition (existing and planned).
- One by county one by watershed.
- Posted on MSGIC website.
- Status for NCR and Dorchester Contractors on site gathering test sites and looking at foliage.
- Have been working with Cecil County who are acquiring now also with the same specifications as Queen Anne's Co.
 - Submitted a pre proposal to support them in their processing.
 - Their current funding only provides for acquisition if goes thru will be publicly available and will get a 1M DEM out of it.
- Field trip for USGS to Farm Creek Marsh in Dorchester Co.
 - Issue is habitat change and how sea level rise may impact that.
 - Met with Audubon society and LIDAR scheduled to be acquired will not be good enough for their needs which are in the range of 2"accuracy.
 - Recommended looking into Ground based LiDAR.
 - Looking at the water level changes in and out of the marsh and interested in two bird habits in particular.
- Maryland has Federal contribution for Spring 2014 Ortho which should be happening in the next few days.
- Initially in question where USGS had a change in policy to no longer support leaf-off orthoimagery and the US Topo Map due to sequestration and lack of funding.
- Working with other folks in the NE region of USGS to find out what science data and other initiatives are supported by leaf-off data.

State Imagery – Jim Cannistra

- Wrapping up 2013 effort.
 - All but the compressed deliverables have been completed.
 - In the next week the remaining should be going up on MDiMAP and go out to the counties.
 - New procurement proposals were due in a week or so ago.
 - Should have a final selection very soon to take to numbers board in the next couple days.
 - By going through new procurement will be able to take advantage of new technologies and will have long term benefits.
- Had budget hearing with regard to Parcel Data Sharing and did have letters from Barney and from Mark in support.
 - Did not get a lot of feedback from budget analysts but did have a chance to make the case.

- Thought it had a good impact showing the support from the community at large not just MDP.
- Should know within the next month as the budget submitted prior to the next legislature.

Outreach Subcommittee – Ashley Buzzeo

- Focusing on the Blog done
- Question: Was there an action for the outreach committee as it relates to the email that went out regarding marketing materials for TUGIS?
- At last executive meeting, Patrick C., Patrick M., Erin L., and Doug R. volunteered to work on getting the marketing materials together.
- Email was sent out to those folks and included outreach subcommittee to potentially coordinate these efforts.

Action Item: Outreach Committee to set up meeting with this ad-hoc group.