



# Maryland State Geographic Information Committee

A commitment to excellence in the development and coordination of geographic information technologies.

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## MSGIC Executive Committee Meeting Agenda

Wednesday February 14th, 2018 9:00 AM – 12:00 PM

MD DoIT Offices - 100 Community Place, Crownsville, MD 21032  
(Conference Room B, First Floor)

*Parking: Open - Visitors need to sign-in with guard at front desk to obtain a visitor badge*

## In Person:

Patrick C  
Patrick M  
Niki  
Julie  
Kevin  
Charlene  
Shawn  
Julia  
Al

## On the Phone:

Art  
Eric Stetser  
Brad Spittel  
Ashely S  
Lynda

## Open Meeting & Announcements – Patrick Callahan

- Approval of Prior Meeting Minutes
  - Patrick M—messaging to sponsors (by end of Monday?) double check time frame and resend
    - Julie will review and resend
- New Topics & Open/General Discussion
  - Website Posting
    - Patrick C—we will hold off on posting new things to the site until Membee is totally deployed
      - Twitter is best options for posting/communicating right now
    - Pat M—Is there anything that we are expecting to send out? Patrick C—April training and spring quarterly
    - Julie—who has access to the website username and password? We should share that. Shawn—There are roles in WordPress so that other people can post. Julie—we should explore and understand how to utilize these.
    - Patrick M—Do we have a status to share with folks regarding the membership tracking upgrade? Shawn—Ashely updated the Join Now button to link to Membee. Each button will get an explanation from the PDF.
    - Patrick C—posted another blog post about Winter Quarterly.

- Patrick M—if the interns aren't working on the Membee site, could they look at the Google Analytics? Ashely B used to do a monthly recap of website activity.
  - Baltimore Region GIS Meeting at BMC on 1/31/18
    - Patrick C attended on behalf of MSGIC. If there are other events, please let him know the details to attend.
  - New volunteers
    - Some new volunteers have contacted Patrick C with interest at the last quarterly.
      - Doug Reedy, Talbot Co
      - Medhi Khan, AA Co

#### MSGIC Treasury Report - *Al Wainger*

- Accountant called yesterday; forms are complete and Al needs to sign them.
- Patrick M—When we bring the sponsors on, is it still going to be on the same fiscal year or are we modifying the timeframe? Shawn—Membee does allow us to prorate the dues if we wanted to go that route. Niki—Doesn't this only impact new sponsors? Patrick M—yes, just new. Niki—it seems like the right thing to do to prorate the new sponsors. Patrick C—maybe just wait to see how many there are and if it matters.

#### MSGIC Business

- PayPal Contact Name Change – *Patrick Callahan*
  - Patrick C—Main owner of PayPal account is Doug Reedy. Patrick C had to call PayPal to come to a resolution. Who will we be adding as the account owner? Julia—part of the issue is the email. Can we put someone's name but use the MSGIC email? The phone number is now Patrick C's work cell number. The form requests SSN. We may need to replace the SSN with our MSGIC tax ID. Patrick C will use his name, but will confirm that we can switch to the MSGIC email and tax ID.
- Membership Tracking – *Kevin Coyne, Shawn Pickett*
  - Membee Update
    - Shawn—We are really close to rollout. There are two main sets of updates that need to occur.
      - Web Site
        - Update the Join Now page with descriptions
        - Need to resolve the error message that is coming at the top of the site.
        - Updated Word Press to latest version
          - Word Press is hosted on the ESRGC domain
            - Could look at Word Press hosting instead but might have impacts on the URL
        - Members Only landing page will require some additional work
          - Multiple tiers of membership which hit different widgets to update the profile information
          - How to implement roles in Membee to carry into WordPress
        - Membee event calendar
          - Membee widget to replace our calendar page
      - Update invoice from Membee to reflect non profit status, contain our contact info and add our logo.
      - Go Live

- Two sets of emails
  - 1--Access email to everyone with a link to set up credentials and get access
  - 2--Renewal notice will go to main contacts (orgs or individuals)
    - Need to update the verbiage in that email
    - Every org can have a main dues contact and then a main admin contact
      - Main dues contact is for payment only
      - The main admin contact will update everything else. If a dues contact is not assigned, the admin contact serves both roles.
    - We need to do some housekeeping on this and we will allow the emails to go out and then the orgs can assign their dues contact and their admin contact. **Set up follow up responsibilities to aid orgs in working through this process.**
    - Also need to handle where admin person is 6<sup>th</sup> member of a 5 member org. Shawn to research how to add this person and identify them somehow
- Mail Chimp
  - Follow up task of remapping fields from Membee and cleaning up the lists.
- Documentation
  - Outline how Membee works, how to add a new contact, merge, add an event, etc.
  - Kathy (Membee) will go through all reporting once we schedule the go live meeting.
  - Need to set up a back up schedule—probably monthly.
- Timeline
  - Shawn—at this point we control our go live date.
  - Julie—So what can we help with?
    - Shawn—email templates need to be updated for access and renewal, members only landing page, feedback on sample invoices
      - Email templates—Patrick C/Julie can assist; Shawn to send
      - Niki will connect Shawn P to Vince Novak (JMT) to talk about Word Press roles.
      - Invoices—Al/Julie/Patrick C; Shawn to send
- Membership/Sponsorship Renewal – *Patrick Callahan*
  - Patrick C—email will be sent when Membee goes live
  - Patrick C—asked Al to send; Al indicated it is on Drive. **Pat M has draft emails and will help Patrick C write this up**
  - Esri wants to sponsor MSGIC at the highest level, but the 50 members is unnecessary
    - Patrick C—is there another way to sponsor?
    - Julie—Can we find out more about the issue from Anthony?

- Niki—Idea of why pay 750 if you don't have 50 members?
    - Patrick M—ongoing discussions about number of members vs price points
    - Julia—has to do with if we want to separate membership from the sponsorships
    - Patrick M—offer a bundle to folks who want to purchase the “lower” membership but then sponsor a meeting or happy hour
    - Shawn—for the events calendar we can also allow organizations to purchase a breakfast package or sponsor. Each item you post on Membee can have limits associated with it.
- Member/Sponsor Research – *Patrick Callahan*
  - Membership Survey
    - Patrick C—started to pull together sample questions; they are in Drive.
    - Quarterly Locations
      - Fall/Central MD—try Howard County Community College again (Julia)
    - Patrick C--Would like to get a survey out by the end of February.
      - Who will review?
        - Pat M, Kevin, Niki to assist with survey question review.
      - Niki—do we have past results? Patrick C could not find but Patrick M and Julia will also take a look. Pat M suggested that we talk to Tari Martin. Julie will email Tari.
    - Goal is to release by March 1, review results at April EC, present results at April QM
- MSGIC Sponsored Training – *Julia Fischer*
  - TUGis schedule is set and is posted on the registration site.
    - Patrick M—idea was to focus on 4 groups of people
      - Transition to Pro
      - Thinking spatially for those who are new
      - Art's training for technical folks
      - GISP certs
      - Geospatial career
  - Other MSGIC training
    - Julia—working with Art to schedule out the additional full day trainings that will follow TUGis (Tugis is the taste test/gateway)
      - August will be the teaser
        - The classes will follow like one per month after that.
      - There are other opportunities for training before TUGis.
        - It has been two years since we asked about training.
        - We could refresh the Lidar training. We could work with Doug A for the GISP application.
        - Art—Scott Jeffrey offered CCBC's lab as another location to host training
- TuGIS Advisory Meeting – *Patrick Callahan, Julia Fischer, and Pat McLoughlin*
  - Patrick C—registration and call for papers are open
  - Patrick C—how do we use the MSGIC registrations? Patrick M—we usually offer those to the interns.
  - TUGis schedule has changed because of the venue change (union is unavailable due to construction)
  - Julie has schedule from previous years for booth, etc. That timeframe will kick in ~June 2018.
- 2018 ArcGIS Online Competition for MD for Middle and High School Students – *Patrick Callahan*

- Patrick C—talked to HS group at Parkdale High; there is interest for next year to host this competition. Will need to begin process in August 2018 as information is due in November for the 2019 competition.
    - Patrick M—can we invite Virginia Thompson to talk to us about what this entails?  
Patrick M will invite Virginia to the March EC.
- Working Groups
  - NG911/Public Safety Working Group – *Peter Hanna*
    - Patrick M—meeting is next Friday on side B in Crownsville.
      - TUGis public safety track is under way
    - Julia—been working with Harford County for the request for the 1Spatial product that is planned to be deployed for all jurisdictions. Will hopefully be on next week's agenda.
      - Some counties are getting clean up from other products and with Numbers Board funding.
        - Michael Baker in Caroline Co
        - Westat in Montgomery Co
        - GeoComm in Queen Anne's Co
  - Maryland Elevation Working Group – *Patrick Callahan*
    - Patrick M—Spring meeting is scheduled. Roger is going to run point on this workgroup. USGS will be the venue. No date has been selected.
  - Business Entity Data Working Group – *Pat McLoughlin*
    - Patrick M—Doug is still working on document consolidation. Goal is to present to EC in April 2018.
  - Geospatial Career Outreach Working Group – *Tim Palmer*
    - Patrick M
      - Outreach using TUGis space and have event at TUGis with a happy hour
        - Maybe focus on a MSGIC/TUGis happy hour in March 2018
        - Julie—good idea, we need to find a champion.
  - Shawn—how are the working groups set up? How do we track these in Membee? We can set up committees in Membee.
- Quarterly Meeting Updates – *Julie Spangler*
  - Winter Meeting Wrap up – Southern Maryland
    - Venue was too small, but turn out was more than anticipated
    - Caucus Meetings
      - Charlene—suggestion was to find out more about other COGs/MPOs are doing
        - Hagerstown MPO is doing interesting things.
        - Charlene to offer a presentation spot to the MPO. Julie to follow up with Charlene.
      - Niki—has a survey feedback out to private sector members. Is planning to schedule a meeting end of Feb/beginning of March to present at March EC.
      - Lynda—Put a round table survey online; two big things is to talk about grants and the idea of a matrix/survey of the applications the different jurisdictions are using. Also interested in technology showcases—3<sup>rd</sup> party applications that are maybe less used. Geocortex was an example. They also want access to interns at local colleges.
        - Maybe the members can submit opportunities/applications for the various grants. Patrick C—does word press have a forum page? Shawn—yes, and it can be tucked behind the membership

- login.
  - Lynda suggested that maybe we could approach Doug Reedy about assisting with this. Lynda will reach out to Doug to see if this is something he might want to lead.
  - Maybe we can start reaching out again to companies to post internships. But also need a way to handle unpaid internships. Potentially allow folks with unpaid internship positions to request our college contact list and then work together to fill the position for credit.
  - Platform Matrix survey potentially in Survey123. It uses credits. Can we use this? Kevin—doesn't think the credits for using Survey123 are that significant. Patrick M would like to know what we have used to date and assess what we will use for this survey we can work on a projection for the non-profit account.
  - Kevin—discussion centered around imagery/lidar and the group would like to go beyond the basic updates. Working to reach out, maybe feature an agency each quarter.
  - General comments
    - Niki—we need to be sure we introduce ourselves when we get up; there are a fair number of new people attending. Name tags would be a good idea.
    - Patrick M—do we want to bring the around the room back?
    - Ideas circulating about how to make meetings more interactive; state of the state idea, brown bag lunch idea, letting reps speak if they want about their projects.
  - Spring Meeting – Hagerstown Library, April 18<sup>th</sup>
    - Julie to check with Fugro about breakfast
    - Patrick M—seeing if there is interest in establishing a working group around data governance
      - Julie will add time to agenda.
- Upcoming Conferences
  - Esri – MUG 2018 Spring Meeting, The Universities at Shady Grove (April 20, 2018)
  - Delmarva Conference (April 27, 2018)
  - Esri UC Conference, San Diego (July 9 – 13, 2018)
    - If anyone is interested in doing a Maryland meet up? Patrick M—do the social on the Monday night. It helps people who may not know a lot of people meet others.
  - TUgis Conference, Towson (August 7-8, 2018)
  - MACo Conference, (August 15 – 18, 2018)
    - Are we getting a booth? We have the last two years. Patrick C will ask AI about the costs and then will report back.
- New Business
  - Shawn—add a blog post about the Membee changes and how things work. Shawn will write it.

Conference call info:

<https://global.gotomeeting.com/join/242537965>

United States: +1 (872) 240-3212

Access Code: 242-537-965