



# Maryland State Geographic Information Committee

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

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Patrick Callahan  
Prince George's County

## Vice Chair

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JMT Technology Group

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MD Dept of Information  
Technology (DoIT)

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MD Dept. of Natural  
Resources

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### Education

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Technology (DoIT)

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Dewberry

### Outreach

Ashley Samonisky  
Vision Planning and Consulting

## MSGIC Executive Committee Meeting Agenda

Wednesday April 11, 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  
Brad Spittel  
Erick Pate  
Mara  
Charlene  
Kevin  
Niki  
Julie  
Julia  
Roger Barlow  
Al  
Shawn P

## On the phone

Lynda  
Eric Stetser  
Sid  
Ashley Samonisky  
Art Lembo

Open Meeting & Announcements – *Patrick Callahan*

*Patrick discovered Monday that the executive emails were not going to the full mailing list. It has been rectified now to include the full list Patrick received from Pat. If you know of anyone that is missing, please let Patrick know so he can add the names.*

- Approval of Prior Meeting Minutes (January, February, & March Notes)
  - January
    - Motion to approve: Julie
    - Second: Al
    - Julie will have interns post
  - February
    - Motion to approve: Julie
    - Second: Al
    - Julie will have interns post
  - March
    - Julie--will prepare and send in the next few days
- New Topics & Open/General Discussion

MSGIC Treasury Report - *Al Wainger*

Al—Sent a check to UMD for the intern in December; they never cashed it, so it came back in on the income side. A new check was written on 3/30. We did get \$2000 through PayPal from Monday (when Membee opened) to Tuesday morning. Another \$550 came in since yesterday. Al sent Patrick the list of organizations and sponsorships. The City of Frederick has now signed up for a \$200 org membership.

Patrick—wants to start reaching out to sponsors who haven't signed up yet. Patrick will follow up with these groups as Chair. Julie will help Patrick this activity.

Niki—email about the grace period went out, but all the logos came down. Patrick made the request to the interns to correct this before the meeting next week.

Julia—what is the process to get an invoice? Shawn—in Membee there is a billing section. You can generate your invoice there. Shawn—there is an invoice report that can come from Membee to track. Al would like to understand more about this process. Specifically, how will he know when he needs to send a W-9 to show the non-profit status. Julie suggested we add a link to the website to assist people who need the W-9.

#### MSGIC Business

- Membership Tracking – *Kevin Coyne, Shawn Pickett*
  - Membee Update (this is intermingled above as well)
    - Marshall—how does a new person sign up? Shawn—the admin of the org has to add the person to the org through the profile.
    - Shawn—we will post documentation.
    - Al—how many of the 1700 have signed up? Patrick to check and report back.
    - General—the search feature will be updated soon to search all members and organizations. Shawn is aware and is working with Membee to correct this.
- Membership/Sponsorship Renewal – *Patrick Callahan*
  - Patrick—now that the Membee site is up, there are so many things we can take advantage of.
  - Julie—can we set up a spreadsheet in Admin to track change requests? We can vet them before we ask for the changes.
  - Al—needs to know how to credit Roger's account with the check that was submitted. Al and Shawn to discuss these steps.
- Member/Sponsor Research – *Patrick Callahan*
  - Membership Survey
    - Patrick—still needs assistance with the survey. Niki was expecting a link to the document. Patrick will send a link to the EC to review.
    - Mara has volunteered to assist with this initiative and chair the working group. Julie will assist with Mara's working group.
- New Intern Process – *Patrick Callahan*
  - Patrick—We need a small working group to assist with hiring the new intern. The information needed is pretty much canned. We just need volunteers. Ashley will chair the small group but will abstain from the interviews. Marshall Stevenson and Brad Spittel will assist with the interviews.
  - Related—we've been getting a few questions about how to post jobs to the site. Please have anyone send the job announcements to the MSGIC email account. We like to vet them first. We need to add something to the website as to the process to follow to get a posting listed, and explain what minimum information needs to be submitted to facilitate the post.
  - Shawn—there is some Membee housekeeping that needs to occur to get all the links properly redirected.
  - Mara—originally the jobs were to be behind the paywall, and the internships were to be outside of it. But everything is now behind the paywall. Can we move those back outside?
    - For Ashley—we need to tighten the process for adding, removing and where postings should be on the site. Niki will follow up with Ashley about this.

- Shawn made note that we can now create “teasers” with the plugins that are available.
- TuGIS Advisory Meeting – *Patrick Callahan, Julia Fischer, and Pat McLoughlin*
  - Patrick C--Still going over what the day will look like. Going to have Industry Talks. Exhibitors are still being solicited. There are still a few spots to fill.
  - Julia—the date closed for presentations. A decent number was received and are currently under review. The deadline was firmed up for the Map App Competition, the deadline is coming up in May. Training seats are being firmed up and number of seats was given to Sharyn.
  - Kevin—the plenary is going to be recorded and focus on the history of GIS in Maryland
  - Julie—the plenary is leaning towards being totally recorded so no one room is “better” than another.
- MSGIC Goals Review
  - Patrick—it’s been ~6 months since he took over and we need to review our goals. All EC members please take an action item to review your goals.
    - Patrick—Membee has been our most significant accomplishment to date. We have also been trying
    - Blog Posts
      - Mara and Charlene volunteered to write posts. Julie will add them to the list.
        - Charlene—long range plan
        - Mara—what BMC is working on
      - Julie asked everyone to send her blog ideas via email.
    - Activity Timeline
      - Just a list to keep track of what we should be thinking about when.
  - Patrick—pulled up preliminary docs and discussed some outstanding topics. [We need to make this actionable somehow.]
- Working Groups
  - NG911/Public Safety Working Group – *Peter Hanna*
    - Peter (via email)-- There is no big update for the working group this month. Following the big NG 911 Meeting at the end of February, a group discussion was set up on Google for comments on the NENA Model. There has been no feedback on the group discussion so Peter will have to follow up and see if we can get movement.
  - Maryland Elevation Working Group – *Erin Silva (Roger Barlow)*
    - Roger—NOAA near shore topo bathymetric data gathering is underway with several projects. NOAA data will be posted on digital coast as LAS files. Will be similar quality to QL 2 land lidar.
    - Project occurring in Annapolis with the Naval Academy. Naval Academy Facilities group is doing studies to increase flood protection on the campus.
    - Big activity is 3D Nation that is a study and survey going on for all elevation data (land and bathymetric.). Joint survey between USGS and NOAA. Dewberry is the selected contractor. Rich Ort is the state champion and will be selecting the groups that are participating. Looking for a max of 15 participants that use lidar on a regular basis. Kick off meeting was 3/23/18. This is a nationwide study, so it is a large group. Waiting on OMB approval to get started. Once approved, it will take 3-

4 weeks for the survey to be completed. There will be a workshop at a later time to clarify the mission areas with the respondents. May tie into the elevation work group and TUGis.

- Patrick C will ask Ardys to reserve a room for this meeting.

- Business Entity Data Working Group – *Pat McLoughlin*
  - Doug has been working on the Product Descriptions then move onto the Use Cases and preparing to get a full draft document out. Pat M agreed to help with some of the use cases, but have gotten sidetracked and have not been able to get back to Doug. Plan is to present to the EC once draft is wrapped up.
- Geospatial Career Outreach Working Group – *Julie Spangler & Tim Palmer*
  - Recap from 3/29 event
    - Small group, successful interactions.
  - Plan for 5/30 event underway
  - Plan for Training Day will get underway in May
  - Erick Pate volunteered for the May event at CCBC.
- Quarterly Meeting Updates – *Julie Spangler*
  - Spring Meeting – Hagerstown Library, April 18<sup>th</sup>
    - Julie will follow up with Ashley and the interns about final details for next week's quarterly.
  - Summer Meeting—Salisbury University, July 20<sup>th</sup>
    - Kevin to assist with scheduling the location for the happy hour. Julie to reach out to Lauren for ideas for locations for the happy hour.
- Montgomery College Career Fair – Attendees
  - Patrick—we've been invited to the Montgomery College Job Fair. Patrick and Julie are going to attend on behalf of MSGIC.
- 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)
  - TUGis Conference, Towson (August 7-8, 2018)
  - MACo Conference, (August 15 – 18, 2018)
    - Julie or Niki will attend if Patrick is unable to attend due to other commitments. Shawn can also participate.
- New Business
  - No new business to discuss.

Conference call info: 1 (872) 240-3212 Access Code: 238-783-389

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