



# Maryland State Geographic Information Committee

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

## MSGIC Executive Committee Meeting Agenda

Wednesday, February 13<sup>th</sup>, 2019 9:00 AM – 12:00 PM

MD DoIT Offices - 100 Community Place, Crownsville, MD 21032

(1<sup>st</sup> Floor, Conference Room Side B)

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

### Chair

Julie Spangler

JMT Technology Group

### Vice Chair

Matt Sokol

MD Dept of Information

Technology (DoIT)

### Past Chair

Patrick Callahan

Prince George's County

### Secretary

Shawn Pickett

Century Engineering

### Treasurer

Al Wainger

Michael Baker International

### CAUCUS CHAIRS

#### Education

Art Lembo

Salisbury University

### Federal Government

Sal LiCausi

Ft George G. Meade

### Local Government

Chris Kephart

Caroline County

### Private Industry

Niki Miller

JMT Technology Group

### Regional

Erica McMaster

Washington College

### State Government

Patrick McLoughlin

MD Dept of Information

Technology (DoIT)

### SUBCOMMITTEE CHAIRS

#### Data and Resources

Cheryl Knott

BNIA-JFI

#### Education

Lauren McDermott

ESRGC

#### Advocacy Chair

Logan Hall

ESRGC

#### Outreach

Patrick Callahan

Prince George's County

### In Person

Julie Spangler

Al Wainger

Patrick Callahan

Cheryl Knott

Shawn Pickett

Matt Sokol

Niki Miller

Kevin Coyne

Patrick McLoughlin

Sal LiCausi

Mike Herzberger

### On Phone

Art Lembo

Brad Spittel

Lynda Warthen

Erica McMaster

Erick Pate

JB Churchill

Lauren McDermott

Chris Kephart

Open Meeting & Announcements – Julie Spangler

- Approval of Prior Meeting Minutes
  - o Patrick – Motion to Approve
  - o Matt – Second
  - o All in favor, approved

- Review of Action Items from January 2019

- New Topics & Open/General Discussion

MSGIC Treasury Report - Al Wainger

- Confirmed Mid-May first time invoices will go out
- Promotion of shift of annual renewals to July 1
- Go-To Meeting now Annual payment rather than Month to Month. Carries us through January 2020
- Paid up on Mailbox
- Bank account has inactive members associated with it - needs to be updated.
- Doug is still on Paypal account

**Bolded topics may  
require a vote.**

- Have new checks - should be good for another 2 years
- Tax accountants will invoice us after the 15th of the month
- Invoice from MSGIC booth at TUGis - waiting on Sharyn to update contract before Julie signs - \$4000
- Membership in the Maryland Nonprofit Organization (\$100)
  - o Julie - Motion
  - o Matt - Second
  - o Approved
  - o Patrick McLoughlin – Would like to review the by-laws for adding a maximum budget item threshold where it could be approved by the 4 EC members – Chair, Vice Chair, Treasurer, Secretary
- MSGIC Scholarship Idea Update
  - o Julie - Will be tabled for now as there are more pressing issues, unless someone else wants to take it on

#### MSGIC Business

- Administrative
  - o Assignment: By Law Review
    - Julie – Need everyone to review and put together list of questions / concerns
    - Patrick M. – Reminder that by-laws changes have to be voted by the members
    - LINK: <https://drive.google.com/file/d/0B8V8Or29Q4yCdWpaWk9lVTZ2VDg/view>
  - o Authority for County Boundaries – Matt Sokol
    - Need to figure out the right avenue for this, as this is going to be a legislative mandate, maybe Julia can the conduit
    - Julie – Keep it on the list, but need to decide whether we are just providing resources or an active participant
    - Sal – Is there a group in the state government that defines who owns datasets?
    - Patrick M. – Going through statute in DoIT to work these types of issues; For example there are watersheds that by law are owned by 3 different agencies / organizations
    - Patrick C. – Also need to look at who owns the digital files and is the authoritative source
    - Matt – This is not just who owns, but also carries a level of responsibility in ensuring the data is correct that could be costly financially
  - o Federal Caucus Chair—email vote confirmed Sal LiCausi
  - o Intern Hiring Update – Matt Sokol
    - Ali's Status
      - Matt – Has not been getting paid, UMD / Dept of Geography no longer supports having an account that the intern can pull from
      - Gift Ali money as a temporary fix, Al has gotten initial buy-in from the accountants, but we need to write up the proposal for them to approve
      - Julie – One way or another, we will ensure Ali gets paid, but because of the situation, we cannot keep her on any longer
    - Next Intern?
      - Salisbury/ESRGC

- Julie recommends we go this option as the path of least resistance, we have spent a lot of time trying to wrangle this issue
  - No Interns
    - Unpaid Interns
    - Employees
    - Payrolling through a Temp Agency
  - Julie – We need to continue to look into options, but going forward, we need to have to have written agreements to ensure we have a paper trail.
  - Kevin – Could we hire a company to administer the website?
  - Julie – Then we wouldn't get the other things that interns have historically done – meeting prep, social media, communications, etc. Also, we would have to administer a contract, which brings on the same level of processing, if not more for an intern as an employee
  - Julie – The Maryland Non-Profit has a checklist of 7 things for “getting started” and we have only done 4 of them, need to work through the last 3.
  - Julie – We will setup a conference call with Art, Al, Matt, Julie, Lauren, Dr Scott to discuss the intern situation going forward.
  - Matt – Some time has passed since the posting has closed, not sure if those candidates are still available
  - Julie – Need to do a focused campaign at Salisbury for future interns
  -
- Al – Have been thinking that we need some sort of liability insurance to protect ourselves; For example the bank account is not in Al's name
  - Julie – This needs to be discussed further, and the resources from the Maryland NonProfit Organization will help
- Assignment: Caucus and Subcommittee Goals for 2019 – Julie
  - Need to formalize these and get them organized in drive; Would like to create one folder for each and let them work through them the internal folder structure
  - Shawn – Need to include links
- Standard Operating Procedure Requirements – Julie Spangler
  - Membership Year & Invoicing Update
  - Task Log
  - Membee Database Clean Up
    - Caucus': assign or select?
      - Patrick M. – By-Laws say members will be assigned to the caucus that corresponds to your employer, but they can participate in any other caucus
      - Al – Can someone vote in another caucus than they are assigned? Is this laid out explicitly in the by-laws?
      - Julie – This is something we need to look at this
      - Shawn / Sal – This is a data management issue as this cannot be done automatically and we don't want people to self-select
      - Matt / Julie – Each caucus chair needs to review their list of members and get this cleaned up

- Julie / Patrick C. – Looking at a campaign to:
    - Get the word out about signing up
    - Are you a member?
    - How to administer profile / account?
  - Patrick C. – What about setting up a public facing member directory that only shows the organization contacts?
- Maryland Drone Working Group – Al Wainger
  - Working with MaCo on legislative push
  - Al will be leading the group, if anyone wants to join contact him
- Website Working Group – Matt Sokol
  - Sean Lynn and Erica have offered WordPress assistance
  - Julie – goal would be simplifying the website, removing the junk, and then adding the fluff
  - Email Matt if you are interested
- Quarterly Meeting Updates—Matt Sokol
  - Winter Meeting Recap— January 16, 2019 Axis Geospatial, Easton, MD
    - RSVP went very well in giving AXIS a heads up on attendee count
    - Overall went very well and AXIS was a great host
    - About 72 attendees overall, with ~50 after lunch
  - Spring Meeting – April 17, 2019 Hagerstown, MD
    - Washington County Library, start at 10am
    - Bill Bower – Surveying: Then and Now
    - Esri – Developer Resources
    - Cyclomedia – ROI on using 360 imagery
    - Shifting TUGis update to the afternoon
    - 15 min lightning updates (2-3 min for each working group)
- Caucuses & Subcommittees
  - Caucus updates from Winter Meeting
    -
  - Advocacy – Logan Hall
    - Census
  - Data and Resources Subcommittee – Cheryl Knott
    - Working on getting additional content for website and want share agendas / info from past events to show that groups are still active
    - Working Groups
      - NG911/Public Safety Working Group – Peter Hanna
      - Maryland Elevation Working Group – Erin Silva & Roger Barlow
      - Business Entity Data Working Group – Doug Adams
      - Geospatial Career Outreach Working Group – Mike Herzberger
        - Mike – Should I be coordinating through Julie or Cheryl or both?
        - Julie – She is a bottle-neck, just coordinate through Cheryl
        - Mike – Focusing on getting TUGis panel setup
        - Patrick M. – The small group Emerging Professional events should be the main focus
        - Julie / Mike – To setup meeting to discuss EP and deconflict with TUGis working group

- Mike – K-12 mentorship / speaking program – Want to get something on the website to allow prospective schools / teachers to sign up or get
- Education Subcommittee & Education Caucus – Lauren McDermott & Art Lembo
  - Training Survey Results – Art
    - 112 responses
    - 65% have taken training in the past year
    - Training requested are mostly technical
    - 60% willing to pay for training
    - Non-technical courses – 83% interested in project management
    - People prefer in-person training over live webinars and recorded videos
  - 2019 Training Plan – Julie
    - Art and Lauren are working on a training calendar for 2019. Push to get all of the training setup for TUGis; All courses except Esri-sponsored course can be offered again by MSGIC outside of
    - Has a call out with Ardys to discuss the schedule since all training except 1 are only offered in the morning
    - Patrick M. – MSGIC has been asked to coordinate the training day, so we have some weight we throw around as an equal party
  - Webinar February 21, 2019 – Julie
    - Shawn Wampler went through this training that was a fill in during an event and it went really well
    - Time management using personal Kanban, not just for GIS
- Outreach Subcommittee – Patrick Callahan
  - Maryland Mapping Competition Update – Patrick C.
    - 4 schools signed up with 6 different projects
    - Final training session for teachers happening on Saturday, but only have 2 people signed up. If we don't get more signed up, we will have to cancel
  - Outdoor Educators Conference Recap
    - There were a lot of teachers that want to use GIS, but don't know how to get started
    - Julie – Has there been any active outreach on those that came by the booth?
    - Patrick C. – Is working on outreach
    - Julie – Asked Patrick C. to write up an after action review to use for deciding next year if we should attend
  - Upcoming Conferences
    - MDEMA Symposium May 28-31, 2019 Ocean City, MD – Lynda
      - Emergency Management conference
      - Lynda asked if we would like the exhibit
      - Patrick C. - \$825 for booth, 2 tickets, food, and setup (table, chairs, etc.); Getting power costs an extra \$50
      - Patrick M. – Also have to realize that MSGIC does not have a direct role in emergency management
      - Shawn – will include links:

<https://www.marylandema.org/symposium1>

- MaCo Summer Conference Registration is open August 14 – 17
  - Julie – We have historically attended this, but just need to have the conversation
- License Plate
  - Patrick C. – Someone asked him if we have an organization license plate
  - Only requirements are that we have at least 25 people, are a non-profit, and register our logo
- State Caucus – Patrick M.
  - Robert went back over NG911 and was able to answer some questions
- Private Caucus – Niki Miller
  - Feedback from quarterly:
    - Focus on training
    - Workforce development / coordination with education sector
    - Working Group Proposals
      - Big data (LiDAR)
      - UAS Working
      - Datum Shift
    - Add working group meetings to calendar
  - Sponsorship Level Changes & Member Benefits Discussion → Impact on Membee
- Regional Caucus – Sean Lynn
  - Asked about having resources
  - Private instance of GIS stack exchange
- Local Caucus – Chris
  - Forum, Chris has offered to take lead moderate
- TUGIS Advisory Meeting – Friday, February 22, 2019 -- Julie Spangler
  - Recap of January 25 meeting
  - Training Schedule
  - Industry Talks will continue, but there is call for topics / speakers
  - AI – How does the group feel about proposing a name change to “Maryland Geospatial Conference at TU”
    - Julie / Patrick M. – There has been work over the past few years to remove specific branding with TU, like using blue instead of gold/black
  - Emerging Professionals Activities
    - Julie – looking to pull this subcommittee out of the TUGIS Advisory Meeting
    - Julie – If anyone would like to be apart of the discussion email Cheryl
  - MSGIC Booth
    - Waiting on an update to the contract
    - Looking at mixing up the layout to include something like:
      - Round tables
      - High-top tables
      - Coffee tables / lounge
    - Patrick C. – Are we looking at eliminating the “booth” table?
    - Julie – We still have the one

- Patrick M. – Proposed having one of the floor signs at the entrance to the conference as a way of advertising the conference sponsors
- Matt – Wanted to get back into legislation tracking
  - Julie – Logan is heading up the advocacy subcommittee, he should be taking lead. BMC is still doing this review

**Go to Meeting Information:**

MSGIC Executive Meeting

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Access Code: 211-075-565

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<https://link.gotomeeting.com/system-check>