



Maryland State Geographic Information Committee

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

MSGIC Executive Committee Meeting Agenda

Tuesday, May 7, 2019 1:00 PM – 4:00 PM

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

(1st 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

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Shawn Pickett

Century Engineering

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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

ATTENDEES

In Person

- Julie Spangler
- Pat Callahan
- Al Wainger
- Matt Sokol
- Shawn Pickett
- Charlene Howard

On Call

- Sal LiCausi
- Chris Kephart
- JB Churchill
- Mike Herzberger
- Marshall Stevens

Open Meeting & Announcements – Julie Spangler

- Approval of Prior Meeting Minutes
 - Meeting Minutes were not passed as they were not released prior to the meeting
 - **Shawn – Compile April's meeting minutes and send out**
- New Topics & Open/General Discussion

MSGIC Treasury Report - Al Wainger

- **Al is stepping back / down due to leaving Michael Baker**
 - **Julie / Matt – In contact with a number of possible candidates**
- Any outstanding reimbursements need to get in ASAP
- Julie – to send out report, was temporarily locked out
- Membership in the Maryland Nonprofit Organization
- Need for Insurance
 - Julie - Found insurance company (A&I) that only does non profits
 - Good news is cost is around \$1,700 per year
 - **2 policies that were "required" - ~\$1200**
 - General Liability
 - Directors and Officers
 - 2 policies are strongly encouraged ~\$500
 - Professional liability
 - Non-own and hire auto liability (covers serious accidents when someone drives to MSGIC event)

**Bolded topics may
require a vote.**

- TODO: Need to write policies, intake forms, internal documents to ensure insurance is activated
 - Conflict of interest
 - Volunteers need MD auto insurance
 - And More!
- A&I have a library of draft policies (word doc) that we can use

MSGIC Business

- Administrative
 - Address/Mailbox Change
 - New address
 - Update all paperwork, forms, digital media and removing Michael Baker (used for checks)
 - Forward mail from Annapolis Post Box
 - Matt / Julie have keys
 - Assignment: By Law Review
 - TODO: Need get input on the By-Laws
 - Shawn - any impacts from insurance? - Julie - as of right now, no
 - Shawn - What is the dividing line b/w by-laws and internal policies?
 - Matt - Developing membership policy
 - Matt - Do we need to have a lawyer review?
 - Julie - Looking to Maryland Non-profit Organization for guidance
 - Intern Hiring Update – Matt Sokol
 - Matt - Pat C and Matt interviewed Julie (double major in geography and communication); From Salisbury, seems like a very good fit, was a junior
 - Matt / Julie - Need to have everything in writing
 - Julie - TODO: Next steps are for Matt to talk to Lauren
 - AI - brought up liability
 - Matt - My understanding is that she would be an employee of ESRGC
 - Matt/Julie - Need to talk to people upfront if they are volunteering for a non-board position (working groups, etc.)
 - Assignment: Caucus and Subcommittee Goals for 2019
 - Standard Operating Procedure Requirements – Julie Spangler
 - Membership Year & Invoicing Update
 - TODO: Outreach to organizations
 - TODO: (SHAWN) – Send out list of sponsors / orgs
 - TODO: Database Clean-up
 - Individuals -> Orgs
 - Orgs over their limit
 - Duplicate Orgs
 - AI – Confirmed Membee cashed check for our annual subscription
 - TODO: (Shawn) Reactivate Esri (paid via check)
 - Website Working Group – Matt Sokol
 - Next working group meeting 5/6
 - Quarterly Meeting Updates—Matt Sokol
 - Spring Meeting Recap – April 17, 2019 Hagerstown, MD
 - Went well, positive feedback
 - Summer Meeting – July 19, 2019 Salisbury, MD
 - Same room (at SU) as last time

- Happy Hour to follow meeting
- **TODO: (KEVIN) - Coordinating the happy hour**
 - Matt has Darrell and Wilma (crates) with tickets
 - Julie - Recommend doing the same thing last time (tickets for drinks and order finger food - pizza, wings, etc.)
- Presentations are locked in
- Fall Meeting – October 2019 Central Maryland area
 - Plan to have it at DoIT (Crownsville) in the A & B conference room; can hold over 100 people
 - MSGIC will take lunch
 - **Need breakfast sponsor**
- Tabled Topics; will follow up
 - Authority for County Boundaries – Matt Sokol
 - MSGIC Scholarship Idea Update – Julie Spangler
- Caucuses & Subcommittees
 - Advocacy – Logan Hall
 - Data and Resources Subcommittee – Cheryl Knott
 - BNIA plug
 - Cheryl - BNIA pushed out latest batch of data, looking to expand this to Baltimore County
 - Coordinating with Balt Co through a steering committee
 - Baltimore Data Day - July 12th Friday
 - Putting together concurrent Open Street map hackathon in conjunction with MapTime Baltimore
 - Looking for sponsors - \$100 - \$1000 if possible, typically
 - May 21st (4:30 at University of Baltimore) - Brainstorming Session for data day
 - Working Groups
 - Emergency Management/Public Safety Working Group
 - Peter reached out to Shelby to coordinate way ahead with group
 - Robert update - Coordinating cross-jurisdictional areas
 - Working with VA and PA, working on issues with DE (push back from GIS)
 - Still need to work with WV
 - Maryland Elevation Working Group – Erin Silva & Roger Barlow
 - No Update
 - Business Entity Data Working Group – Doug Adams
 - No Update – move it to tabled topics
 - Geospatial Career Outreach Working Group – Mike Herzberger
 - Shout out to Pat for getting the emerging prof. page up and populated
 - **TODO: (Pat) Mike asked if 2 references to our calendar can be linked to the actual calendar - To do tonight**
 - Got feedback from Anthony Dowd (SP) - AECOM for K-12 outreach
 - EM Night recap (Towson) - Area to improve is to adhere to agenda more closely

- CCBC (Thursday) - Richard Leadbetter (Esri) will be presenting on emerging technologies
 - CCBC does not have budget for food
 - TODO: Julie to Email for vote on "Can MSGIC cover the food? (\$200)" - We do not have quorum to vote right now
 - Haven't heard anything about Salisbury EM night scheduling
 - Julie - Wouldn't worry about it, too close to end of school year
- Maryland UAS Working Group – Al Wainger
 - Julie - Should we put this to sleep or have someone else take over?
 - Al - I think there is too much interest to stop this
 - TODO: Big issue is the participation / presentation MaCo, need to coordinate with Robin
 - Julie, Matt, and Al to discuss
- Education Subcommittee & Education Caucus – Lauren McDermott & Art Lembo
 - 2019 Training Plan – No updates
 - Esri “Program” The Rural Edge--Matt Sokol
 - Workshop at Salisbury University
 - Would like to commit to 1 of 2 days worth of lunch; Esri / Salisbury
 - Webinar - MSGIC members only, will allow folks to sign up at Workshop
- Federal Updates – Sal LiCausi
 - Update to come at Summary Quarterly
- Outreach Subcommittee – Patrick Callahan
 - Maryland Mapping Competition Update
 - Mapping Competition - 17 entries (high school only), middle school dropped out
 - TODO: If you are interested in becoming a judge, it is a digital review (~ 1 hour)
 - May 15th - conference call to discuss how scoring will be done
 - Upcoming Conferences
 - MaCo Summer Conference Registration is open – Need to confirm our registration
- Private Caucus – Niki Miller
 - Matt - Niki/Matt have follow-up meeting on Thursday
- State Caucus – Pat M
 - No Updates
- Regional Caucus – Erica
 - Erica (via email) - Will incorporate Roger Barlow's updates due to the impact on regional
 - Will be attending Esri UC, wondering if there was any events
- Local Caucus – Chris
 - Chris - Still working on contact list, should be done shortly
- Maryland’s Geospatial Conference Advisory Meeting – Friday, June 14, 2019 – Patrick Callahan
 - Recap of April 26 meeting

- Training Schedule
- Emerging Professionals Activities
 - Upcoming event at CCBC 5/9
- MSGIC Booth
- Swag for MaCo / TUgis - Stickers

Go to Meeting Information:

MSGIC Executive Meeting

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