



Maryland State Geographic Information Committee

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

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Cheryl Knott
BNIA-JFI

Education
Anthony Dowell
AECOM

Advocacy
Logan Hall
ESRGC

Outreach
Patrick Callahan
Prince George's County

MSGIC Executive Committee Meeting Agenda

Wednesday, November 13, 2019 10:00 AM – 12:00 PM

CONFERENCE CALL ONLY

CALL IN INFO IS AT THE END OF THE AGENDA

Attendees

Name	Present	Notes
Graham Twibell	On Call	
Julie Spangler	On Call	
Shawn Pickett	On Call	
Jen Chadwick-Moore	On Call	
Erik Hovland	X	
Roger Barlow	X	
Katy Maglio	X	
JB Churchill	On Call	
Niki Miller	On Call	
Erica McMaster	X	
Patrick McLoughlin	On Call	
Cheryl Knott	On Call	
Anthony Dowell	On Call	
Logan Hall	On Call	
Patrick Callahan	X	
Joe Deluca	On Call	
Joe Agenbroad	On Call	

Bolded topics will require a vote.

1. Open Meeting & Announcements – Julie Spangler



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- Approval of Prior Meeting Minutes
 - **October 2019**
 - JB - Motion to Approve
 - Pat - Second
 - **Motion is approved**
- New Topics & Open/General Discussion
 - Pat C. - Happy GIS Day to everyone
 - Julie - Is anyone attending an event?
 - Cheryl - Hopkins is having an event with MapTime Bmore
 - Julie/Cheryl - Brief review of our calendar and the events
 - Julie - Goal is to make our meetings more efficient
 - Shifting to call only for most meetings. In person meetings would occur the month prior to the quarterlies (Dec, Mar, Jun, Sep)
 - Shifting some of the meetings back to the 2nd Wed of the month
 - Recommend moving one of in person meetings to another location to allow more members to participate - Cambridge, MD (eastern shore) was the recommendation.
 - Jen - We have a DoIT conference room reserved for June and September
 - Julie - To send out updated schedule
- 2. MSGIC Treasury Report - Jen Chadwick-Moore
 - 2020 budget planning
 - If anyone has any interest in participating in a budgeting discussion for 2020, email Julie or Jen
- 3. Board of Geographic Names - Jen Chadwick-Moore
 - Brief overview of the BGN (Board on Geographic Names) process and Jen's role
 - Proposed Name - Carney Run
 - Currently unnamed stream that flows into White Marsh Run in the Carney area of Baltimore County
 - Carney is the name of one of the early residents of the area
 - Locals have accepted/support the name change
 - There are no current red flags, she placed her research here:
<https://drive.google.com/drive/u/0/folders/1bjXzLa0779lQtDy7fm5qjh3rvsUXt6QE>
 - Are there any questions or concerns about the proposed name change?
 - No questions or concerns raised
 - Proposed Renaming - Negro Mountain
 - Historic name of a mountain located in Garrett County, MD
 - Non-locals want it changed
 - 2 proposals for new name
 - Mount Nemesis
 - Nemesis is one of the disputed names of the African American who saved Thomas Cressup, a local, in the 1700s



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- Jen has been conducted research on this through the Pennsylvania archives and has placed the maps and documents that she found here:
<https://drive.google.com/drive/u/0/folders/1bjXzLa0779lQtDy7fm5qjh3rvsUXt6QE>
 - She traced the name of the mountain back to 1775
 - Will be working through the MD archives soon
 - Malcolm Mountain
 - Ohio resident proposed naming the mountain after Malcom X
 - Locals overall want to keep the name as is
 - At this point, the process is still ongoing, MSGIC/BGN does not have to make a decision yet
 - The 4 options will be: Approve, Disapprove, Neutral, or Abstain
- 4. MSGIC Business
 - Onboarding of New EC Members - Julie Spangler
 - If you have not heard from your predecessor, please either reach out or ask for assistance
 - Strategic Goals - Julie Spangler
 - Looking to continue the effort with
 - On the website, our current strategic goals can be seen on **About Us -> Organizational Documents -> [MSGIC Strategic Goals 2018 – 2020](#)**
 - Website Working Group – Julie Spangler
 - Sean Lynn, Shawn, and Pat C will be having a meeting tomorrow to discuss the inner workings of Membee and the integrations with Word Press
 - Sean Lynn will be creating a Slack team for MSGIC
 - JB - Recommend we include a 301 redirect to ensure old links for http will be redirected to the secure https version
 - Shawn - Need to include review the pages on the backend that can only be seen
 - Shawn - Talk to Sean Lynn about moving off of TierraNet before Dec 2nd else we will have to pay for another 3 months of service
 - Quarterly Meeting Updates—Niki Miller & Pat McLoughlin
 - Fall Meeting – Wednesday, October 30, 2019, DoIT, Crownsville, MD
 - Overall meeting went well
 - Attendance was down a little bit
 - Shout out to Niki, Pat M., Jen, and Justin Manion who put a lot of effort in getting everything together
 - Winter Meeting - TBD
 - Julie - Tentatively scheduled for Jan 2020
 - Usually on the 3rd Wed of the month, which would put us at the 15th, could also do the 22nd
 - Need to determine the location





- Interest has been shown on certain topics, but will depend on location of meeting
 - Jim Cannistra / Roger Barlow have volunteered possible locations
 - Explore formation of a Working Group
 - Need one person to help with each:
 - Location
 - Breakfast Sponsor
 - Agenda
 - Volunteers include:
 - Graham
 - Niki
 - Pat M.
 - Charlie Wrenn (tent)
 - Get together with a call on the side
- Administrative
 - Membership in the Maryland Nonprofit Organization
 - **Legal Services Update**
 - Patty, our lawyer, needs to talk to the IRS on behalf to find the easiest way to get us moved from a Private Foundation to a Public Charity
 - We would need to retain her services for her to be able to talk to the IRS
 - Patty estimates \$2,000 overall for her services is a high end, could be as low as \$1,500 (\$175 per hour)
 - First need to send Patty a letter of engagement with \$500 retainer
 - Patty recommends that we sign a power of attorney so that she can talk to our attorney
 - Discovered that none of our tax returns have been signed by a board member or even include the name of a board member
 - Julie - Any questions or concerns?
 - Overall agreeance that this is the right path to get our non-profit status resolved
 - Logan - Should we include a "not-to-exceed" clause
 - Julie - The current agreement drafted includes a clause that no work will be completed beyond 10 hours without our written consent
 - **Julie will sign Letter of Engagement**
 - Jen - Motion to Approve
 - Logan - Second
 - **Motion is Approved**





- **Julie will sign Power of Attorney**
 - Pat C. - Motion to Approve
 - JB - Second
 - **Motion is Approved**
- Educational Materials:
 - **Admin -> MD Non Profit Resources:**
 - <https://drive.google.com/drive/u/0/folders/1zCxGDgyMtFLP5I675KKhAUkOjIcIAqVT>
- Insurance Update
 - Julie will send out information to the board about our insurance options, with the initial focus on the minimum that we need as a Non-Profit
- By Law Review
 - Joe Agenbroad has volunteered to assist with this review
 - Julie - Want to compare our the example by laws provided by MD Non-Profits
(<https://drive.google.com/drive/u/0/folders/1zCxGDgyMtFLP5I675KKhAUkOjIcIAqVT>) to our current by laws
(http://msgic.org/wordpress/wp-content/uploads/2015/04/MSGIC_By-laws_UpdatedOctober2014a.pdf)
 - Anyone have any interest in volunteering for this review:
 - Pat M.
 - Shawn
- Roberts Rules of Order
 - Everyone on the board should get familiar with these
- Membership Year & Invoicing Update -- Julie Spangler
 - Membee Database Administration
 - Shawn is working with Mike Blahut and Jordan to get an initial conference call scheduled
- Tabled Topics; will follow up in time
 - Assignment: Caucus and Subcommittee Goals for 2019
 - Standard Operating Procedure Requirements – Julie Spangler
 - Authority for County Boundaries – TBD
 - MSGIC Scholarship Idea Update – Julie Spangler
 - Business Entity Data Working Group – Doug Adams
- 4. Caucuses & Subcommittees
 - Advocacy – Logan Hall
 - Data and Resources Subcommittee – Cheryl Knott
 - No updates from the working groups, Cheryl has reached out to let everyone know how they can submit updates
 - Working Groups
 - Emergency Management/Public Safety Working Group - Peter Hanna & Shelby Roberson





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- Maryland Elevation Working Group – Erin Silva & Roger Barlow
 - Geospatial Career Outreach Working Group – Mike Herzberger
 - Maryland UAS Working Group – Jonathan Austin
 - Education Subcommittee & Education Caucus – Erik Hovland & Anthony Dowell
 - Julie - Anthony to schedule a meeting to get a plan together for 2020
 - Julie - Only thing on the training for 2020 currently is that we will support the TUGis training day
 - Federal Updates – Roger Barlow
 - No Updates
 - Outreach Subcommittee – Patrick Callahan
 - No Updates
 - Private Caucus – Niki Miller
 - Feedback that having training scheduled would be much appreciated
 - State Caucus – Pat M
 - 3 open positions on the GIO's office
 - Regional Caucus – Erica
 - No Updates
 - Local Caucus – Katy & JB
 - JB to schedule a meeting between Katy and JB
5. Maryland's Geospatial Conference Advisory Meeting – Julie Spangler
- Feedback & Follow Up
 - Looking for volunteer to participate in meetings
 - Joe DeLuca volunteered
 - Looking to put together a FAQ
 - Planning for next year

Go to Meeting Information:

MSGIC Executive Meeting

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