MSGIC Executive Committee Meeting Agenda
Wednesday, June 12, 2019 9:00 AM – 12:00 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 the front desk to obtain a visitor badge

In Person
- Patrick Callahan
- Kevin Coyne
- Mara Kaminowitz
- Cheryl Knott
- Charlene Howard
- Matt Sokol
- Shawn Pickett
- Julie Spangler
- Matt McLoughlin
- Roger Barlow

On Phone
- Sal LiCausi
- Mike Herzberger
- JB Churchill
- Lynda Warthen

Bolded topics may require a vote.

1. Open Meeting & Announcements – Julie Spangler
   - Approval of Prior Meeting Minutes
     - Shawn - Motion
     - Pat M - Second
     - Approved
   - New Topics & Open/General Discussion
2. MSGIC Treasury Report - Jen Chadwick-Moore
   - Introduce our new Treasurer
   - Julie - Has mail to pass off to Jen
   - Updates on Columbia Bank - There are no executive member on the account; Looking to move to a bank like M&T that has more locations spread throughout the state
   - Have call to ask questions for the Accountants, More to follow
3. MSGIC Business
   - Administrative
     - Membership in the Maryland Nonprofit Organization
       - Legal Services

- - - - ■ Julie / Matt - Have a call on Thursday afternoon to get more details, more to follow
      - ○ Address/Mailbox Change
        - ■ New address
        - ■ Annapolis Post Box--now closed
      - ○ Need for Insurance
        - ■ By Law Review
        - ■ Waiting on call-back from insurance broker (Submitted request for quote)
        - ■ Hoping to have insurance in place by July 1st
        - ■ One point of concern - there are a lot additional rules and requirements around interfacing with kids under the age of 18, including background checks
        - ■ Need to create a number of policies - there are templates available for many of them
        - ■ Need accounting for executive members attending monthly meetings, have to attend (phone / in person) at least 50% + 1 meetings per year
        - ■ Mara - Does that mean we can't do things like paying prize monies for a mapping competition?
          - ● Julie - This gets into a gray area that we need to work out with the legal services, paying for a service is okay, but paying an individual person could get sketchy and call into question our non-profit status
- Intern Hiring Update – Matt Sokol
  - ○ Julia Q. is our official intern (Salisbury); Double major in Comm / Geo
  - ○ Julia - Coordinate with Shawn to go over the basics of membership management in Membee
  - ○ Matt - Will send Shawn Julia's contact information
- Membership Year & Invoicing Update -- Julie Spangler
  - ○ Membee Database Clean Up
  - ○ Next reminder email for invoicing will go out later this week
  - ○ Julie - Putting together an email to go out to all members with things like:
    - ■ Contact your organization admin (main dues contact) if you are unsure if the membership has been paid
    - ■ Check your spam / junk mail box for the invoice notification
  - ○ Shawn - Coordinate with Patrick C. on updating MailChimp list
  - ○ We put out some membership policies
  - ○ Shawn - Setup new intern in Membee for website login
- Website Working Group – Matt Sokol
  - ○ Sean Lynn has a development environment setup
  - ○ Working group has been making a lot of progress, taking one page / section at a time
  - ○ Changes being made weekly, with phone calls made bi-weekly

- - Hosting - Transferred domain hosting service contact to MSGIC email from Doug Reedy's email
    - Salisbury has been gifting the service under their account
    - Working on transferring this to our own account
    - Also need to work on transferring the actual server (currently being hosted from a Salisbury server)
  - FAQs google doc has been started here
  - Matt/Pat C. - Need to convert doc to Google Doc
  - Also looking at pulling in a stand-alone Resources page
  - Also looking at securing the website
  - Sal - DOD does not allow employees to use Google Drive, need to take that into consideration when sending out communication (links)
- Quarterly Meeting Updates—Matt Sokol
  - Summer Meeting – July 19, 2019 Salisbury, MD
    - We have 4 presentations, great line-up
    - Happy Hour to follow meeting
    - Parking requires a parking pass, if not you could get a ~$40 parking ticket, will be sent out in all of our communication going forward
  - Fall Meeting – October 30, 2019, DoIT, Crownsville, MD
    - MSGIC will sponsor the lunch
    - Need Breakfast sponsor
- Tabled Topics; will follow up
  - Assignment: Caucus and Subcommittee Goals for 2019
  - Standard Operating Procedure Requirements – Julie Spangler
  - Authority for County Boundaries – Matt Sokol
  - MSGIC Scholarship Idea Update – Julie Spangler
  - Business Entity Data Working Group – Doug Adams
4. Caucuses & Subcommittees
   - Advocacy – Logan Hall
     - Salary Survey Update
     - Has been republished by MaCo - GIS is moved to CAD Operator / Tech
     - Link to Survey
   - Data and Resources Subcommittee – Cheryl Knott
     - Working Groups
       - Emergency Management/Public Safety Working Group
         - Robert on leave - No updates
       - Maryland Elevation Working Group – Erin Silva & Roger Barlow
         - Topographic LiDAR
         - Topobathymetric LiDAR
         - Shoreline Activities - coordinating with Kevin (
           - DNR (with others) are creating shorelines from topographic and Topobathymetric LiDAR as a proof of concept, may not be the full state

- - - ○ Plan to present at TUgis
      - Debra Clearwater (MDE) is the POC for a shoreline update project (brought on VIMS) - Talbot, Dorchester, Anne Arundel, Calvert
      - Need meeting will be at TUgis
      - USGS in process of getting inter-governmental cost estimate for Bathymetric collection along Potomac River - Hope to fly in October
    - Geospatial Career Outreach Working Group – Mike Herzberger
      - Good Emerging Professionals meeting
      - Discussion of K-12 outreach
      - Julie - brought up issue of insurance for kids 18 and younger
      - Discussion - brought suggestion of limiting coordination to teachers and administrators
    - Maryland UAS Working Group – <>
      - Julie - We need someone to lead this group - includes attending MaCo in August for a panel
      - Last meeting was in April, there is a lot of interest, but need someone to coordinate the meetings
      - Mara - will help find candidates
  - Education Subcommittee & Education Caucus – Lauren McDermott & Art Lembo
    - 2019 Training Plan
    - Esri "The Rural Edge" Program--Matt Sokol
      - 7/31/2019 - webinar
      - 9/18/2019 - 9/19/2019 - in person workshop, Salisbury, MD
  - Federal Updates – Sal LiCausi
  - Outreach Subcommittee – Patrick Callahan
    - Maryland Mapping Competition Update
      - Patrick C. - Will not be doing it next year, need a volunteer(s) by September
    - Upcoming Conferences
      - MaCo Summer Conference
        - Attendees
        - Drone panel participation
  - Private Caucus – Niki Miller
    - No Updates
  - State Caucus – Pat M
    - Matt / Pat - Have talked about coordinating a large, centralized GIS Day event
    - Matt - There has been feedback that driving to a separate event doesn't make sense if each agency / department has already / is planning to have a "local" event

- ○ Julie - Could also coordinate themes / topics and still have smaller events to at least provide a coordinated front
- ○ Cheryl - Balt City groups has previously staggered events on the days / week before and after to allow more people to attend
- Regional Caucus – Erica
  - ○ No Updates
- Local Caucus – Chris
  - ○ No Updates

5. Maryland's Geospatial Conference Advisory Meeting – Patrick Callahan/Julie Spangler
- May 2019 was cancelled
- Registration Numbers
  - ○ Need to discuss what to do with the 10 free tickets we got with our sponsorship (1 will be offered to Julia, the intern)
  - ○ Pat M. - Traditionally, MSGIC gifted the extras to DoIT to allow the executives to attend, but this may not be necessary this year. Will have more information once DoIT receives their invoice
- MSGIC Booth

- July 10th - Next Executive Meeting
- July 12th - Baltimore Hackathon (OSM)
- Sept 18th - MD QGIS User Grop - Elkridge branch Howard County Public Library

Go to Meeting Information:
MSGIC Executive Meeting
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/211075565
You can also dial in using your phone.
United States: +1 (646) 749-3112
Access Code: 211-075-565
First GoToMeeting? Let's do a quick system check:
https://link.gotomeeting.com/system-check