OFFICERS

Chair
Graham Twibell
AECOM

Vice Chair
Niki Miller
JMT Technology Group

Past Chair
VACANT

Secretary
Shawn Pickett
Century Engineering

Treasurer
Jen Chadwick-Moore
MD Historical Trust

CAUCUS CHAIRS

Education
Logan Hall
ESRGC

Federal Government
Roger Barlow
USGS

Local Government
Katy Maglio
Anne Arundel County
Varun Chudiwale
Montgomery County

Private Industry
Brad Spittel
KCI Technologies
Harrison Bloom
Straughan Environmental

Regional
Erica McMaster
Washington College

State Government
JB Churchill
John Lesko
Maryland Dept of IT

SUBCOMMITTEE CHAIRS

Data and Resources
David McSpaden, DME
Luis Carrasco, WSSC

Education
Anthony Dowell
AECOM
Ryan Mello
ESRGC

Advocacy
Charlie Wrenn
Snap, Inc.

MSGIC Executive Committee Meeting Notes
Wednesday, February 10, 2021 10:00 AM – 12:00 PM
Conference Call-in Only
(Call info at the end of the agenda)

Executive Committee Attendees

Name	Role	Present
Graham Twibell	Chair	--
Niki Miller	Vice Chair	x
Shawn Pickett	Secretary	x
Jen Chadwick-Moore	Treasurer	x
Logan Hall	Education Caucus Chair	--
Roger Barlow	Federal Government Caucus Chair	--
Katie Maglio	Local Government Caucus Co-Chair	x
Varun Chudiwale	Local Government Caucus Co-Chair	--
Brad Spittell	Private Industry Caucus Co-Chair	--
Harrison Bloom	Private Industry Caucus Co-Chair	--
Erica McMaster	Region Caucus Chair	x
JB Churchill	State Government Caucus Co-Chair	x
John Lesko	State Government Caucus Co-Chair	x
David McSpaden	Data and Resources Chair	x
Anthony Dowell	Education Subcommittee Co-Chair	x
Ryan Mello	Education Subcommittee Co-Chair	x
Charlie Wrenn	Advocacy Subcommittee Chair	x
Sean Lynn	Outreach Subcommittee Chair	x
Total Count		12/18

Other Attendees

Name	Organization
Luis Carrasco	WSSC
Charlene Howard	MWCOG
Joe Agenbroad	Dewberry
Al Wainger	Axis Geospatial
Patrick Callahan	Prince George's County
Julia Fischer	MD DoIT

Notes Legend

Green highlighted text - Approved item
Yellow highlighted text - Low priority action item
Red highlighted text - High priority action item
Gray highlighted text - No updates

Bolded topics will require a vote.

1. Open Meeting & Announcements – Graham Twibell
   - Approval of Prior Meeting Minutes
     - **January 2021**
     - **Motion to Approve - Sean Lynn**
     - **Seconded - Katy Maglio**
     - **Approved without Objections**
   - New Topics & Open/General Discussion
2. MSGIC Treasury Report – Jen Chadwick-Moore
3. MSGIC Business
   - Quarterly Meeting Updates – Graham Twibell/Niki Miller
     - Review of Winter Quarterly
       - Local presentations seemed to be well received.
       - Three hours is a long time--we need to build in breaks if our meetings are going to run this long
         - Charlie - Agrees with needing more breaks
         - Luis - Presentations had good content, but some of his colleagues had some confusion about which caucus to attend
       - Esri presentation was well received
       - Caucus breakout sessions - these were a mixed bag
     - Planning for Spring Quarterly (April 21st)
       - Need to confirm the date
       - Presenters include:
         - Drone GIS Workflows - Dave McSpaden
         - Vexcel Imaging - Joe Kochendarfer

- Membership Year & Invoicing Update – Shawn Pickett
  - Extending memberships
    - All Organizations and most individuals have been extended
  - New dues integration
  - Caucus membership lists
- Bylaw Working Group – John Lesko & Logan Hall
  - Making progress, but there are some significant issues/clarifications that need to be reviewed
  - Group will be presenting next month on proposed changes
- Intern Support – Sean Lynn & Shawn Pickett
  - Julia Kwedi will be leaving us in March
  - Sean and Erica will present next monthly meeting on the intern process; Have a job description, but need to get it posted
  - Niki - Will we still have issues with paying an intern directly?
  - Sean - We have confirmed that Washington College can do a similar setup as Salisbury University for paying / invoicing for interns.
  - Sean - Julia has been making updates across the website, including updates to the sponsor list/graphics, universities, and creating maps
- TUGIS 2021 Planning
  - Conference will be held virtually from 8/10 through 8/12 with a training day on 8/13
  - Whova is the platform that will be used this year
  - Ticket price is $30 per person
  - The request for presentations is open now through 4/26
  - All presentations are 15 minutes long
  - Early bird registration opens in late February
  - There are new sponsorship and exhibition opportunities
  - Training discounts for MSGIC members and gratis training tickets
- Strategic Goals - Niki
  - Migration to GSuite has helped enabled better communication with members
  - Website updates are helping with outreach
  - Still have a ways to go with social media
  - Would still like to see some brainstorming for virtual networking opportunities both during Quarterlies and in between
- Tabled Topics; will follow up in time
  - Standard Operating Procedures and Organizational Policies
    - Purchasing, Internal Controls
    - Personally Identifiable Information & Information Technology
    - Good Governance Checklist
    - Code of Ethics
  - MSGIC Scholarship Idea
4. Conferences
   a. URISA 2021 – Baltimore!
      i. Still supposed to be in-person, TBD
   b. Esri Fed UC - https://www.esri.com/en-us/about/events/federal-gis-conference/overview

MSGIC **Maryland State Geographic Information Committee**

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

      i.   Virtual - February 22–24, 2021
      ii.   Free for U.S. Federal Government Employees/Contractors, Emerging Business Partners, NGOs, NPOs, International Organizations, Non-U.S. National Government Employees, and Students
      iii. $100 for all other individuals
   c. MD QGIS User Group
      i.   Virtual - February 17th (12 - 1)

5. Caucuses, Subcommittees, and Working Groups
   - Federal Updates – Roger Barlow
     - No Updates
   - Private Caucus – Harrison Bloom & Brad Spittel
     - Were planning on putting out survey to caucus, but based some recent discussions, including the Winter Quarterly, will not be sending it out
   - State Caucus – JB Churchill & John Lesko
     - Potomac River collection data will be posted on iMap soon
   - Regional Caucus – Erica McMaster
     - Want to update regional page; will be pulling in core members of caucus to get content
   - Local Caucus – Katy Maglio & Varun Chudiwale
     - Feedback from Winter Quarterly
     - Looking to get training on ArcPro for managers looking to migrate other users to ArcPro
   - Education Caucus – Logan Hall
     - No Updates
   - Advocacy – Charlie Wrenn
     - State Bill 684 - http://mgaleg.maryland.gov/mgawebsite/Legislation/Details/HB0684
       - Redefining the definition of land surveyors and licensing
       - Scheduled for hearing at 1:30 and made it out of committee
       - Does not appear to affect the number of licensed individuals or current contracts
       - Will continue to monitor
   - Data and Resources Subcommittee – David McSpaden & Luis Carrasco
     - Working Groups
       - Maryland UAS Working Group - David McSpaden
         - Few people interested (about 5)
         - Looking to have presentation at quarterly for setting up Drone projects
       - Emergency Management/Public Safety Working Group - Peter Hanna/Shelby Robertson
         - No Updates
       - Maryland Elevation Working Group – Erin Silva & Roger Barlow
         - No Updates
       - Geospatial Career Outreach Working Group – Mike Herzberger

- Anthony - Targeted outreach to universities and colleges; Eliciting feedback on how we can better serve the students coming out of those programs
- Started discussions on brief series of presentations that outline various career paths within the geospatial community
- Education Subcommittee – Ryan Mello & Anthony Dowell
  - Training session with Art Lembo
    - Broken up over 3 sessions (1 x 2 hour session over 3 weeks)
    - Capping attendance at 20, due to concerns over managing larger class
    - After 3 weeks, link will be sent out for non-attendees / members to view class
    - Will be using software called "Canvas", which charges $4 fee per each student, which we are proposed MSGIC would pay. The software allows for interaction / assignments during the live training session
      - Jen - How does this work as far as invoicing?
      - Anthony - Canvas can generate an invoice directly
      - Jen - If an individual wants to access the course afterwards, are there additional fees, like the Canvas fee?
      - Anthony - The data/materials that are published after the course completion do not require Canvas to use
    - Also have $600 honorarium for Art ($100 per hour, total of 6 hours)
    - Niki - Is there a plan for offering additional (follow-on) training days if more than 20 people are interested?
      - Anthony -
      - Niki - Maybe this can be offered in
    - **Motion to Approve expenditure of $600 for Art's honorarium and $80 fee for Canvas - Niki**
    - **Seconded - Shawn**
    - **Approved without Objections**
  - 2021 training schedule planning
    - Richard Ort - Possibly doing another training related to the new Datum
    - Working on Diversity and Inclusion training, reaching out to 3rd party trainers, but some appear to be all-day and cost-prohibitive; Looking at training that is specific to executive committee, but also the members. Could be rolled into one training session, but could be split out if more practical
    - Reached out to Esri about training opportunities
  - Results of training survey
    - Received 30 responses, technically still open
    - Could reach out for some additional feedback and then close out
  - Honorarium policy

- ■ Reviewed DRAFT policy document: https://docs.google.com/document/d/1EEcrI8jSmODb6Rs2bxY0XIYPeTOM6LNs
- ■ Also reviewed DRAFT agreement: https://drive.google.com/drive/u/0/folders/1ez8jHrrMNqP8ZUJ8zI5TMGvWeuH2A6-f
- ■ General Discussion / questions regarding whether we are excluding MSGIC members
  - ○ Conflict of Interest policy
    - ■ Brief overview of document: https://docs.google.com/document/d/1OqSTB2fxrgJyDEflPkO1w8w42c0YJsH3
    - ■ Jen - Should we have a similar document for trainers?
    - ■ Niki - Good point, the policy seems to be directed towards the executive committee
    - ■ Al - We should also include language that states anyone who has been told they need to sign these documents can take them to a lawyer prior to signing.
    - ■ Al - Also, what are the enforcement measures/policy for someone that breaks the Conflict of Interest?
    - ■ Niki - This is something we are looking to address in our ethics policy
  - ○ Next steps with Honorarium and Conflict of Interest is for working group to make changes to address what was discuss and propose updates at next month's meeting
- ● Outreach Subcommittee – Sean Lynn
  - ○ Website Working Group
    - ■ Email signature block: https://msgic.org/wordpress/wp-content/uploads/2021/02/MSGIC-Signature-Logo-1-.png
      - ● General feedback was positive
      - ● Charlie - Recommend extending the horizontal line to the end of the word "Committee"
      - ● Niki - Would be nice to include specifications for the text-based portion of the signature block
      - ● Sean and Shawn will work with Julia to get the minor corrections made and generate the remaining signature images for each member
    - ■ Bi-weekly meetings
      - ● Maps/apps development
      - ● Social media
      - ● Website (back-end and front-end)
    - ■ Job posting site

6. Next Meeting: Wednesday, March 10th, 2020 10 am - 12 pm (Conference Call only)

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