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CAUCUS CHAIRS

Education

Andrew Bernish
KFH Group

Federal Government

Roger Barlow
USGS

Local Government

Joshua Thompson
Anne Arundel County
Varun Chudiwale
Montgomery County

Private Industry

Brad Spittel
WBCM
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

Education

Ryan Mello
ESRGC

Advocacy

Joe Weinstein
Baltimore City DOT

Outreach

Sean Lynn

Executive Committee Meeting Agenda

Wednesday, December 8, 2021 10:00 AM – 12:00 PM

Conference Call-in Only (*meeting info at the end of the agenda*)

Executive Committee Attendees

Name	Role	Quorum	Present
Niki Miller	Chair	X	X
Shawn Pickett	Vice Chair	--	--
Christine Chang	Secretary	X	X
Jen Chadwick-Moore	Treasurer	X	X
Andrew Bernish	Education Caucus Chair	X	X
Roger Barlow	Federal Government Caucus Chair	--	--
Joshua Thompson	Local Government Caucus Co-Chair	X	X
Varun Chudiwale	Local Government Caucus Co-Chair		--
Brad Spittel	Private Industry Caucus Co-Chair	X	X
Harrison Bloom	Private Industry Caucus Co-Chair		--
Erica McMaster	Region Caucus Chair	X	X
JB Churchill	State Government Caucus Co-Chair	X	X
John Lesko	State Government Caucus Co-Chair		X
David McSpaden	Data and Resources Chair	X	X
Ryan Mello	Education Subcommittee Co-Chair	X	X
Joe Weinstein	Advocacy Subcommittee Chair	X	X
Sean Lynn	Outreach Subcommittee Chair	--	--
Total Count		11	12/18





Other Attendees

Name	Organization
Al Wainger	Axis Geospatial
Graham Twibell	AECOM
Patrick Callahan	Prince George's County
Charlene Howard	Baltimore Metropolitan Council
Dustin Henry	KCI Technologies
Luis Carrasco	National Geographic Society
Charles M. Wrenn	Prince George's County
Rob Hayward	Esri
Pat McLoughlin	Office of the Governor
Peter Conrad	Howard County
Joe DeLuca	EBA Engineering
Jonathan Dandois	Johns Hopkins

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.

Open Meeting & Announcements

Approve Prior Meeting Minutes

November 2021

- Motion to Approve - Andrew Bernish
- Seconded - Dave McSpaden
- Approved without objections





New Topics & Open/General Discussion

- No new topics raised

MSGIC Business

MSGIC Master Award – Niki Miller

- Three nominations were received and discussed during the November meeting
- Have not yet received an updated nomination for Sean Lynn
- Erica McMaster will send one to Niki
- Would like to have a vote on the nominations prior to the quarterly meeting on 1/19
- Nominations can be made through this form:
<https://forms.gle/J1YTzmZb3PmLjNsc8>

MSGIC Treasury Report – Jen Chadwick-Moore

- Treasurer's report
 - Nothing new for income - have a \$30K balance
 - Payment to Salisbury and Sean Lynn for TierraNet - All caught up on expenses
- Credit card
 - Jen asked Niki to check on whether Maryland Nonprofits replied to Jen's credit card question about making the organization liable for charges instead of an individual
- IRS status update
 - MSGIC is now listed as a public charity
 - This changes what we can do when paying individuals for training or other support for the organization
 - MSGIS will be required to collect state and federal income tax and submit W-2 forms
 - The honorarium system that we've set up for compensating trainers is working well; not sure if we need to revisit

Strategic Goals - Niki Miller

- Reviewed the strategic goals for 2021 - 2023
- Have made progress on many goals
- Need to update document for 2022, indicating which goals have been completed





Personal Goals for MSGIC - Niki Miller

Shawn Pickett and Niki discussed their goals for the upcoming year. They include the following:

- Do a better job of demonstrating value to members and sponsors
- Figure out how best to spend the money we have
- Revisit the membership and sponsorship structure
- Increase participation in MSGIC from the public sector
- Have EC members take more ownership of MSGIC business (i.e. have caucus and subcommittee chairs and working group leads take on responsibility for updating their pages on msgic.org)
- Provide ways to engage more with members (i.e. member showcases in blogs or social media posts)
- Review and update/create internal policies and procedures
 - Technology policy - i.e. maintaining control of your Google account
 - Privacy policy
 - Communication policy - i.e. how to be a good steward and representing MSGIC in the best way when communicating with the public

MSGIC EC Positions - Niki Miller

- Status of position hand-off and review and update of goals
 - EC members should all have access to their Google accounts; sign in with this account in order to access Drive and MSGIC email account
 - In Drive, EC members have read-only access to the Archive drive
 - Only the officers have access to the Financial drive
 - EC members have read/write access to all of the other drives (Board, Events, Members, Resources, Website)
 - EC members are encouraged to update their respective charters with their 2022 goals in Google Drive under Board > Positions > Officers
<https://drive.google.com/drive/folders/14oyREE7SLB1HsdSHOZsFZuL6mIA1kPrs?usp=sharing>
- Subcommittees and working groups with only one chair/lead person
 - The following individuals volunteered to assist with subcommittees and working groups with only one chair/lead person:
 - Data & Resources Subcommittee - Peter Conrad, Howard County
 - Outreach Subcommittee - Brad Spittel, WBCM
 - Brad is currently the co-chair for the Private Industry caucus and will talk to Harrison Bloom, the other co-chair, about his departure
 - Training Subcommittee (see below regarding name change) - Joe DeLuca, EBA





- HB 684 Working Group - Jonathan Dandois, Johns Hopkins
- Emerging Professionals/Career Development Working Group - Mary Buffington
- Renaming the Education Subcommittee
 - The group is in support of renaming the Education Subcommittee to the Training Subcommittee to reduce confusion with the Education Caucus
 - This will eventually require an update to the bylaws
 - Graham suggested waiting until there is another significant update to make before introducing this change

Membership & Invoicing Update – Niki Miller for Shawn Pickett

- Membee action items
 - Shawn is planning to add a number of custom questions to the member profile to allow people to signup for mailing lists (i.e. caucuses, sub-committees, and working groups)
 - He will sign every up for the MSGIC mailing list by default and allow people to unsubscribe by updating their profile
 - We will need to sync Membee with Google Groups monthly
 - Shawn will give a presentation at the winter quarterly on how members can update their profile
- Caucus membership lists
 - No updates
- Outreach to individual members whose membership has expired
 - Niki was able to transfer one individual to Anne Arundel County's organizational account
 - She has more people to contact about their lapsed membership

Quarterly Meeting Updates – Niki Miller for Shawn Pickett

- Winter quarterly meeting planning - January 19, 2022
 - Will be virtual
 - Will include a presentation by Shawn Pickett on how to update your profile on MSGIC website
 - Niki is reaching out to Dr. Johnny Finn whom Doug Adams recommended
 - Dr. Finn presented at the URISA Pro
 - <https://www.livingtogetherlivingapart.com>
 - There is still an open slot; Shawn will be reaching out to sponsors
 - Dave McSpaden offered to present on HB 684 if he has anything new to report by then





Hiring an Intern – Niki Miller for Sean Lynn

- Job posting
 - Have received two resumes
 - Need to reach out to applicants to let them know that we plan to conduct interviews in January
 - If you are interested in participating in the interviews, please contact Sean Lynn (outreach@msgic.org)

Conferences

Delmarva Conference - May 12th - May 14th, 2022 in Dewey Beach, DE

- <https://www.degis.org/>
- Niki shared the sponsorship and exhibitor details via email; this info can also be found at <https://www.degis.org/pages/sponsors-and-exhibitors>
- Need to decide if MSGIC wants to be an exhibitor and/or sponsor and at what level
 - Exhibit booth @ \$650 (includes 2 complimentary registrations and option to buy 2 more at a reduced rate of \$65)
 - Premier sponsor @ \$2,200
 - Lunch sponsor @ \$1,900
 - Sunrise sponsor @ \$1,300
 - Bright eyes sponsor @ \$1,000
 - Breakout room sponsor @ \$900
- MSGIC was planning to attend in 2020, but the conference was postponed and then canceled
- We will get a \$100 discount for planning to exhibit in 2020
- They usually have ~18 exhibit spaces
- Erica McMaster suggested making a decision by the end of January as that's when they will be making a push to get more sponsors
- Would like to vote on this at the January EC meeting
- Niki and Jen will look back at meeting notes/financials to find out what MSGIC signed up for in 2020

TUgis Conference - August 2nd - August 5th, 2022

- Will be held in-person at the student union building
- The TU team is recommending a one-day event on August 3rd of 4th
- They are exploring the possibility of having some aspects of the day be hybrid
- Sharyn and Ardys want to meet to discuss training the week of 12/20





- They would like to hold an advisory committee meeting at the Union in January
- General feedback from the group is that trying to squish everything into one day is too much

Caucuses, Subcommittees, and Working Groups

Subcommittees

Advocacy – Joe Weinstein

- Joe asked that people reach out to him about any GIS grants

Data and Resources Subcommittee – David McSpaden

- David is looking for example data licenses from individuals. This is applicable to purchased imagery or other data. He would like to have a lawyer review them and provide a clear explanation of terms for people who have open data requirements or who need to share data with contractors or subs.

Training Subcommittee – Ryan Mello

- Census
 - Making Sense of the American Community Survey (ACS) training was held on 12/2
 - Had a good turnout and received positive feedback from attendees
 - Content has been posted on magic.org for members to access (requires sign in)
- ArcGIS Hub
 - Planning to offer Esri ArcGIS Hub training in February
- Training Working Group meeting
 - Next monthly meeting will be on Thursday, 12/16 @ 3 PM

Outreach Subcommittee – Sean Lynn

- No updates





Working Groups

HB684 Working Group - David McSpaden

- David would like to get approval from MSGIC for a law firm to review the language of the law and the use cases he's gathered from members
- He is going to schedule a working group meeting for later in December
- If you are interested in attending, send him an email at data-resources@msgic.org

Maryland UAS Working Group - David McSpaden

- No updates

Public Safety Working Group - Peter Hanna & Shelby Roberson

- There is a working group meeting on Friday, 12/10

Maryland Elevation Working Group – Erin Silva & Roger Barlow

- No updates

Geospatial Career Outreach Working Group – Christina Gladmon

- No updates

Caucuses

Federal Caucus – Roger Barlow

State Caucus – JB Churchill & John Lesko

- ESRC is finishing Anne Arundel's derivatives
- 2022 Eastern Shore orthoimagery project kickoff next Wed (virtual meeting)

Regional Caucus – Erica McMaster

- No updates

Local Caucus – Joshua Thompson & Varun Chudiwale

- Josh updated the charter with goals for 2022





Education Caucus – Andrew Bernish

- No updates

Private Caucus – Harrison Bloom & Brad Spittel

- No updates

Closing

Additional Topics

Next Meeting: Wed, January 12th, 2022 10 am - 12 pm (Conference Call only)

- Meeting Link: <https://global.gotomeeting.com/join/211075565>
- You can also dial in using your phone. United States: [+1 \(646\) 749-3112](tel:+16467493112)
- Access Code: [211-075-565](https://link.gotomeeting.com/system-check)
- First GoToMeeting? Do a quick system check:
<https://link.gotomeeting.com/system-check>

