AGENDA
MN GIS/LIS Consortium Board
Friday, February 18th, 2011
9:00 a.m. to 12:00 p.m. Board Meeting
1pm – 3:30pm Strategic Retreat Meeting
Location: Stearns County Administration – 705 Courthouse Square, St. Cloud, MN 56303

To: 2011 GIS/LIS Consortium Board Members:

Board Directors
Jesse Adams - Secretary
Steve Benson – Past Chair
Kari Geurts - Treasurer
Josh Gumm – At-Large
Blaine Hackett - Private Sector
David Kelley - Higher Education
Tami Maddio – Conference Chair
Bart Richardson - State Government
Sarah Schrader - Chair
Adam Snegosky - Local Government
Ben Verbick - Chair-Elect
Alison Wieckowicz - Conference Chair-Elect

Ex-Officio Members
Rebecca Foster – MnGAC
Nancy Rader – MnGeo

Committee Chairs (Non Board Members)
David Kelley - Scholarship
Mark Katz – Awards
Ben Richason – Education
Gerry Sjerven - Web Administrator
Sally Wakefield - Prof. Development

From: Sarah Schrader, Chair
If you are unable to attend or will be late to this meeting, please call Sarah @ 651-385-3193 or cell phone 651-775-1417 or send an e-mail to: sarah.schrader@co.goodhue.mn.us

AGENDA

Approval of Agenda / Additions to Agenda Schrader
Secretary’s Report Approval of Minutes Adams
Treasurer’s Report Approval of Report Geurts

Action Items/New Business

- Future Board Meetings Dates – discussion Schrader
  - Keep on the 3rd Friday each month or possibly change it?
- Transfer funds to Reserve Fund – discussion Geurts
- University of Minnesota GIS Student Organization Job Fair Involvement Schrader
- 2010 Annual Report Document Schrader
- Advertisements on Consortium website Foster
- Conference Chair-Elect Position Schrader
- Spring Workshop Update Kelley
- Consortium LinkedIn Group Page Schrader
- Round Robin Schrader
  - Issues in general
  - Any Ewald issues for the next monthly follow-up request from Scott?
Committee Summary Reports

- Awards Committee
  - Kotz
- Conference Committee
  - Maddio
- Education Committee
  - Richason
- Membership Services Committee
  1. Database\Web Committee
  - Geurts
  2. Newsletter Committee
  - Rader
  3. Outreach Committee
  - Schrader
- Professional Development Committee
  - Wakefield
- Scholarship Committee
  - Kelley
- Statewide Community Advisory Body
  - Foster
- MnGeo Update
  - Rader

Strategic Retreat:
1:00pm – 3:30pm

- Overview of Consortium budget and line items
- Overview of working relationship with Ewald Consulting
- Assign web pages to committees for review/updates
- All Board members must sign the Conflict of Interest form
- Goals
  - Brainstorming session
  - Assign goals to committees
  - Board members sign up for committees
Committee Reports – February 2011

Awards
- No Report this month

Conference Committee Report
- We had our first meeting last week at Ewald. Several committee members called in. We began establishing the Conference Committee and sub-committee chairs. Our main goal is to work on getting speakers lined up for the conference and keeping on our planning timeline. Several committee members have already responded with speaker ideas. We also talked about entertainment and thought a comedian might be a good choice for Wednesday night. The fun run was also discussed and we think the run is a good event but we should maybe change the time it is held.
- Before the Conference Committee meeting, I met with Rebecca and Scott to discuss advertising options for the conference. Ewald staff has forwarded some example of other conferences and how they handle sponsorship. I am reviewing them. The Conference committee discussed some of our options as well. We are thinking this will be a year to work out the bugs on the advertising on the on-site program. We want to keep it black and white and maybe offer several size options. We just need to figure out a budget for this and how much to charge advertisers for the ads.

Database Committee
- No report this month

MnGeo State Government Geospatial Advisory Council
- The next meeting will be held Tuesday, March 15th at the Centennial Office Building, St. Paul from 9:00-Noon.

MnGeo Statewide Geospatial Advisory Council
- The next meeting will be held Thursday, March 31st at the Centennial Office Building, St. Paul from 1:00-4:00pm.

All meetings of both councils are open to the public and meeting materials and presentations are posted online. For more info, see: [http://www.mngeo.state.mn.us/councils/index.html](http://www.mngeo.state.mn.us/councils/index.html)

MnGeo
- **Parcel Business Plan Grant Application**: MnGeo's application for an FGDC CAP grant to help support development of “A Business Plan for Statewide Parcel Data Integration for Minnesota” has been recommended for funding! Work will begin next fiscal year (July 2011). Find the proposal here: [http://www.mngeo.state.mn.us/MSDI/CAP2011_Cat4_Parcel_Business_Plan_proposal_published.pdf](http://www.mngeo.state.mn.us/MSDI/CAP2011_Cat4_Parcel_Business_Plan_proposal_published.pdf)
- **Douglas County LiDAR available**: LiDAR data collected for 25 counties in the Minnesota River Basin in Spring and Fall 2010 is beginning to be completed and available online. Douglas County is the first county available from this phase of the project. See the Minnesota
Elevation Mapping Project website for details:
http://www.mngeo.state.mn.us/committee/elevation/mn_elev_mapping.html

- **Spring flood preparations**: Homeland Security and Emergency Management (HSEM) along with FEMA, MnGeo and other state and local agencies, is coordinating efforts to prepare for anticipated widespread spring floods in Minnesota.

- **Metadata Workgroup forming**: The Standards Committee is forming a Metadata Workgroup with the following purpose:
  - Recommend changes to the Minnesota Geographic Metadata Guidelines by evaluating new international standards.
  - Recommend a metadata format for web services.
  - Recommend methods for creating and editing metadata that are compatible with ArcGIS 10.

The group is seeking participants, and its draft webpage is here:
http://www.mngeo.state.mn.us/workgroup/metadata/index.html

**Newsletter**
- **Winter issue**: The Winter issue is online:
  http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=650

- **Spring issue**: The deadline for the Spring issue was February 14. Copyediting is underway.

**Outreach Committee**
- Committee has been looking into creating a ‘Group’ on LinkedIn for the Consortium. This could be another great way to connect with GIS/LIS professionals in Minnesota and surrounding states. The LinkedIn Group would be similar to the Consortium’s Facebook page where board members can post updates for the Consortium (when the newsletter is published, etc) and direct people to our website. And like Facebook, LinkedIn offers a ‘Discussions’ area where Group members can post a question or respond to a discussion/question online. This area can be great to foster interaction between Consortium members as well as a place for informal polls if we want. (For example: Asking Group members what topics they would like to see covered at the spring workshops.)

- A draft of the 2010 Consortium Annual Report is complete and is ready for review and approval by the Board.

**Professional Development Committee**
- Spring Workshops Update – Meeting Agenda Item

**Scholarship**
- No Report this month

**Web Committee**
- No Report this month
An important goal of the Consortium is to support outreach activities that benefit the statewide GIS community. The Consortium has limited funds (grants of up to $1,000.00) dedicated to supporting outreach activities such as GIS workshops and seminars. Visit the MN GIS/LIS Consortium web page to see examples of projects that received funding in the past. We are particularly supportive of activities that benefit a broad segment of the statewide GIS community. In the past, we have provided funding for activities that included expenses such as printing and mailing costs, speaker fees, meeting room rental fees, food services and advertising. We will also advertise Consortium-sponsored activities/events in our newsletter and on our web site.

Please complete the information on the web-based application form and submit your application via e-mail to the Chair or download and mail the hard copy application form to:

MN GIS/LIS Consortium  
Chair, Board of Directors  
c/o Ewald Consulting  
1000 Westgate Drive, Suite 252  
St. Paul, Minnesota  55114

Applications will be reviewed at the monthly meetings of the Board of Directors. Notification of funding decisions will be sent out by the Chair of the Board of Directors.

The selection criteria include:
• Nature of target audience (event/activity should be open to any Consortium member)  
• Amount and nature of budget request  
• Maintaining balance in geographic and sector representation

If your application is accepted, you will be required to:
• promote the MN GIS/LIS Consortium at your activity/event;  
• submit an article to the GIS/LIS News detailing your activity/event; and,  
• submit a list of attendees and their contact information.

We look forward to reviewing your request.
Minneapolis GIS/LIS Consortium

GIS Outreach Activity Sponsorship Application Form

Part A: Contact Person Information

Name: Molly Martin                        Title: GIS Student Organization
                                                (GISSO) President
Address: 414 Social Sciences Building
                                                267 19th Ave S; Minneapolis, MN 55455
Phone: (651) 245-1163                        FAX:
E-mail: mart2409@umn.edu

Part B: Outreach Activity Description

Name of event: 10th Annual GISSO Career and Networking Fair

Purpose of event:
To provide an opportunity for GIS students & professionals to meet and establish connections that will strengthen MN's GIS community in the future. Our goal is to provide an informal "mini-conference" for students to gather information on current jobs & internships while gaining valuable advice from GIS professionals & career planning. The event will feature booths from a variety of private companies, government offices, educational programs, & NGOs advertising their organizations and work opportunities. A series of presentations by current industry professionals will also highlight current hot topics allowing students & professionals to learn more about GIS & Geospatial.

Where and when will the event be held:
Date: March 30th, 2011
Time: 11am - 4pm
Location: Mississippi Room of Coffman Memorial Union on the University of Minnesota's Minneapolis campus

Anticipated target audience (Please describe the composition of your target audience, how many people are expected to attend and from where will they be coming?):

We expect approximately 150-200 current GIS professionals, U of M students, and non-U of M students, primarily from the Twin Cities Metro Area, will attend the career and networking fair. Targeted audiences include current University of Minnesota MGIS and geospatial technology graduate students, MN GIS/LIS consortium members, vendors, non-U of M students and undergraduates, and GIS professionals from throughout Minnesota and Wisconsin. Anyone interested in learning about GIS, networking with current and future GIS professionals, or finding a GIS job is welcomed to attend.

40 Graduate/Professional 60 Undergraduate 20 Faculty/Staff 30 Other 150 TOTAL

Proposed Budget (Please provide a general itemized budget of your anticipated expenses for which you are requesting Consortium funds; the request should not exceed $1,000.00):

-See Attached Page-
Part C: Consortium Promotion Activities

Briefly describe how you plan to acknowledge the Consortium at your sponsored event.
Prior to the event officers will be posting advertising flyers, directional signage in the building of the event, and send out invites via email and snail mail. The GIS/LIS consortium logo along with other organization logos that fund the event will be included in all of this advertising.

How soon will you be able to submit an article for publication [The GIS/LIS News is published three times a year.]?
A summary of the event will be provided for publishing in the GIS/LIS News by April 30.

Part D: Receipt of Past Consortium Funding

Have you received funding from the Consortium to support outreach activities in the past (OR within the last two years)?
\[ \text{x YES} \quad \text{NO} \]

If YES, please provide a brief report of the activity and the amount of funding received (This is for informational purposes and past recipients will not be penalized.).
The 9th Annual GIS/OS Career and Networking Fair in 2010 was a great success and received $550 in grant funding from the MN GIS/LIS Consortium.

\[ \text{mollyk.martin} \quad 1/25/11 \]
Signature \quad Date
### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN GIS/LIS Consortium grant</td>
<td>$400.00</td>
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<tr>
<td>Other Income (please explain)</td>
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<tr>
<td>GAPSA grant</td>
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<td><em>submitted application, not yet confirmed</em></td>
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<tr>
<td>MSA Event grant</td>
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<tr>
<td>SUA grant</td>
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<td><em>submitted application, not yet confirmed</em></td>
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<tr>
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<td><strong>$2,046.75</strong></td>
</tr>
</tbody>
</table>

### Event Expenses

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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$675.00</td>
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<tr>
<td>Event Room Rental</td>
<td>$240.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$115.25</td>
</tr>
<tr>
<td>Entertainment</td>
<td>N/A</td>
</tr>
<tr>
<td>Travel</td>
<td>N/A</td>
</tr>
<tr>
<td>Other (please explain)</td>
<td></td>
</tr>
<tr>
<td>Keynote Speaker gas mileage/room/board</td>
<td>$400.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$54.00</td>
</tr>
<tr>
<td>Vendor Parking</td>
<td>$412.50</td>
</tr>
<tr>
<td>Door Prizes</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$2,046.75</strong></td>
</tr>
</tbody>
</table>

**Net Income (should equal 0)**                         | **$0.00** |
Join us for the 10th Annual GISSO Career and Networking Fair!

Dear Geospatial Professionals,

The Geographic Information Science Student Organization (GISSO) at the University of Minnesota would like to cordially invite you and your organization to the 10th Annual GISSO Career and Networking Fair, held at the Coffman Union on the Minneapolis campus. The goal of this career fair is to build a bridge between GIS students and employers around the region, granting the opportunity to network, exchange job opportunities and resumes, and share research and technologies being used in both the professional and academic worlds. Graduate and undergraduate students will attend from a wide variety of University of Minnesota departments including Geography, Forest Resources, Computer Science, College of Natural Resources, Humphrey Institute, and others. GISSO is again inviting colleges and universities from the region stretching from Bemidji State University to St. Mary's University of Winona. Regardless of your hiring needs, GISSO welcomes you, and hopes that you will attend.

GISSO is excited to announce that this year we will have several presentations from professionals and researchers that focus on remote sensing applications. We are proud to have David Fuhr, CEO of Airborne Data Systems, Inc., as our featured speaker. Following this year’s theme of *Raster Processing and Applications of Raster Data*, the title of his speech will be “Real Time Data Acquisition and Delivery for Rapid Disaster Response”. Additional presenters include Tim Loesch from the Minnesota DNR, Travis Saladino from ESRI, and Rob Edsall from the Masters of GIS program at the University of Minnesota Twin Cities.

**10th Annual GISSO Career and Networking Fair**  
**Wednesday, March 30, 2011**

Mississippi Room, 3rd Floor Coffman Memorial Union  
University of Minnesota, East Bank  
300 Washington Ave SE  
Minneapolis, MN 55455-0110

Vendor setup: 10:00 to 11:00 am  
Event: 11:00 am to 4:00 pm

Map & Parking:  
[http://www.coffman.umn.edu/about/directions.php](http://www.coffman.umn.edu/about/directions.php)
To Register:
1. Go to [http://goldpass.umn.edu/](http://goldpass.umn.edu/)
2. If you have previously registered for the GoldPass system, log in. If you have not used it before, click on Employer Login and create a new profile.
3. In the Career Events menu, choose Career Event List. The GISSO Career and Networking Fair is listed. Select it and register.
4. Registration is free, but the system requires a payment input. Choose Not Applicable.
5. On the final page, choose number of parking spots, attendees, and electrical outlets needed for your organization.

GISSO will provide all vendors with a table and poster board, chairs, lunch and refreshments, parking, and internet access. You are encouraged to bring general information about your business or organization, job descriptions, demonstrations of your work, or other information to help guide students.

In addition, we would like to make a request for volunteers to assist students with improving their resume. We are looking for volunteers willing to provide students basic resume advice, including formatting critiques, content reviews, and accurate representations of experience and knowledge. Students are encouraged to sign-up for resume help during the first hour of the career fair, from 11am - 12pm.

If you have any questions on the event, please email GISSO President Molly Martin at [gisso@umn.edu](mailto:gisso@umn.edu). Please register online by **Wednesday, March 16, 2011** and feel free to forward this message on to anyone who might be interested in attending as either a vendor or job seeker.

We hope you will attend and look forward to seeing you in March!

Best regards,

GIS Student Organization
University of Minnesota, Twin Cities

Sponsors:
MN GIS/LIS now offers an opportunity for Vendors to get exclusive visibility on the Consortium’s Website

**Advertiser Benefits:**
- You will reach the leading **GIS/LIS professionals** in Minnesota.
- Your **logo**, with a direct link to your Website, will be featured on a rotating basis on the Consortium’s Website. The **Consortium Website** averages 125 visitors daily!

**Logo Specifications:**
- Advertisers must provide logo in either a .gif file or a .jpg file electronic format.
- The dimensions are 200 x 150 pixels for the banner.

**Terms of Payment:**
- Rates are non-commissionable.
- Payment must be received before ad will be posted.

**Indicate the date in which you would like your ad to start**

- **January 1st – June 30th** ($275) Logo and payment must be received by **December 1st**
- **July 1st - December 31st** ($425) Logo and payment must be received by **June 1st**
- **1 Year** ($600) Logo and payment must be received by **December 1st**

**Advertiser:**
Contact Name: __________________________________________
Organization Name: _______________________________________
Address: ____________________________ City/State/Zip: ______________
Phone: ______________ Fax: ______________ Email: ______________

**Payment Method:**
Visa or MasterCard
Card Holder Name (print): __________________________ Cardholder Ph: __________
Credit Card Number: __________________________ 3 Digit Security Code: __________
Card Holder Signature: __________________________ Expiration Date: __________

This Agreement is subject to the terms and conditions set fourth. By signing this agreement, the advertiser agrees that it has received a copy of the terms and conditions and agrees to abide them.

Authorized Signature: ____________________________
**Terms and Conditions**

Deadline for submission of advertising materials and full payment is as noted on the Advertising Agreement.

All advertisers having Agreement rates must sign an agreement. Rates may be increased on 30 days notice. Advertisers on Agreement are protected from rate increases for the duration of the Agreement.

Mechanical Requirements: Please consult Advertising Agreement. Ads submitted must adhere to the Logo Specifications outlined.

**Resizing, typesetting or other production charges will be billed directly to the advertiser for ads not meeting these specifications. Contact ASPR for design services and fees.**

MN GIS/LIS reserves the right to determine advertising placement position.

Advertising appearing on the MN GIS/LIS Consortium Website does not constitute a recommendation or endorsement by MN GIS/LIS.

MN GIS/LIS reserves the right to refuse or cancel any advertisement for any reason, at any time. Advertisements are subject to review by the MN GIS/LIS Committee and/or Board of Directors.

Cancellations must be in writing and arrive at the MN GIS/LIS office at least five business days prior to the scheduled closing date.

MN GIS/LIS reserves the right to cancel Agreements for non-payment or when referred for collection.

All Logos are accepted subject to the terms and conditions of the advertising agreement. (The advertising agreement, including its terms and conditions, is available online at [www.mngislis.org](http://www.mngislis.org)).

This document represents an agreement between MN GIS/LIS and the below named advertiser and/or its agency for advertising placed on the MN GIS/LIS Consortium Website. The advertiser and/or its agency agree to all conditions specified in this agreement and those specified in the terms and conditions of the Advertising Agreement. Both the advertiser and agency agree that they may be separately and mutually held responsible for non-payment of monies due MN GIS/LIS.

In the event of default, in addition to the finance charges, the advertiser will be responsible for payment of all attorney fees or collection fees, court costs and other expenses reasonably incurred in connection with collection of the debt.

In the event of cancellation of this Agreement, whether by MN GIS/LIS or the advertiser, the advertiser will be responsible for all fees due up to the date of cancellation.

All accounts are payable prior to publication.