

AGENDA
MN GIS/LIS Consortium Board
Friday, March 16th, 2012
10:00 a.m. to 12:00 p.m. Board Meeting
Location: Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: **2012 GIS/LIS Consortium Board Members:**

Board Directors

Ben Verbick - Chair
Sarah Schrader – Past Chair
Josh Gumm – Chair-Elect
Kari Geurts - Treasurer
Catherine Hansen - Secretary
Stacey Stark – Higher Education
Heather Bergen – At-Large
Bart Richardson – State Government
Blaine Hackett – Private Sector
Michelle Trager - Local Government
Alison Wieckowicz – Conference Chair
Derek Lorbiecki – Conf. Chair-Elect

Ex-Officio Members

Gerry Sjerven – MnGAC
Nancy Rader – MnGeo

Committee Chairs (Non Board Members)

David Kelley – Scholarship
Mark Kotz - Awards
Ben Richason –Education
Gerry Sjerven – Web Administrator
David Kelley – Prof. Development

From: Ben Verbick, Chair

If you are unable to attend or will be late to this meeting, please call Ben @ 763-543-2638 or cell phone 763-226-7060 or send an e-mail to: bverbick@logis.org
 See conference call instructions at the end of this document.

AGENDA

Approval of Agenda / Additions to Agenda	Verbick
Secretary’s Report, Approval of Minutes (Jan & Feb)	Hansen
Treasurer’s Report	Geurts

Action Items\New Business

- | | |
|---|------------------|
| • Board budget approval | Geurts |
| • Review/Approval of the Scholarship Budget | Schrader |
| • Review/Approval of modifications to Board Bylaws & Policies | Schrader |
| • Update and Q&A from the Management Options Research Committee | Schrader |
| • Mn Society of Professional Surveyors collaboration discussion | Stark |
| • GISSO event involvement | Schrader |
| Need volunteers to staff the Board booth at this event | |
| Post a sign-up sheet on the Portal | |
| • Event Grant funding request | Verbick (Dolbow) |
| • Update on Spring Workshop Planning | Trager/Schader |
| ○ Review and Approval of Spring Workshop Budget | |
| • DNR mobile scheduler (Jeremy Moore) | Wieckowicz |
| • Discussion of conference registration fee increases | Wieckowicz |

- Review of proposed timeline for M360 transition
- Review/discussion of 2012 Board Goals
 - Identify action items for April
- Round Robin
 - Issues in general
 - Any Ewald issues for monthly follow-up

Verbick/Richardson

Verbick

Verbick

Committee Business and Summary Reports

Note: an oral report not required but Board approval is required for all submitted reports.

- Awards Committee
- Conference Committee
- Education Committee
- Database\Web Committee
- Newsletter Committee
- Outreach Committee
- Spring Workshop
- Scholarship Committee
- Statewide Community Advisory Body
- MnGeo Update

Kotz

Wieckowicz

Stark

Richardson

Rader

Hackett

Trager/Schrader

Stark

Rader

Rader

Conference call instructions:

Dial 1-866-394-4146

Participant code: 1119123#

Board Chair: 11172589#



Minnesota GIS/LIS Consortium
1000 Westgate Drive
Suite 252
Saint Paul, MN 55114
www.mngislis.org

Committee Reports – March 2012

Awards (Mark Kotz)

- No Report this month

Conference (Ali Wieckowicz)

The committee met on Friday, March 9.

Present: Ryan Stovern (Lake Co), Alison Wieckowicz (MnDOT), Derek Lorbiecki (Hennepin Co.), Rebecca Foster (City of Edina), Adam Snegosky (Washington Co.), Sarah Schrader (Goodhue Co.), Etoile Jensen (Emmons and Oliver Inc.), Naoko Meyer (DNR), Sherry Buckley (DNR), Doug Hansen (Crow Wing County), Heather Hegi (City of Golden Valley)

- Meeting Times
- Subcommittees Chairs – at the start of the meeting committee chairs were still needed for Sessions, Workshops, and Facilities. New volunteers filled all open positions.
- Speaker Update:
 - Derek and Ali have made some progress identifying a price range and a potential list to choose from, but no speakers have been booked.
- Exhibitor Brochure
 - The Brochure is no longer printed and is only offered digitally. This means that the timeline for it being due to Ewald can be extended. Derek and Ali will be working with Ewald to update dates and fees as well as to have it converted from a tri-fold to a more e-friendly format.
- Budget
 - Ali met with Kari and Sarah to work out any changes to budgeting codes for the conference and scholarship events. The proposed conference budget is in-progress but contingent on a potential registration fee increase, which will be pitched to the board on 3/16.
- Timeline Dates:
 - Updates will be made to the Timeline from 2011 and it will be sent out again to committee members.
 - Workshops tasks are coming up in the near future.
 - We combined the Workshop Questionnaire for fall conference and spring workshops and sent it out. It closes 3/9 and will be compiled early next week.
- Entertainment:
 - Sarah gave a brief update on potential changes to the entertainment for the conference. A discussion resulted in a consensus that entertainment will be changed for the welcome event to reduce cost and allow for more networking.

Web/Database (Bart Richardson)

The committee did not hold a meeting but has discussed the Members360 transition process with Kathie Pugaczewski.

Communications/Social Media (Nancy Rader)

Winter/Spring 2012 issue: in progress.

Wider communication issues: The Newsletter/Communication/Social Media Committee is discussing its name, mission and 2012 goals.

MnGeo (Nancy Rader)

Business Plan for Statewide Parcel Integration project: The project's survey of parcel data consumers will be [online](#) until March 21st.

Spring Orthophoto Program: The next area scheduled for leaf-off flights is a 22-county region in central Minnesota in 2013. Chris Cialek (MnGeo), Steve Kloiber (DNR) and Pete Jenkins (MnDOT) met with the Pine to Prairie GIS User Group on March 7 to provide background information about this project and to discuss possible collaborations with counties interested in leveraging state funds to acquire higher-resolution imagery. Their slides are now online via the [project webpage](#).

Geospatial Advisory Councils (Statewide: Gerry Sjerven, State Gov't: Nancy Rader)

*The **Statewide** Geospatial Advisory Council addresses issues of concern to the wider GIS community; the **State Government** Geospatial Advisory Council focuses on state agency issues. All meetings are open to the public, and materials from past meetings are on the councils' webpages.*

Statewide Council: The council met February 29. Meeting materials are on the [council's webpage](#).

State Government Council: The State Government Council met March 13. Meeting materials will be on the [council's webpage](#).

Main topics for both councils have been the creation of a State Government IT governance framework, the progress of the search for a new Geospatial Information Officer, and proposed changes to Minnesota's Data Practices Act to encourage wider sharing of geospatial data (see HF2201 on the [MN House of Representatives site](#)).

Outreach (Blaine Hackett)

- No report this month

Spring Workshops (Sarah Schrader, Michelle Trager)

The committee met on Monday, March 12 to begin initial scheduling of topics for spring workshops. Attendees: Michelle Trager, Sarah Schrader, Jeremy Moore, Ben Verbick (phone)

- Overview of Planning Timeline
- Review Workshop Survey Results
- Discuss proposed start/end time for workshops
- Narrow Options for Workshop Topics
 - Below is an initial list of workshops and possible instructors that the group compiled at the meeting:
 - Hands-on (full-day)
 - Python – David Fawcett
 - Hands-on (half-day)
 - Introduction to ArcGIS 10.0 – David Brandt
 - Web applications with Java Script – Mike Dolbow or Tony M.
 - LIDAR – Tim Loesch
 - Model Builder – Terese Rowekamp
 - Lecture (half-day)
 - Mobile Applications – Jeremy Moore
 - ArcGIS Server Introduction - ESRI
 - Cartographic design – Jessica Campbell
 - US National Grid – Randy Knippel

- Geodatabases – Hal Watson or Len Kne
- Assign Tasks to Committee Members
- Next Meeting Date - April 9th at 2pm. This meeting will be a phone conference only.

Education (Stacey Stark)

Scholarship (Stacey Stark)

The committee has approved a budget worksheet that Kari Geurts and Sarah Schrader have developed to keep track of scholarship (endowment) related fundraising and events. The committee would like the Board to approve the scholarship proposed budget for 2012.

The Scholarship Committee has a sub-committee (or co-committee?) for Networking Events. Sarah has agreed to head this up, as they already have many activities underway.

Below is an overview of what the Networking Committee has been working on the last couple months per Sarah Schrader:

A committee was formed to help plan Consortium-sponsored networking events and the first meeting was held on February 21st, 2012. The committee decided to host three events in 2012: One event immediately following the spring workshops, one event the Thursday night of the fall conference, and one event to be held in November, preferably the Thursday of National Geography Week. The main focus of these events is to promote networking amongst Consortium members but the committee would also like to raise funds for the scholarship endowment.

The second committee meeting was held on March 12th. The committee finalized their plans for the May event regarding location, time, and food/beverages. The draft budget for the Scholarship committee will be updated with the information for these three events and will be presented to the board for approval at the March 16th board meeting.

May Event:

- Location – University of St. Thomas-Woulffe Alumni Hall
- Time – 4-6pm
- Food – Platters of veggies, cheese & crackers, and relish trays
- Beverages – Coffee, Lemonade, and a Cash Bar
- Entrance Fee – None.
- Goal attendance – 100-120 people

The committee discussed whether or not to have an entrance fee and decided that this should be offered to members for free in order to really encourage participation. Committee members worry that if there is always an entrance fee for Consortium-sponsored events that less people would attend. With this in mind, the committee planned this event to be of short duration and earlier in the evening so that offering light refreshments would be sufficient and will keep the cost down. The committee will also be looking for sponsors for this event and the November event to keep the overall costs down.

October Event:

The committee is looking into other locations for this event to better accommodate our group's size and opportunities for our volunteers to participate in the activities. The committee does not plan on finding sponsors for this event. Estimated attendance – 200 people

November Event:

The committee would like to have an event at the Summit Brewery on the Thursday of National Geography Week. The facilities cannot be booked more than 90 days in advance so it will be some

months before the location can be finalized. The committee plans to have the event be similar to the November 2011 event. Estimated attendance – 100-120 people

Finance Committee (Kari Geurts)

- No report this month

**MN GIS/LIS Consortium
Conference Planning Committee
Meeting Minutes
March 9, 2012
2:30 pm – Ste. 252**

Present:

Ryan Stovern (Lake Co), Alison Wieckowicz (MnDOT), Derek Lorbiecki (Hennepin Co.), Rebecca Foster (City of Edina), Adam Snegosky (Washington Co.), Sarah Schrader (Goodhue Co.), Etoile Jensen (Emmons and Oliver Inc.), Naoko Meyer (DNR), Sherry Buckley (DNR), Doug Hansen (Crow Wing County), Heather Hegi (City of Golden Valley)

Staff: Kelly Sprague & Dave Schulenberg

The meeting was called to order at 2:33pm.
(Introductions for group)

1. Meeting Times:
 - a. 2nd Thursday of each month
 - b. 1 hour meetings (more time will be needed closer to conference)
2. Subcommittees Chairs – at the start of the meeting committee chairs were still needed for Sessions, Workshops, and Facilities. New volunteers filled all open positions.
 - a. Volunteers:
 - i. Workshops Chair– Sherry Buckley Volunteered. (Sub-Committee: Ben Richardson will help, Tami, Naoko (as it relates to facilities))
 - ii. Sessions Chair - Doug Hansen Volunteered (Sub-Committee: Ben Verbick, Derek on committee, Adam, Rebecca)
 - iii. Facilities Chair - Etoile (Sub-Committee: Tami, Naoko)
3. Speaker Update:
 - a. Derek and Ali have made some progress identifying a price range and a potential list to choose from, but no speakers have been booked.
4. Exhibitor Brochure
 - a. The Brochure is no longer printed and is only offered digitally. This means that the timeline for it being due to Ewald can be extended. Derek and Ali will be working with Ewald to update dates and fees as well as to have it converted from a tri-fold to a more e-friendly format.
5. Budget
 - a. Ali met with Kari and Sarah to work out any changes to budgeting codes for the conference and scholarship events. The proposed conference budget is in-progress but contingent on a potential registration fee increase, which will be pitched to the board on 3/16.
6. Timeline Dates:
 - a. Updates will be made to the Timeline from 2011 and it will be sent out again to committee members.
 - b. Workshops tasks are coming up in the near future.
 - i. We combined the Workshop Questionnaire for fall conference and spring workshops and sent it out. It closes 3/9 and will be compiled early next week.
7. Entertainment:
 - a. Sarah gave a brief update on potential changes to the entertainment for the conference. A discussion resulted in a consensus that entertainment will be changed for the welcome event to reduce cost and allow for more networking.

There being no other business, the meeting adjourned at 3:45pm.

Minnesota GIS/LIS Consortium
Treasurers Report for February, 2012
Date of Report: 03/16/2012
Prepared by: Kari Geurts

Account Status as of 02/29/2012

Account	Balance	Description
General Fund	\$25,651.65	Affinity Checking Account
Reserve Fund	\$35,052.14	Affinity Savings Account
Accounts Receivable	\$1,465.00	Unpaid invoices
Other Assets	\$5,000.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-\$79.40	Unpaid bills
Balance	\$67,089.39	Total Assets
Income	\$5.50	Registrations, donations and interest
Expenses	\$1,327.60	See check detail
Scholarship Endowment	\$34,236.19	Affinity savings account

Treasurer Comments

The credit card charge for \$18.00 was for a Fall Conference registration.

Received two Fall Conference payments for \$645.00 during February.

Amanda changed the \$3.90 charge for Printing and Reproduction to 8212 code.

Deposits:

Reserve Fund Interest	\$2.78
Scholarship Fund Interest	\$2.72
Total	\$5.50

Expenses:

Credit Card Charges	\$18.00
Meeting Expenses	\$10.20
Postage/Delivery	\$2.93
Printing/Reproduction	-\$3.90
Management Fee	\$700.00
Website	\$540.00
Rent/Storage	\$4.07
Telephone	\$50.00
Office Supplies/Photocopies	\$6.30
Total	\$1,327.60