

MN GIS/LIS Consortium

Meeting Agenda

March 24, 2016

10 am – 12 pm

Type of Meeting: 2016 Board of Directors

Meeting Location: River's Edge Convention Center – Board Room B
10 Fourth Avenue South
St. Cloud, MN 56301

Parking: River's Edge Convention Center Ramp (use voucher for the underground ramp)
The entrance to the River's Edge Convention Center ramp is between the facility and the BW Kelly Inn. From the ramp take the elevators in the ramp to Board Room B on Level 2 or Skyway level.

Dial in: 1-888-875-1833, Participant Passcode: 5696856553#, Moderator: 8464166303#

Meeting Facilitator: Scott Freburg, Board Chair-Elect

Invitees:	Past Chair: Heather Albrecht	Private Sector: Brandon Tourtelotte
	Chair-Elect: Scott Freburg	Local Government: Eric Kopras
	Treasurer: Tim Loesch	Higher Education: Stacey Stark
	Secretary: Leah Spurduto	At-Large: Andrew King-Scribbins
	Conference Chair: Ryan Stovern	Past Conference Chair: Gerry Sjerven
	Conference Chair-Elect: Jane Mueller	MnGEO Ex-Officio: Dan Ross
	State Government: Zeb Thomas	MnGAC Ex-Officio: Gerry Sjerven

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|---|---------------|
| I. Call to order | Freburg |
| II. Roll call | Freburg |
| III. Approval of meeting agenda & Committee reports | Freburg |
| IV. Review action items & Approval of minutes from last meeting | Spurduto |
| V. Review & Approval of Treasurers report | Loesch |
| VI. Open Issues/New business | |
| a) Conference Budget | Stovern |
| b) Board Budget | Loesch |
| c) Policy Changes Approval | Albrecht |
| d) Ewald Profit Sharing Discussion/Approval | Loesch |
| e) Education Committee re-alignment | Freburg/Stark |
| f) Scholarship Budget Discussion | Stark/Freburg |
| g) Event Grant: Updated Form | Stark |

- h) Event Grant: Minnesota Middle/High GIS Map Competition Stark/Freburg
- i) Event Grant: NW/NC GIS User Group Mueller
- j) Possible GIS Salary Survey and joint initiative with WI Ross
- k) Other issues/ Ewald round robin

VII. Adjournment

VIII. Committee Business Summary Reports

- a) Awards Mark Kotz
- b) Communication Kitty Hurley/Mike Dolbow
- c) Conference Ryan Stovern
- d) Database & Website Gerry Sjerven
- e) Education Stacey Stark/Scott Freburg
- f) Executive Tami Maddio
- g) Finance Tim Loesch
- h) Future Conference Ryan Stovern/Adam Snegosky
- i) Networking Zeb Thomas
- j) Scholarship Stacey Stark
- k) Spring Workshops Michelle Trager/Len Kne
- l) Ad Hoc, Utilities Brandon Tourtelotte
- m) Ad Hoc, UMGEOCON Heather Albrecht
- n) Ad Hoc, K-12 Database Scott Freburg
- o) Ad Hoc, WLIA Ryan Stovern



Minnesota GIS/LIS Consortium
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Saint Paul, MN 55114
www.mngislis.org

Conference Committee – March 2016 (Ryan Stovern & Jane Mueller)

1. Meet with Annette from the DECC on March 14 with Jane, Kelvin and Molly(in person), Ashley and Meghan(phone)
 - a. We discussed our changes we would like to do this year
 - o Vendor Hall
 - o Geolounge
 - b. We also discussed the internet issues we had last year
 - o Was reassured that additional steps have been made to increase the signal strength for the wireless
2. **Budget**
 - a. Proposed registration increases were approved by the Board at the February meeting.
 - b. Conference Budget is up for approval at the March Board meeting
3. Minnesota Society of Professional Surveyors
 - a. They are willing to share our call for presenters and our exhibitor prospectus with their membership
4. Wisconsin Land Information Association
 - a. Have made initial contact with their board
 - o Will see if they are willing to share call for presenters and exhibitor prospectus with their members
5. **Subcommittee Reports**
 - a. **Keynote Speakers**
 - ✓ **Wednesday Lunch Speaker**
 - o To be discussed with MDE
 - ✓ **Thursday Keynote**
 - o Marine Archaeologist Carrie Sowden of the National Museum of the Great Lakes.
 - o www.inlandseas.org
 - o Offered a booth for the duration of the conference as well. They are very interested in having a booth
 - o Ashley is working on logistics.
 - o Speaker fee is free will donation. We will be donating \$1000 to the National Museum of the Great Lakes.
 - o Speaker Agreements was sent on Thursday March 10th
 - ✓ **Friday Keynote**
 - o Dana Starkell will be talking about a journey that he went on with his Dad and Brother from Winnipeg to the Amazon via Canoe.
 - o www.paddletotheamazon.com
 - o \$1500 will be his speaking fee
 - o Speaker agreement was sent March 10th. Has been returned.
 - b. **K-12**
 - i. K-12 will be in the Gooseberry Falls Rooms
 - ii. Scott is looking for outside funding to help offset cost
 - iii. MN Student GIS Competition. Sponsored by MDE and other partners, may recognize winners at fall conference
 - c. **ESRI HOLL**
 - d. **Pre-Conference Workshops**

- i. Eric, Kelvin, Molly and Kim have started planning
 - ii. 10 Rooms available for Workshops
- e. **Conference Sessions**
 - i. Call for Presenters will be going out around April 1st.(Not an April Fool's Joke...)
 - ii. 13 Rooms available for Thursday
 - iii. 9 Rooms available for Friday
- f. **Facilities/Technology**
 - i. We discussed the changes with the DECC and what we plan on doing.
- g. **Entertainment**
 - i. Ryan and Jeff visited Dubh Linn's to check out their space for Tuesday night. Room cost is \$150.
 - ii. Gerry is reaching out to the Duluth Curling Club
- h. **Fun Run**
 - i. Geoff is working on a logo design for the shirts
- i. **Social Media and Communication**
 - i. New Conference rates were pushed out via e-announcement and social media directing people to the conference website
- j. **Awards**
- k. **User Groups/Birds of a Feather**
- l. **Higher Education, Mentor Program, and Poster Competition**
- m. **Geolounge**
 - i. Furniture is on contract already for 2016 based on negotiated deals during 2015
- n. **Vendors**
 - i. Vendor Hall will open after lunch on Wednesday for workshop participants.

6. Meeting Timeline- Subject to Change

- a. **March-29th @ 10am**
- b. **April- 12th,26th @ 10am**
- c. **May- 10th, 24th @ 10am**
- d. **June-7th, @ 10am June 21st at DECC 1pm. Lunch will be served at 12pm**
- e. **July-5th,20th @ 10am**
- f. **August-2nd,16th,30th @ 10am**
- g. **September- 13th,27th @ 10am**
- h. **October-11th @ 10am Conference 26th-28th**
- i. **November- 8th Wrap Up @ 10am**

March 2016

Communications & Outreach Committee Updates

1) Posted Content to Social Media (*Facebook, Twitter & LinkedIn*)

- a) Conference call for volunteers announcement
- b) Curling networking event announcement
- c) Updated 2016 conference registration rates

2) [Social Media Governance](#)

- The committee has made minor changes to the LinkedIn group membership approval procedure.
- The changes reflect the updated procedures the committee uses to accept, or reject members into the LinkedIn group to avoid spam, and/or unsolicited messages/updates to the Consortium's membership.

3) Social Media Update

a) Social Media Statistics Update:

- i) Twitter – **310** followers (up 6)
- ii) Facebook – **179** likes (up 3)
- iii) LinkedIn – **953** members (up 3)

(1) Action required: Need to update e-mail address connected to LinkedIn Account, linkedin@mngislis.org

Spring Workshops Committee Report March 2016

The Spring Workshop Committee met on March 16th. Ewald is working on the registration page. Registration is planned to be open by April 6th. Gerry is working on website updates. There are 14 workshops scheduled this year that include 4 remote broadcasts.

2016 Spring Workshops- May 19th- University of Minnesota- Minneapolis with remote broadcasts throughout the state in Duluth, Moorhead and Winona.

AutoCAD and GIS Integration- Half Day- Hands-On- Intermediate- Rob Bigelow, Bolton & Menk

Web GIS Security- Half Day- Lecture- Intermediate- Lucas Scharenbroich, Pro-West & Associates, Inc.- Remote Broadcast

Get a Little More than just the "GIS"- Half Day- Hands-On- Intermediate- Anne Morris, Minnesota Pollution Control Agency

Creating Simple GIS Applications with Python- Half Day- Hands-On- Intermediate- Sam Giebner & Kris Johnson, North Point Geographic Solutions

Preparing and Validating Spatial Data for Emergency Dispatch Next Generation 911- Half Day- Lecture- Intermediate- Victor Barnett, Ramsey County Emergency Communications- Remote Broadcast

Running Enterprise GIS Systems in God Mode- Half Day- Lecture- Intermediate- Jessica Fendos, Ramsey County Information Services

Introduction to Python Using ArcMap's Field Calculator- Half Day- Hands-On- Intermediate- Terese Rowekamp, GIS Workshop

Introduction to QGIS - Half Day- Hands-On- Beginner- Cory Richter, City of Saint Paul

Business Analyst and Business Sustainability- Half Day- Lecture- Intermediate- Pierre Callies, University of Saint Thomas - Normandale Community College

Get Up to Speed with ArcGIS Online- Half Day- Hands-On- Beginner- Kyle Wikstrom, Pro-West & Associates, Inc.

Configuring ArcGIS for Mobile Data Collection and Crowdsourcing- Half Day- Lecture- Intermediate- Jayson Hagen, Esri- Remote Broadcast

Advanced Python: Build your own Classes and Modules- Half Day- Hands-On- Advanced- Zeb Thomas, Department of Natural Resources

Customizing the Parcel Fabric for your Business Needs- Half Day- Hands-On- Intermediate- Ryan Stovern, St. Louis County

ArcGIS for Server 10.3 & Beyond- Half Day- Lecture- Advanced- Justin Hansen, WSB & Associates, Inc.- Remote Broadcast

Minnesota GIS/LIS Consortium
Event Grant Application Form

Part A: Contact Person Information

Name: Stacey Stark and Scott Freburg **Title:** Mn GIS/LIS Higher Education Rep and Board Chair-Elect

Address: c/o Geospatial Analysis Center, 140 Engr 1303 Ordean Court, Duluth, MN 55812

Phone: 218-726-7438

FAX: none

E-mail: slstark@d.umn.edu, scott.freburg@state.mn.us

Part B: Event Description

Name of event: Grades 6-12 Minnesota ArcGIS Online Mapping Contest
<https://sites.google.com/site/minnesotamapcontest/home>

Purpose of event: To encourage students and teachers in Minnesota to use ArcGIS Online and GIS tools and concepts.

Who is coordinating this effort: Scott and Stacey have been involved with the planning committee for this event. Active members also include representatives from Esri, Macalester College, UMN TC, MDE, MAGE, and others.

Who is eligible: Minnesota Middle and High School students in grades 6 to 12 - public, private, or homeschooled. Students may submit a map individually or as a team of two students.

Challenge: The challenge is to create an original Minnesota based map on a topic of interest or concern. The area mapped can range from the entire state to a smaller area, like a county or city.

ArcGIS Online Requirement: Students must use ArcGIS Online to create an original map. The final map must be submitted in one of the following formats: ArcGIS Online Presentation or ArcGIS Online Web App (such as ArcGIS Story Map)

Sponsors: Esri, Minnesota Department of Education and the Minnesota Alliance for Geographic Education (MAGE), and Charlie Fitzpatrick of Esri (with a \$1000 personal donation).

Prizes: The five maps judged the best in each division will be awarded a \$200 prize. (Middle School Division - grades 6 – 8, Senior High Division - grades 9 - 12)

Where and when will the event be held: March 15, 2016 to May 27, 2016. Online submission.

Anticipated target audience: Best efforts will be made to reach all Minnesota Middle and High School students in grades 6 to 12 - public, private, or homeschooled.

Proposed Budget: Total budget \$2000

Charlie Fitzpatrick of Esri has made a personal donation of \$1000, and we wish to match that. We would like to contribute *up to* \$1000 towards t-shirts for all of the student submissions and their instructor. Final number of t-shirts will be determined by the submissions by the deadline of May 27. T-shirts will be ordered and delivered to schools or mailed as appropriate. T-shirts will note Esri, MAGE, MDE, and Mn GIS/LIS as sponsors.

Part C: Consortium Promotion Activities

Briefly describe how you plan to acknowledge the Consortium at your sponsored event.

A website will host the information. The website and all forms downloaded from the website will note the Mn GIS/LIS Consortium Sponsorship. The competition will be noted on the Mn GIS/LIS website, in the Mn GIS/LIS Blog, and at the Fall Conference (Wed and Thursday, detailed to be determined).

Please check all other promotion activities you are willing to consider (a Board member will be in touch with details)

<input checked="" type="checkbox"/>	Mn GIS/LIS logo on hand-outs
<input checked="" type="checkbox"/>	Contribute to Mn GIS/LIS Blog about the event
<input checked="" type="checkbox"/>	Promotion on Mn GIS/LIS social media (facebook, twitter, and LinkedIn)
<input checked="" type="checkbox"/>	Mn GIS/LIS e-announcement to full membership
<input checked="" type="checkbox"/>	Link to Mn GIS/LIS on event website

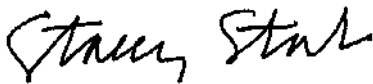
Part D: Receipt of Past Consortium Funding

Have you received funding from the Consortium to support outreach activities in the past (OR within the last two years)?

YES NO

Not for this competition, not for K-12, and not in the form of an events grant.

If YES, please provide a brief report of the activity and the amount of funding received. (This is for informational purposes and will have no impact on your present request.)



3/3/2016

Signature

Date

Minnesota GIS/LIS Consortium
Event Grant Application Form

Part A: Contact Person Information

Name: Darryl Holman **Title:** Resource Information Specialist

Address: Forest Service
Chippewa National Forest
200 Ash Ave NW
Cass Lake, MN 56633

Phone: 218-335-8691 **FAX:** 218-335-8637

E-mail: dholman@fs.fed.us

Part B: Activity Description

Name of Event: Northwest/North Central GIS Networking & User Group Meeting

Purpose of Event: The event has several purposes:

1. Promote networking of GIS professionals;
2. Provide an opportunity to share GIS knowledge and skills;
3. Exploration of software, techniques and hardware associated with GIS;
4. Promote MN GIS/LIS events and encourage membership within it.

Where and when will the event be held:

Thursday, May 5th, from 9:30am – 3:30pm in the Beltrami County Board Room located at 701 Minnesota Ave NW, Bemidji, MN.

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 anticipate 40 participants attending from a wide variety of private, city, county, state, tribal and federal agencies as well as schools and universities across north central and northwestern portions of the state.

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):

Item	In Kind Donation	Funding Request	Totals
Room Fees	\$50.00	\$0.00	\$50.00
Printing Costs	\$30.00	\$0.00	\$30.00
Food Services	\$100.00	\$326.00	\$426.00
Advertising	\$25.00	\$0.00	\$25.00
Total	\$205.00	\$326.00	\$531.00

Part C: Consortium Promotion Activities

Briefly describe how you plan to acknowledge the Consortium at your sponsored event.

1. We intend to submit E-Announcements to the MN GIS/LIS to help us notify individuals of the event;
2. The MN GIS/LIS logo will appear on all signs, flyers and other media;
3. Verbal recognition of the Consortium will also be given to the group the day of the event;
4. This will also be perfect timing to promote the Consortium's upcoming spring and fall workshops, the 2016 Conference in Duluth, and the 2017 Conference in Bemidji.

Please remember: if your event is accepted for outreach funds, you must agree to submit an article about your event for the next *GIS/LIS News*.

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)?

YES

NO

If YES, please provide a brief report of the activity and the amount of funding received. (This is for informational purposes only and will have no impact on your present request.)

\$286.60 was received for a 6/19/2015 kickoff meeting of the NW/Northcentral GIS User's Group to cover the cost of food.

Darryl A Holman

3/21/2016

Signature

Date

Minnesota GIS/LIS Consortium
Treasurers Report for February, 2016
Date of Report: 3/22/2016
Prepared by: Timothy N. Loesch

Account Status as of 2/29/2016

Account	Balance		Description
General Fund	\$74,498.91	\$75,527.75	Affinity Checking Account
Reserve Fund	\$35,192.73	35,189.93	Affinity Savings Account
Other Assets	\$1,500.00	\$1,500	Prepaid expenses, Inventory, un deposited funds
Accounts Receivable	\$8,401.00	\$9,036.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$24,118.19)	(\$24,100.84)	Unpaid bills
Balance	\$95,474.45	\$97,152.84	

Scholarship Fund	\$20,517.41	\$20,515.78	Affinity savings account
Investment Account	\$31,692.34	\$31,483.29	Schwab Managed Portfolio
	\$52,209.75	\$51,999.07	
Total Assets	\$147,684.20	\$149,151.91	Total Assets

Income	\$542.43	\$8,673.73	Proceeds received during the month.
Expenses	\$1089.09	\$1,999.04	Checks written during the month.

Treasurer Comments:

This report summarizes the Consortium's financial status as of February 29th, 2016.

- Accounts receivable was reduced by \$635 by payments made to Consortium for Fall Conference Registrations and Spring Workshop fees.
- Income for the month was \$542 and includes fall conference payment.
- Outgoing payments totaled \$1,089.09 and included payments to Ewald and other minor fees. See check and check card reports for details.

Respectfully submitted on 2/22/2016 by Tim Loesch, Treasurer Minnesota GIS/LIS Consortium.

MN GIS/LIS Board Goals – 2016

Board Goals:

- Define how we pay for scholarships
- K-12 education into the future
- Increase Membership
- Develop new leaders
- Explore meeting options including longer working meeting a few times a year and options for retreat

Awards

Chair: Mark Kotz

Board Members: Gerry Sjerven

Goals:

- Promote awards via e-announcements

Communication

Chair: Kitty Hurley & Mike Dolbow

Board Members: Andrew King-Scribbins, Leah Sperduto

Goals:

- More frequent updates
- Coordinate posts with e-announcements
- Board member to contribute to the blog
- Advertise and promote the blog

Conference

Chair: Ryan Stovern

Board Members: Gerry Sjerven, Tim Loesch, Zeb Thomas, Scott Freburg, Tami Maddio

Goals:

- Continue to enhance K-12 Opportunities
- Keep attendance growing
- Spice up opportunities for vendors and vendor hall
- Budget clean-up including the scholarship ties to the budget

Database & Website

Chair: Gerry Sjerven

Board Members: Heather Albrecht

Goals:

- Website update to mobile friendly site
- Keep website updated
- Clean up unused pages and consolidate

Education

Chair: Stacey Stark & Scott Freburg

Board Members:

Goals:

- Ways to incorporate K-12 Education
- Develop Mentor Program policy
- Update webpage
- Mentor page on the website
- Lead discussion on the roles of the following committees: Education, Scholarship and K-12

Executive

Chair: Tami Maddio

Members: Scott Freburg, Leah Sperduto, Tim Loesch, Ryan Stovern, Jane Mueller

Goals:

Ewald Contract renewal

Renew insurance

Update Policy document including Ewald commitments

Finance

Chair: Tim Loesch

Board Members: Tami Maddio, Ryan Stovern, Jane Mueller, Anyone with a budget

Goals:

- Clean up Account #'s
- Post codes to Project Portal
- Clean up account authorized signers

Future Conference

Chair: Ryan Stovern & Adam Snegosky

Board Members:

Goals:

- National Conference Planning
- Explore other conference venues

Networking

Chair: Zeb Thomas

Board Members: Brandon Tourtelotte

Goals:

- Develop a charter
- Solicit Sponsorship

Nominating

Chair: All Board Members

- Encourage nominees

Scholarship

Chair: Stacey Stark

Board Members:

Goals:

- Figure out school funding
- K-12 vs. Higher Education. Separate or keep together or ?
- Explore reorganization of education committee

Spring Workshops

Chair: Michelle Trager & Len Kne

Board Members: Stacey Stark, Tami Maddio, Gerry Sjerven, Zeb Thomas

Goals:

- Expand Reach
- Coordinate with Networking Committee
- Keep topics fresh
- Expand Market – Remote Sites