

MN GIS/LIS Consortium

Meeting Agenda

February 22, 2018

10:00 – 12:00 pm Board Meeting

Type of Meeting: 2018 Board of Directors

Meeting Location: Thomas C. Savage Visitor Center, Fort Snelling State Park
Fort Snelling State Trail, St. Paul, MN 55111
Call Tim Loesch cell phone 651-249-3500

Meeting Facilitator: Gerry Sjerven, Board Chair

Invitees:	Attend	Call	Out		Attend	Call	Out
Past-Chair: Scott Freburg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Sector: Peter Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair-Elect, John Nerge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Government: John Studtmann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer: Tim Loesch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Higher Education: Jason Menard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary: Leah Sperduto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At-Large: Tanya Mayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Chair: Jared Hovi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Government: Zeb Thomas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Chair-Elect: Aaron Menza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGEO Ex-Officio: Dan Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past Conference Chair: Jane Mueller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGAC Ex-Officio: Ryan Stovern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I. Call to order Sjerven
- II. Roll call Sjerven
- III. Approval of Meeting Agenda & Committee Reports Sjerven
- IV. Review action items & Approval of minutes from last meeting Sperduto
- V. Review & Approval of January's Treasurer's report Loesch
- VI. Open Issues/New business (Adjust Items to accommodate Spring Workshop at 11am)
 - a) Conference Committee Update Hovi
 - b) Future Conference Committee (Conference Location 2019-20) Sjerven
 - c) Education Committee Budget Freeburg
 - d) Spring Workshop Update and Budget Approval (11am) Kne
 - e) Website Update Sjerven
 - f) Amazon Web Services (11:30am?) Maddio
 - g) Event Grant Review – follow-up and next steps Sjerven
 - h) MSPS (Surveyors) Annual Meeting Recap Mueller
 - i) UMGEOCON 2018 Update Sjerven/Freeburg
 - j) GIS Networking & Career Fair at UMN Recap Thomas/Smith

- | | |
|--------------------------------------------|--------------|
| k) Consortium Board involvement with NSGIC | Ross/Sjerven |
| l) Consortium Board involvement with MnGAC | Ross/Sjerven |
| m) Policy Manual Changes - Process | Freeburg |

VII. Adjournment

Committee Business Summary Reports (Review Members and Activity in February)

- | | |
|----------------------------------|-----------------------------------------|
| a) Awards | Mark Kotz |
| b) Communication | Mike Dolbow |
| c) Conference | Jared Hovi |
| d) Database & Website | Gerry Sjerven |
| e) Education | Stacey Stark/Scott Freburg/Jason Menard |
| f) Executive | Scott Freburg/ Gerry Sjerven |
| g) Finance | Tim Loesch |
| h) Future Conference | Ryan Stovern/Gerry Sjerven |
| i) Networking | Zeb Thomas |
| j) Spring Workshops | Len Kne |
| k) Ad Hoc, WLIA | Ryan Stovern |
| l) Ad Hoc, Annual Membership xxx | Freeburg |

MN GIS/LIS Consortium

Meeting Agenda

February 22, 2018

8:30 – 4:00 pm

Type of Meeting: 2018 Board of Directors Strategic Planning Retreat

Meeting Location: Thomas C. Savage Visitor Center, Fort Snelling State Park
Fort Snelling State Trail, St. Paul, MN 55111
Call Tim Loesch cell phone 651-249-3500

Meeting Facilitator: Gerry Sjerven, Board Chair

Invitees:	Attend	Call	Out		Attend	Call	Out
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Treasurer: Tim Loesch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Higher Education: Jason Menard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary: Leah Sperduto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At-Large: Tanya Mayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Chair: Jared Hovi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Government: Zeb Thomas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Past Conference Chair: Jane Mueller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGAC Ex-Officio: Ryan Stovern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. 8:30 – 9:30 Board Basics, Consortium By-Laws and Policy Manual

II. 9:30-9:45 Break

III. 9:45 – 12:00 Business Meeting (separate document)

IV. 12:00 – 12:30 Lunch (Park Manager presentation)

V. 12:30 – 1:00 Brainstorming

VI. 1:00 – 4:00 Planning Meeting

- a) Conference Budget
- b) General Operations Budget
- c) Ewald Contract Discussion
- d) Committee Alignment and Member Review & Goal Setting

Awards

Communication

Conference

Database & Website

Education

Executive

Finance

Future Conference

Mark Kotz

Mike Dolbow

Jared Hovi

Gerry Sjerven

Stacey Stark/Scott Freburg/Jason Menard

Scott Freburg/ Gerry Sjerven

Tim Loesch

Ryan Stovern/Gerry Sjerven

Networking
Spring Workshops
Ad Hoc, WLIA
Ad Hoc, Annual Membership xxx
[ArcGIS Online](#)
[Amazon Web Services](#)

Zeb Thomas
Len Kne
Ryan Stovern
Freburg

Minnesota GIS/LIS Consortium

Treasurers Report for February Meeting, 2018

Date of Report: 2/22/2017

Prepared by: Timothy N. Loesch

Account Status as of January 31st, 2018

Account	Balance	Previous	Description
General Fund	\$89,226.45	\$86,270.66	Affinity Checking Account
Reserve Fund	\$45,268.89	\$45,265.05	Affinity Savings Account
Other Assets	\$1,000.00	\$1,000.00	Prepaid expenses, Inventory, un deposited funds
Accounts Receivable	\$11,485.00	\$16,210.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$24,565.58)	(\$25,909.92)	Unpaid bills (Conference commission to Ewald included)
Balance	\$122,414.76	\$122,835.79	

Scholarship Fund	\$41,583.79	\$41,580.26	Affinity savings account
Investment Account *	\$35,801.70	\$34,976.04	Schwab Managed Portfolio
	\$77,385.49	\$76,556.30	
Total Assets	\$199,800.25	\$199,392.09	Total Assets

Income

- **\$7.37 – Interest Earned (\$7.37)**

Expenses

- **\$1.01 – Credit Card Charges (\$1.01)**
- **\$14.49 – Meeting Expenses (\$14.49)**
- **\$9.85 - Postage and Delivery (\$9.85)**
- **\$916.67 – Association Management (\$916.67)**
- **\$5.20 – Rent/Storage (\$5.20)**
- **\$58.47 – Telephone (\$58.47)**
- **\$0.90 – Office Supplies/Photocopies (\$0.90)**
- **\$86.24 – Insurance (\$86.24)**

Total Expenses for Month = \$1,092.83

Respectfully submitted –

Timothy N. Loesch

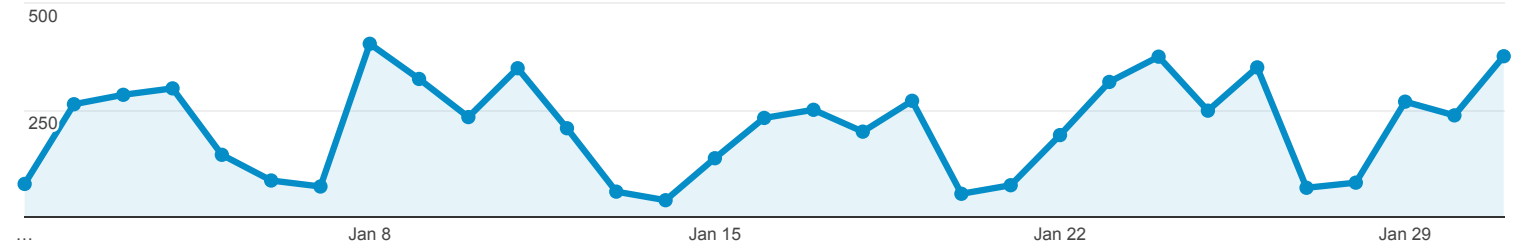
Overview

All Users
100.00% Pageviews

Jan 1, 2018 - Jan 31, 2018

Overview

Pageviews



Pageviews

6,559

Unique Pageviews

5,295

Avg. Time on Page

00:01:07

Bounce Rate

53.10%

% Exit

37.32%

Page	Pageviews	% Pageviews
1. /networking/	831	12.67%
2. /networking/opening_search.asp	756	11.53%
3. /	750	11.43%
4. /networking/job_postings.aspx	212	3.23%
5. /?page=27annual_conference	150	2.29%
6. /networking/apply_now.aspx?view=2&id=474970	107	1.63%
7. /networking/apply_now.aspx?view=2&id=476408	98	1.49%
8. /networking/apply_now.aspx?view=2&id=477953	93	1.42%
9. /networking/apply_now.aspx?view=2&id=478512	89	1.36%
10. /?page=28annual_conference	81	1.23%

Spring Workshop Committee Report – February, 2018

The Spring Workshop Committee met on February 2nd to kickoff the planning process. The meeting minutes can be found [here](#). There is interest in holding the workshops at three locations.

- May 16 in Minneapolis at UMN - 16 workshops organized by Kate Carlson, Rebecca Barney and Len Kne
- May 16 in Duluth at UMD - 4 workshops organized by Stacey Stark
- May 18 in Moorhead at MN State University - 4 workshops organized by Dave Kramer

We are in the process of recruiting instructors for the locations. Our proposed budget can be found [here](#). We ask that the Board approve the budget at your earliest convenience.

We understand that the Board has been looking into using Amazon EC2 resources for workshops. Please keep us informed as to what is decided as we might have an opportunity to use EC2 services with the Spring Workshops.

Thanks-

Kate, Rebecca, Len

2018 MN GIS/LIS CONFERENCE COMMITTEE REPORT
Thursday, February 22, 2018

1. 37 members!
2. Conference Theme
 - a. "Bridging Boundaries"
 - b. Geoff Maas and Stephane Boyum working on logo and will be completed by Feb 27th
3. Subcommittee Reports
 - a. NSGIC Collaboration – Jared Hovi
 - i. Working with NSGIC Conference Chair Tony Spicci on collaboration ideas.
 - ii. More discussion in March after NSGIC mid-year conference.
 - b. Keynote Speakers
 - i. Wednesday – Education Committee working on.
 - ii. Thursday – Proposing to have NSGIC attend and will work with MN Rep, Dan Ross, in selecting a speaker.
 - iii. Friday – (Waiting to configure Thursday)
 - c. Pre-Conference Workshops – Chair Position Currently Vacant
 - i. Will secure 8 rooms
 - ii. ESRI Hands On Lab – Erik Kopras has volunteered to handle set up
 - d. Conference Sessions – Brandon Keinath
 - i. Committee will meet Feb 23th and finalize topics of interest.
 - ii. Timeline – Call for Presentations targeted release date is Feb 28th
 - e. K-12 Education – Scott Freeburg
 - i. Scott and Jared working on room assignments at the DECC
 - f. Facilities – Jared Hovi
 - i. Working with DECC on internet options
 - ii. Security measures set for HOLL
 - g. Technology – Gerry Sjerven
 - h. Entertainment – Jared Hovi
 - i. Tuesday Evening – 75 people
 1. 310 Pub
 2. Hoops
 3. 7West
 - ii. Wednesday Evening – Proposing for NSGIC to secure location and invite MN GIS/LIS attendees
 - iii. Thursday Evening – 400 people – Proposing to invite NSGIC attendees
 1. Grandma's Sports Garden
 - iv. Discount Cards – Stephanie Boyum
 - i. Fun Run – Geoff Maas
 - i. Shirt design completed
 - ii. Course layout – covers both City of Duluth and Army Corps of Engineers property
 1. City of Duluth has modified permitting – no permit needed.
 2. Permit completed with Army Corps of Engineers – no fee.
 - j. Social Media and Communication – Mike Dolbow
 - k. Awards – Board's Awards Committee
 - l. User Groups – Darryl Holman
 - i. Brainstorming new ideas to draw more interest
 - m. Higher Education
 - i. Mentor Program/Poster Competition – Stacey Stark
 - ii. Scholarship Program – Jason Menard
 - iii. Student Assistant – Kitty Hurley
 - n. Geolounge – Jared Hovi/Ashley Crunstedt

- i. Working on seating options
- o. Vendors – Jon Schwichtenberg
 - i. Vendor Prospectus ready for distribution in March
- p. Door Prizes – Heidi Gaedy offered to do again

4. Important Dates

- CFP released: February 28 – Sessions Committee
- Exhibitor/Sponsor Prospectus Released: March 9 – Vendor Committee
- CFP submission deadline: May 11 – Sessions Committee
- Content for registration website/brochure due to Ewald: June 1
- Exhibitor/Sponsor Early Registration Deadline: June 15 – Vendor Committee
- Projected registration open date: June 29
- Content for onsite program due to Ewald: August 20
- Early bird registration deadline: September 7 (little less than one month prior to the conference)
- Proofing onsite program: September 10
- Brochure sent to printer: September 19
- Online registration closes: September 28

5. Meeting Schedule

- February 27th at 10:00am
- March 13th at 10:00am
- March 27th at 10:00am
- April 10th at 10:00am
- April 24th at 10:00am
- May 8th at 10:00am
- May 22th at 10:00am
- June 5th at 10:00am – Tentative
- June 19th at 10:00am
- July 3rd at 10:00am
- July 17th at 10:00am
- July 31st at 10:00am
- August 14th at 10:00am
- August 28th at 10:00am
- September 11th at 10:00am
- September 25th at 10:00am
- October 9th at 10:00am – Tentative Post Conference Meeting

MN GIS/LIS Virtual Environment Group

Tami Maddio, Leah Sperduto, Eric Kopras

Update 2/22/2018

Recent events:

2/20/18: We met with Kim Sundeen and her AWS admin, Subu Swaminathan, from RAMTeCH to discuss the administration of the workshop last fall. (See detailed meeting notes attached)

Summary:

We received great insight in what was required to create the Utility Network workshop and good thoughts for how the Consortium can accomplish this change. RAMTeCH may be an option for the Consortium to setup and administer an AWS instance.

Roles to be defined:

- Technical Admin
 - A consultant to create, maintain, and troubleshoot the AWS environment.
 - Be sure that there is language to ensure support availability on the day of workshops
 - Member of the Consortium to coordinate between workshop instructors and the consultant.
- Budget Admin
 - Receive the monthly statement from Amazon.

Action items:

- RAMTeCH to discuss the feasibility of providing the service that we are looking for.
- RAMTeCH to create an SOW that we can use as a guide for budgeting.

2/21/18: Tami and Eric met with Works Computing on their capabilities of managing AWS.

Summary: Works Computing does not have the resources or the knowledge to accomplish what we want. They have contacts at Amazon and TechData that may be of assistance. There may be a provider of virtual lab environments, we aren't the first ones to look for this solution. They will research these option and provide an update. They did point us to a calculator on Amazon to predict the cost of the machines.

Action items:

- Works Computing to provide resources for the Consortium

Summary:

Feasibility of AWS is high with a managed services contract with a resource with AWS administrative knowledge. We believe that a central person at GIS/LIS should coordinate between workshop instructors and AWS admin.

Potential Use Cases:

- Single instance for demo/lecture
- Lab of workstations
 - ArcGIS Desktop
 - ArcGIS Pro
 - Open Source
- Lab of workstations with server backend

We do not have an estimate for the administrative costs for creating the AWS environment or a workshop at this time. The AWS costs for the 2017 Utility Network:

Cost	Utility Network(\$)	Utility Network(Hrs)
10/4/2017	\$39.74	63
10/3/2017	\$49.92	68
10/2/2017	\$31.49	47
9/1/2017-10/1	\$62.37	119
Total	\$183.52	297 hrs

AWS Options

1. Consortium unilaterally engage Amazon and administer AWS environment
 - a. Vulnerable to technical knowledge changing with volunteers
 - b. Steep learning curve
2. Managed service contract for AWS administration with IT service provider
 - a. Consortium/instructors would need to setup any GIS software
3. Managed service contract for AWS administration with GIS/IT service provider
 - a. Best case scenario
 - b. AWS admin would be able to setup environment and assist in deployment of GIS software
4. ESRI AWS instance for ESRI focused workshops
 - a. All licensing and most set up is complete for ESRI products
 - b. Questionable availability for non-ESRI products

Questions for the board

- There may be vendors/consultants that we have affiliated with in the past that may have the resources to accomplish our task. Do we want to continue searching vendors that have not been sponsors of Consortium activities?
- RAMTech has not been a vendor at our events, correct? Are there any objections to include them as an option to compare pricing to other vendors?
 - Pros:
 - They are knowledgeable about GIS and the AWS environment
 - Cons:

- There may be a perceived bias of using them and not engaging others.
- What information would the board like to see from our group?

Next Steps:

1. Write and submit a request proposal to ESRI to outline the needs we would have from them for licensing. Dan Falbo offered to help the Consortium through this process. We might need to engage our account rep as well.
2. RAMTeCH to provide SOW that we can use to estimate a budget for administrative costs.
3. Group to utilize the AWS cost calculator and create estimated costs for each use case.
4. Works Computing to provide information on other resources/vendors.

Meeting Notes with MN GIS/LIS Workshop Committee

Date: 2/20/2018

Attending: Subu, Kim, Eric, Tami, Leah

Blue font: Kim's responses from meeting to Eric Kopras, 2/13

Italic black font: Kim's notes from meeting on 2/20

1. Will it be difficult to administer AWS ourselves?

- (Kim's 2/13 answer: at first yes, but once the process is established, then no.)
- *RAMTeCH had a previous data center & had an internal initiative to migrate to AWS for remote/virtual environments.*
- *An AWS account was already set up for billing and account admin—this does require more policy set-up.*
- **QUESTION FOR MN GIS/LIS: Who's technical admin for MN GIS/LIS?**
- **QUESTION FOR MN GIS/LIS: Who's billing admin for MN GIS/LIS?**

RAMTeCH may be able to provide a statement of work/managed service contract for AWS.

2. Does it take a dedicated resource/person to navigate the AWS process?

- (Kim's 2/13 answer: yes, definitely. It's like Esri in this way where if everyone is given the "key" purchases can be made anywhere)

3. Are there resources direct from Amazon we can leverage?

- (Kim's 2/13 answer: Subu would know better, but I'm sure there are tons of resources)
- *What training did Subu use? Leveraged AWS documentation and various online resources to establish AWS best practices, internal policies and technical platform architecture.*

4. What was the level of effort to manage the machines for your workshop?

- What were the specs for each machine you used?
 - (Kim's 2/13 answer: I sent this info to Tami a few months back...and I copied the emails below this message...)
 - Server (1): 8 cores, 32 Gb RAM
 - Workstations (6): 4 cores, 16Gb RAM
- Are they canned packages?
 - Not necessarily. These are custom specs
 - Windows OS and SQL server are canned packages. Anything else needs to be configured for each workshop.
- *Subu replicated the same computer (for 5 "user" computers with local logins to login using Remote Desktop on the user's personal laptop) we used for the MN GIS/LIS workshop, with the same hardware, software, and files.*
- *AWS provides full control to handle specific access control. Consider that you need to re-create your enterprise IT like environment for software, hardware, networks, and permissions in the cloud.*
- **Level of Effort (estimated)**
 - **Subu's effort (hrs):**

- *Standing up ArcGIS Enterprise (sql server database, ArcGIS Server, Portal, Pro), loading data, build beta Utility Network data: 1-2 days?; **This took longer since it was beta software.***
- *ArcGIS Pro Workstation: <1hr/computer (5 computers with 2 default accounts)*
- *RAMTeCH used our EDN license to access additional user licenses for Pro and Portal.*
 - *Users used their Pro Licenses during the workshop*
 - *RAMTeCH Level 2 licenses were set up by Workshop presenter (Kim) to be saved in the Pro project for each of the AWS workstations.*
- **Kim's effort (hrs):**
 - *AWS Testing/Prep: 20 hrs*
 - *Workshop prep: 30 hrs*
 - *During Workshop 6 hrs*

5. On the billing side, can you simply pay for the resources that you use or is there a month fee, even if there a no resources utilized?

- Do you purchase credits like ESRI or is it billed after the fact?
 - i. *(Kim's 2/13 answer: It's billed after the fact)*
- Are there minimum charges?
 - i. *(Kim's 2/13 answer: Subu would know)*
- *Tami asked if Subu manages billing. The billing is handled collectively/approved through Managers, but ultimately sent to the admin.*

MN GIS/LIS Goal is to have a "virtual lab" for future workshops. This would avoid having to install software on client laptop.

ACTION ITEM: Kim/Subu will work through RAMTeCH Professional services to provide a statement of work for AWS administration to provide virtual lab like environments for MN GIS/LIS workshops.