MN GIS/LIS Consortium

Meeting Agenda

December 19, 2018
1:00 – 3:30 pm Board Meeting

Type of Meeting: 2018 Board of Directors

Meeting Location: Ewald Conference Center 1st Floor, Conference Room A
Ewald, 1000 Westgate Drive, St. Paul, MN 55114
Join meeting in my Webex Personal Room
https://stlouiscountymn.webex.com/join/stovernr | 925 469 950
Join from a video conferencing system or application
Dial stovernr@stlouiscountymn.webex.com
You can also dial 173.243.2.68 and enter your meeting number.
If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.
Join by phone +1-240-454-0887 United States Toll (San Jose) Access code: 925 469 950

Meeting Facilitator: Gerry Sjerven, Board Chair

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

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 November Treasurer's report — Loesch

VI. Open Issues/New business

a) 2018 Conference Committee Remaining Issues — Hovi

b) 2019 Conference — Menza

c) Logistics Meeting – Review — Menza/Sjerven

d) Logo Competition — Menza

e) K12 Planning — Freburg

f) Educator Day Expenses — Freburg

g) Educator Day Future Planning — Freburg

h) 2020 Conference location – Bemidji — Sjerven

i) Education Committee Update — Menard

j) AGOL Account, Access — Smith

k) Workshop Cloud Hosting Services — Maddio/Sjerven

l) Review Deliverables

m) Approve Payment

n) Next Steps

o) 2019 Board Elections — Nerge/Sjerven

p) Consortium Sponsorship of Maptime — Stovern/Sjerven

q) 2019 Board Planning — Nerge

r) Audit — Nerge

s) Meeting Schedule — Nerge/Sjerven

t) MN Consortium Brochure — Sjerven

u) Additional Items:

VII. Adjournment

Committee Business Summary Reports

a) Awards — Mark Kotz

b) Communication — Mike Dolbow

c) Conference — Aaron Menza

d) Website — Gerry Sjerven

e) Education — Jason Menard

f) Executive — Gerry Sjerven, John Nerge

g) Finance — Tim Loesch

h) Future Conference — Gerry Sjerven
2019 – St. Cloud, 2020 – Bemidji? 2021 – Rochester? 2022 – Rochester?
2023 – Duluth, 2024 – Duluth

i) Networking — Zeb Thomas

j) Spring Workshops 2019 — Kate Carlson, Peter Wiringa

k) Workshop Cloud Hosting Services — Tami Maddio

l) ArcGIS On-Line Account — Smith/Sjerven

Minnesota GIS/LIS Consortium

Treasurers Report for December Meeting, 2018

Date of Report: 12/19/2018

Prepared by: Timothy N. Loesch

Account Status as of November 30th, 2018

Account	Balance	Previous	Description
General Fund	$127,754.75	$125,072.82	Affinity Checking Account
Reserve Fund	$45,306.49	$45,302.77	Affinity Savings Account
Other Assets	$3,500.00	$3,500	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	$1,480.00	$11,480.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	($14,051.47)	($1,563.95)	Unpaid bills (Conference commission to Ewald included)
Balance	**$163,989.80**	**$183,791.64**	

Scholarship Fund	$3,303.94	$3,303.67	Affinity savings account
Investment Account *	$74,751.87	$74,383.87	Schwab Managed Portfolio
	$78,055.81	**$77,687.54**	
Total Assets	**$242,045.60**	**$261,479.18**	**Total Assets**

Income

- **$9.98 – Interest Earned ($63.48)**

Total Income for Month = $9.98
YTD Income = $213,330.96

Expenses

- **$6,700 – Conference Administrative Fees ($26,800)**
- **$2,498.75 – Design and Print ($4,498.78)**
- **-$150 – Special Event refund ($92.84)**
- **-754.44 – Travel and Lodging adjustment ($728.06)**
- **-$2,500 – Misc Supplies, Copying, & Print adjustment ($107.88)**
- **$492.44 - Credit Card Charges ($6,181.77)**
- **$107.03 – Grant Award (2,263.43)**
- **$49.13 - Postage and Delivery ($96.91)**
- **$916.67 - Association Management ($10,083.37)**
- **$50.56 · Telephone ($1,263.99)**
- **$10.20 · Office Supplies/Photocopies ($507.64)**
- **$92.17 - 8230 · Insurance ($1,465.12)**

Total Expenses for Month = $$12,906.73
Total Expense YTD = $164,660.84

Notes
As noted last month there are $3,300 honorariums donated and $4,723.37 of other income that will go to the education account. I requested that this happen in November but the transfers did not

happen so I resubmitted my requests to Amanda Ewald and will continue to track this. A transfer to the Investment account will happen in January.

Virtual Environment Workshop Committee
2018 Fall Workshops Summary Report

Background:

For over 28 years, the Minnesota GIS/LIS Consortium has provided GIS professionals and students quality educational opportunities culminating each year at the annual MN GIS/LIS Conference and Workshops. Workshops are taught by members of the Consortium each year providing unique educational opportunities for attendees. In 2017, one workshop was offered that utilized a virtual environment (Amazon Web Services, AWS) for workshop PC's. This was done again for Spring Workshops with the same workshop offered by Kim Sundeen from Lake Superior Consulting.

The Project:

With the success of the 2 previous workshops offered with AWS, the MN GIS/LIS Board of Directors requested up to 4 workshops utilize a virtual environment for the 2018 Fall Conference Workshops. The hope was to streamline the process of providing each student and instructor with an identical environment before and during the workshop day to reduce issues with installations and varying environments on individual PCs. The MN GIS/LIS Conference offered 16 workshops at the 2018 Conference. The GIS Ninjas submitted a proposal for assisting with the setup of the Azure environment, training for the instructors and Consortium representatives, and provided documentation for the Azure set-up. Kim Sundeen and Don Waldo worked on behalf of the GIS Ninjas. The Board agreed to the terms of the proposal.

The Workshops and Virtual Environment committees identified several workshops to utilize a virtual Azure environment to provide student and instructor virtual machines set up specifically for each workshop. The 4 workshops that utilized these services were: **Exploring the New Utility Network using ArcGIS Pro,** Kim Sundeen, Lake Superior Consulting; **An Introduction to QGIS 3**, David Bitner, Boundless Spatial**; Full Stack Application Development,** Caleb Mackey, Bolton & Menk**; Web AppBuilder for ArcGIS: Knowing Your Options,** Chad Nunemacher & Paul Hedlund, Houston Engineering.

Azure cloud services were used and configured by the GIS Ninjas. Kim Sundeen worked with Microsoft to submit a Non-Profit grant for the MN GIS/LIS Consortium. The grant was awarded, and the Consortium used $261 to date of the grant for the year. This was a total used for the setup and on the workshop day for the 4 workshops. This grant will expire in July 2019. The Consortium can re-apply for the grant each year. Kim Sundeen provided the training on the Azure administration to the workshop instructors and the Consortium representatives about 4 weeks before the workshops. During the workshops, Kim was available all day to help troubleshoot any issues that came up. There were a few issues that Kim was able to work through or find alternative solutions. Workshops volunteers also provided assistance during the workshops. Documentation was also provided by Kim Sundeen for use of Azure for the MN GIS/LIS Consortium account. Overall the experience was a success and could be done again with future workshops.

Virtual Environment Workshop Committee
2018 Fall Workshops Summary Report

Costs: See attached statement of work for detail.

Kim Sundeen - $2,385

Don Waldo - $1,080

Azure - $0 (used $261 of grant)

Total - $3,465

What we learned:

- Using the Azure lab will simplify the ability to set up the machines for each workshop and improvements are expected by Spring Workshops.
- Instructors are advised to access the Azure lab as early as possible to set up and test their workshops to prevent issues on workshop day. The more involvement by the instructor before the workshop and with the set-up there are fewer issues the on workshop day.
- Offering workshops with a virtual environment seems to work well and could be managed by Consortium representative.
- Identify a person/people/committee associated with the Consortium to provide virtual access for workshops. This could be part of the Workshops committee or another identified person similar to the web master.
- Apply for the Microsoft Azure Non-Profit grant. This basically allowed free use of Azure for the 4 workshops this fall.

Summary:

The MN GIS/LIS Consortium used this as a pilot project to assess using a virtual environment as a method of simplifying workhop machine set-up and providing a positive experience for the workshop instructor and attendees. Few issues were encountered, and the costs were well within budget. Adding the Microsoft Azure Non-Profit grant helped keep costs down and showed that we can offer more workshops with virtual machines. Training of identified Consortium representatives and workshop instructors is essential to the success but can be provided easily. Offering workshops with Azure, AWS or other cloud services worked well and should be considered for future workshops offered by the MN GIS/LIS Consortium.

This Bill for Services summarizes billable tasks provided to the Minnesota GIS/LIS Board in 2018 for the October 3rd, 2018 Annual MN GIS/LIS Conference for research, configuration, requirements gathering, training, and workshop in-person support by the GIS Ninjas.

Please make separate checks payable to:

- **Kim Sundeen, 3540 Greysolon Rd, Duluth MN 55804 for $2,385.00.**
- **Don Waldo, 4310 Hwy 27, Moose Lake, MN 55767 for $1,080.00.**

Bill of Services

			Hours	
Billable Task	**Summary**		**Kim**	**Don**
Research on cloud platforms;	- Research on cloud platforms; Compared prices, reviewed website options for non-profit programs and discounts. Requested additional information from MN GIS/LIS virtual environment group on G Suite for using a Google Cloud platform. - Emailed David and Sharvari to get vm requirements to install for virtual environments. Created Google Form for MN GIS/LIS Board to reuse in future.		2.5	2.0
Azure Initial setup; Gather requirements	- Azure Initial setup for demo; Recorded documentation for training purposes. - Applied for non-profit Azure program; Assisted Don with setup specification for setting up demo Azure machines. - Gathered requirements from workshop instructors. Sent emails to/from MN GIS/LIS virtual team and workshop instructors with questions and confirmations. - Configured remote desktop for virtual machines. - Tested virtual machine configurations and remote desktop set up for preparing for the demo. - MN GIS/LIS Board meeting demo & discussion on virtual machine set-up - Follow-up with Azure non-profit program. Created new Azure Non-Profit account. - Follow-up work with Azure to change billing account for Azure account.		9	5.5
Azure virtual machine software installation and image creation	- Installed software for Web AppBuilder workshop for Azure lab. - Installed software for Full Stack Web Development workshop for Azure lab. Created Azure Lab environment.		2	2.5
Test and troubleshoot Azure setup with workshop presenters; In-person training, transfer of	- Wrote Azure manual and provided demo. Worked with lab instructors to provide set-up instructions and help with troubleshooting. - Helped with lab setup and troubleshooting. Re-created lab for Caleb. - Assisted with training demo to MN GIS/LIS Board and lab instructors.		6	2

documentation to MN				
GIS/LIS Board				
Assist with Azure services during workshops	- Troubleshoot and provide assistance for workshops during MN GIS/LIS Conference.		7	0
		Total Hours	***26.5***	***12.0***
		Cost	***$2,385***	***$1,080***

- The below information is accurate as of 11/26/2018
- The MN GIS/LIS Consortium currently pays for an ArcGIS online account bundled with other ESRI services. It renews at the same time (Sept 19th) as the ESRI license. Cost $100
- Currently it allows (1) Level 2 (admin) user and 100 credits.
- Because our organization has been accepted within the Nonprofit Organization Program, we are eligible to receive (1) Level 2 Named User + 1,000 service credits for $100 per user, per year.
- To add Level 1 named users (viewer only levels), these would be $50 per user, per year.

From: Zachary Vavra [mailto:ztvavra@d.umn.edu]
Sent: Friday, November 16, 2018 2:26 PM
To: Ryan Stovern
Cc: Lemke Oliver Sack, Carl M
Subject: MN GIS/LIS Consortium Sponsoring maptimeDuluth

Hi Ryan!

Carl Sack, the GIS Faculty and Program Coordinator at Fond du Lac Tribal and Community College, and I, are starting a maptime chapter in Duluth and seeking a place to hold meetups.

The Duluth library does not charge a rental fee for meetings sponsored by a non-profit organization, and we are wondering if the MN GIS/LIS Consortium is willing to sponsor these meetings. I've confirmed with the library that there is no cost to the sponsor either.

The first meetup happened a few weeks ago with a fun discussion on the use of OpenStreetMap. As the group is in its infinite stages we're still figuring out topics we are interested in discussing and projects we may want to work on as a group. We're hoping we can partner with the MN GIS/LIS Consortium as we feel such a group can be a nice asset for the Twin Ports community!

We appreciate your thoughts and hope you'll be able to join us at a future meetup!

Thanks!
Zach
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Zachary Vavra
GIS Specialist
Geospatial Analysis Center
University of Minnesota Duluth
1049 University Dr. | KPlz 389
Duluth, MN 55812
218-726-6871

Hey Zach,

I am unable to make that determination, but I would see no issue with it. I have included the current board chair and the chair-elect in the email to get their response. This would have to be something that is brought to the board for a decision though.

Gerry or John?

Ryan

Hi Zach, Carl,

Yes, we'd need to take this to the board for any discussion. I know there is a group in the Twin Cities, however, I'm not sure how active they are.

It's a great idea , however, we do need to think about how this would be used and potentially encouraged throughout the Consortium. In other words, if we do it for one will we be asked to do it for others. I'm not sure what that means, but it worth a discussion. We'd also need to consider any potential liability concerns.

I can add it to the agenda for December and see where it takes us.

Thanks Ryan for forwarding.

Gerry Sjerven
GIS Analyst Senior at Allete, Inc.
2018 MN GIS/LIS Consortium Board of Directors Chair

Hi Gerry,

Thank you for the prompt response and for including this as a discussion point at your next board meeting. I actually learned about maptime from the chapter down in the Twin Cities. While I have never been to one of their meetups, they appear to be very active. We're hoping to create something similar in the Twin Ports!

Please let Carl and I know if you need us to provide you with any additional information.

Thank you!
Zach

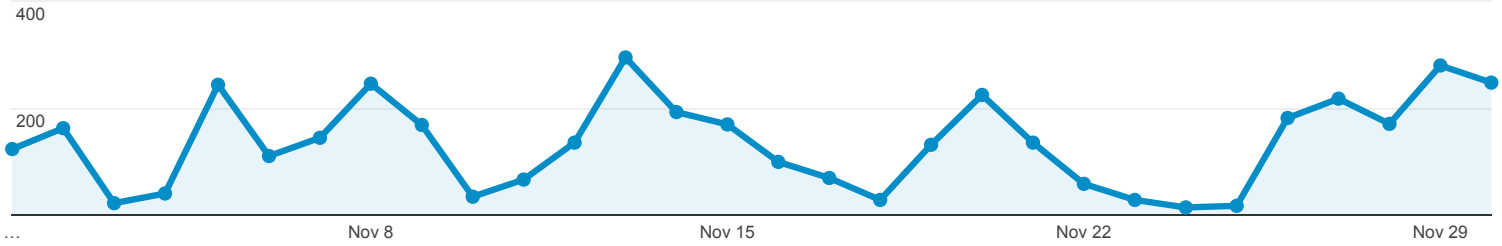
Overview

All Users
100.00% Pageviews

Nov 1, 2018 - Nov 30, 2018

Overview

Pageviews



Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
4,044	3,287	00:00:50	55.14%	35.39%

	Page	Pageviews	% Pageviews
1.	/	377	9.32%
2.	/networking/	314	7.76%
3.	/networking/opening_search.asp	308	7.62%
4.	/default.aspx	302	7.47%
5.	/page/Conference_2018	125	3.09%
6.	/networking/apply_now.aspx?view=2&id=528859	73	1.81%
7.	/networking/apply_now.aspx?view=2&id=530275	71	1.76%
8.	/networking/apply_now.aspx?view=2&id=530139	60	1.48%
9.	/page/current_board	60	1.48%
10.	/networking/apply_now.aspx?view=2&id=529495	44	1.09%

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