MN GIS/LIS Consortium
Meeting Agenda
June 11, 2015
10:00 am – 12:00 pm

Type of Meeting: 2015 Board of Directors

Meeting Location: DECC: 350 Harbor Dr, Duluth MN 55802
Dial in: 1-888-875-1833, Participant Passcode: 5696856553#, Moderator: 8464166303#

Meeting Facilitator: Heather Albrecht, Board Chair

Invitees:
Past Chair: Adam Snegosky
Chair-Elect: Tami Maddio
Treasurer: Brian Udell
Secretary: Catherine Hansen
Higher Education: Greta Poser
At-Large: Scott Freburg
State Government: Zeb Thomas

Private Sector: Brandon Tourtelotte
Local Government: Michelle Trager
Conference Chair: Gerry Sjerven
Conference Chair-Elect: Ryan Stovern
Past Conference Chair: Kitty Hurley
MnGEO Ex-Officio: Dan Ross
MnGAC Ex-Officio: Gerry Sjerven

I. Call to order
   Albrecht

II. Roll call
    Albrecht

III. Approval of meeting agenda & Committee reports
     Albrecht

IV. Review action items & Approval of minutes from last meeting
    Hansen

V. Review & Approval of Treasurers report
   Udell

VI. Open Issues/New business
    Udell
    a) 2015 General fund budget discussion
    Trager
    b) Spring workshops final report
    Albrecht
    c) T-shirts new quote
    Snegosky
    d) Review of 2014 annual report
    Sjerven
    e) Conference committee update
    Sjerven
    f) 2015 Conference budget discussion
    Crunstedt
    g) Bemidji 2017
    h) Other issues/ Ewald round robin
       i) Addition of blog to policy manual
VII. Adjournment

VIII. Committee Business Summary Reports

a) Awards                      Mark Kotz
b) Communication              Kitty Hurley
c) Conference                 Gerry Sjerven
d) Database & Website          Gerry Sjerven
e) Education                  Greta Poser/Scott Freburg
f) Executive                  Heather Albrecht
g) Finance                    Brian Udell
h) Future Conference          Ryan Stovern/Adam Snegosky
i) Networking                 Colin Lee/ Josh Gumm
j) Scholarship                Greta Poser
k) Spring Workshops           Michelle Trager/Ryan Stovern
l) Ad Hoc, Utilities          Brandon Tourtelotte/Andy Schmidt
m) Ad Hoc, Governor’s Commendation Ben Verbick
n) Ad Hoc, K-12 Database      Scott Freburg
Minnesota GIS/LIS Consortium
Treasurers Report for May, 2015
Date of Report: 06/11/2015
Prepared by: Brian Udell

Account Status as of 05/31/2015

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>32,958.93</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>35,166.31</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>765.00</td>
<td>Unpaid invoices</td>
</tr>
<tr>
<td>Other Assets</td>
<td>2,500.00</td>
<td>Prepaid expenses, Inventory, undeposited funds</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>642.92</td>
<td>Unpaid bills</td>
</tr>
<tr>
<td>Balance</td>
<td>$70307.35</td>
<td>Total Assets</td>
</tr>
</tbody>
</table>

| Income                       | 8,078.81  |                                          |
| Expenses                     | 8588.81   | See check detail                         |

| Scholarship Fund             | $20,262.13| Affinity savings account                |
| Investment Account           | $31,483.29| Schwab Managed Portfolio as of 04/31/2015|

Treasurer Comments:

- More inconsistencies from this month to last, will be investigating them after the meeting.
- New codes added. Awaiting request for new codes from Conference committee
- Financials came in late again
2015 Spring Workshops – Summary

Workshop Attendance
- 226 half-day equivalent workshop registrations (47 at remote locations)
- 158 participants (35 at remote locations)

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Format</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basics of LiDAR</td>
<td>Full, Hands-On</td>
<td>cancelled</td>
</tr>
<tr>
<td>Understanding Geodatabases</td>
<td>Half, Hands-On</td>
<td>20</td>
</tr>
<tr>
<td>Getting Started with ArcGIS Prof.</td>
<td>Half, Lecture</td>
<td>47</td>
</tr>
<tr>
<td>ArcSDE The Whole None Yards</td>
<td>Half, Lecture and Demos</td>
<td>26</td>
</tr>
<tr>
<td>CAD and GIS Integration</td>
<td>Half, Hands-On</td>
<td>18</td>
</tr>
<tr>
<td>Parcel Fabric Migration is Done</td>
<td>Half, Lecture and Demos</td>
<td>cancelled</td>
</tr>
<tr>
<td>Python</td>
<td>Half, Hands-On</td>
<td>11</td>
</tr>
<tr>
<td>Data Driven Pages</td>
<td>Half, Lecture</td>
<td>13</td>
</tr>
<tr>
<td>Geocoding</td>
<td>Half, Hands-On</td>
<td>10</td>
</tr>
<tr>
<td>Mobile Operations Dashboard</td>
<td>Half, Lecture and Demos</td>
<td>24</td>
</tr>
<tr>
<td>ArcGIS Server 10.1 and Beyond</td>
<td>Half, Lecture with Demos</td>
<td>43</td>
</tr>
<tr>
<td>Advanced Python</td>
<td>Half, Hands-On</td>
<td>14</td>
</tr>
</tbody>
</table>

Budget
- $21,060 Total Income
- $7822 Total Estimated Expenses
- **$13,238** Estimated Net Profit

Donated Honorariums – Total=$1,600
- Victor Barnett, Ramsey County & Allina EMS - $300 (Requested to be listed in the Annual Report)
- Kyle Heideman, Pro-West and Associates- $300 (Requested to be listed in the Annual Report)
- Caleb Mackey, Bolton & Menk- $300 (Requested to be listed in the Annual Report)
- John Wirries, KLJ- $300 (Requested to be listed in the Annual Report)
- Zeb Thomas, DNR- $300 (Requested to be listed in the Annual Report)
- Jessica Fendos, Ramsey County- $100 (Requested to be listed in the Annual Report)

Expenses Not Yet Finalized:
- Remote Site Lunch Reimbursements (est. $525)
- Room Charge- Mankato (est. $365)
- Room Charge- Duluth (est. $460)
- Food- University of Minnesota Catering Fees (est. $1154.75)
- Food- Qdoba (est. $1277.13)
- Parking Passes (est. $840)
Talking Paper

For use by the Board of Directors:
- American Society for Photogrammetry and Remote Sensing – Western Great Lakes Region (ASPRS-WGLR)
- Geospatial Information & Technology Association (GITA)
- Illinois GIS Association (ILGISA)
- Iowa Geographic Information Council (IGIC)
- Minnesota GIS/LIS Consortium (MN GIS/LIS)
- SharedGeo
- Wisconsin Land Information Association (WLIA)

Subject: Potential Combined Spring Event, May 2016

Enclosures: (1) UW-La Crosse Continuing Education & Extension (CEE) Proposal
              (2) La Crosse Center Proposal

BACKGROUND
The upper Midwest is home to some of the most advanced and inventive geospatial communities in the nation. However, interchange between these communities is limited, with engagement typically ending at state borders. Consequently, a geospatial event which would bring together the above listed organizations would be of educational and networking value to the members of these organizations.

DISCUSSION
SharedGeo, a Minnesota based geospatial nonprofit, has participated in events offered by all addressee organizations. From that experience, discussions began about “someday” having a combined event. Those discussions were the catalyst for the feasibility research which follows.

Potential Event Date: The dedicated state conferences for Illinois and Minnesota occur annually in fall, Wisconsin holds its in mid-winter, and Iowa has a spring bi-annual event occurring in odd years (2015, 2017, etc.). In 2016, the national ASPRS Conference will occur on April 18-22, and the Mid-America GIS Consortium will be held in Overland Park, Kansas on April 24-28. Although GITA has a conference scheduled for 16-17 May, 2016, it is an energy focused event which will take place in Canonsburg, PA, and is not considered to be a competitor for proposed event attendees. Consequently, it is believed there is a window of opportunity for an event in late May 2016, with the week before Memorial Day weekend (May 23-27, 2016) thought prime. Not only does this time frame avoid conflict with other competing events, it is after spring semester for most schools - thereby increasing the opportunity for participation by faculty and students. The suggested range of dates also closely approximates the time of year when state associations have typically conducted regional spring events or workshops.

Potential Meeting Place: For several years the Wisconsin and Minnesota Chapters of GITA held a joint conference in La Crosse, Wisconsin. La Crosse is within 5 hours driving time of Chicago, Des Moines, Dubuque, Duluth, Green Bay, Milwaukee, Minneapolis-St. Paul, and the Quad Cities. As such, it is thought to be an ideal candidate for the suggested event. The other location
which is geographically similarly situated and has many of the same community attributes is Dubuque, IA. However, at this time that location has not been researched in detail.

**Event Management:** A management model akin to that used by the Open Source community is thought best. That approach uses a Planning Committee and a Program Committee, each made up of representatives from the participating organizations. The Planning Committee would be supported by a fiscal agent who would negotiate and sign contracts and provide IT and administrative support to the event. SharedGeo functioned in this capacity for FOSS4G-North America Conference held in Minneapolis-St. Paul in 2013 and would be willing to take on this responsibility if the respective organizations (through the Planning Committee) opted to use this option. Alternately, as discussed below, event planning services through UW-La Crosse appear to be another potential solution (Enclosure 1).

**Event Theme:** One baseline idea for the program could be “Bring Your Best” to La Crosse. Over the years there have been presentations which have scored at the top for each organization – the Program Committee could focus on making these types of presentations available. Alternately, state focused tracks could be offered, with the opportunity for individuals to sit in on what’s happening in other communities. GITA and ASPRS could focus on their respective areas of expertise – infrastructure and aerial/overhead data collection, while SharedGeo could sponsor an Open Source track. However, ultimately the format would be up to the Program Committee to decide.

**Event Delivery:** Assuming an event held in La Crosse Wisconsin, there appears to be two potential scenarios:

- **On the cheap approach** – a “Back to School” theme done totally on the UW-La Crosse campus. The UW-La Crosse Continuing Education and Extension team has already placed a no cost hold on the student union building for the week of May 23-27. The building can accommodate the keynote and lunch seating for up to 350, and has numerous classrooms for breakouts. Total cost for the space if used would be $500. Computer labs would also be available for workshops on a pre-event day.

- **Conventional approach** - The [La Crosse Convention Center](#) is a modern 100,000 sq. ft., facility in downtown La Crosse, an old steamboat town known for its charm. Pricing for venue and food is less than what is typically charged in a big city setting. By all reports it is a beautiful facility which could handle an event larger than 350 – but is about 2 miles from the UW-La Crosse computer lab. A situation which could be easily managed through a dedicated bus service. There is currently a standing offer of the facility for free provided catering and event services were charged through the Center. The week of May 16-20 is currently available (Enclosure 2).

Hotel rooms for either option would be in the low 70’s (Radisson - connected to the La Crosse Convention Center) with NO requirement to buy a room block (rooms would be saved until one month prior to the conference without financial commitment).

**Event Length:** Subject to adjustment by the Program Committee, a one-and-one-half day event, preceded by a day of workshops is the current planning concept.

**Financial Commitment:** It is anticipated that the financial commitment by any one entity would not exceed what would normally be expended to organize the respective regional event for that time of year. Where possible, volunteers would be used to hold down costs. As indicated above,
UW-La Crosse has an in house team that does events locally, nationally and internationally. To date, their conduct has been professional and engaged. They would be able to do all event support elements including website and logo creation, theme development, registration management, program production, catering arrangements and more for under $40 per person. Therefore, potential financial exposure for participating organizations should be minimal for an appropriately priced event.

**Actions to Date:** To date, a BOD member from six of the seven addressee organizations has agreed to place this document before their respective board for consideration. Engagement with Illinois is developing. As of June 6, 2015, the Board of Directors of GITA and SharedGeo have voted to provide an individual to the Planning Committee.

**Steps Going Forward:** A three step approach is offered as a way for organizations to determine their interest in participation:

1. **By June 30, 2015:** BOD’s of the addressee organizations complete review of this document. Based on that review, the respective BOD decides if it wishes to explore the concept further. If further consideration is desired, then the organization provides one individual to serve on an event Planning Committee that will further develop a plan for the tentative event. There is no formal commitment beyond the one individual who would help develop a detailed plan for the event.

2. **By August 31, 2015:** The Planning Committee publishes a detailed event concepts paper which includes such items as an event development timeline, recommended service contracts, a Program Committee work plan, MOU’s and other major event framework items. This expanded feasibility study would include a participation recommendation to all organizations named above. There is no formal commitment at this point in time.

3. **By September 30, 2015:** If the Planning Committee recommends that the event should be held, the respective BODs vote up/down their participation. This becomes the respective organization’s formal commitment in or out of the event. Contractual agreements are then signed as appropriate. Participating organizations promote the event as “their spring event” through their respective normal business channels and cycle.

**RECOMMENDATION**

It is recommended that each addressee organization should provide one individual to an event Planning Committee by June 30, 2015.
University of Wisconsin-La Crosse Continuing Education & Extension (CEE)

Proposal

Full Administrative Services: The Office of Continuing Education and Extension (CEE) will assist you with all phases of program planning to help ensure a successful event. Any actual costs become an expense of the conference. CEE will charge a $32 per person administrative fee ($1000 minimum) for the following services:

1. Attend planning meeting(s) as needed. Travel expenses will be charged back to the conference if meetings are outside the La Crosse area
2. Research, negotiate and book meeting space; reserve sleeping room blocks if needed
3. Assist with speaker arrangements: contracts and travel
4. Secure parking and provide parking permits if needed
5. Develop a conference budget
6. Assist with research and the development of a marketing plan
7. Design a conference webpage under the UW-L CEE website
8. Oversee the design, printing and mailing of marketing print materials, if needed
9. Develop an online and printable registration form
10. Process pre-registrations through mail, fax, internet and phone. All revenue paid by credit card will be assessed a 3% fee
11. Deposit registration monies
12. Email confirmation letters, maps and other needed enclosures.
13. Prepare name badges, conference folders for participants and copying of handouts
14. Produce a master participant list
15. Reserve catering needs and place food orders based on attendance
16. Secure required audio visual equipment
17. Provide Continuing Education Units (CEUs) if needed and appropriate
18. Provide other conference and logistical support as negotiated
19. Provide on-site registration assistance during peak registration hours. If outside the La Crosse area, travel expenses will be assessed

Enclosure (1)
20. Pay conference invoices
21. Produce finance report detailing revenue, expenses and balance
22. A positive balance will be refunded by CEE to the program organization. A negative balance will be paid to CEE by the program organization.

Logistical arrangements: The Office of Continuing Education and Extension (CEE) will assist you with the following for a minimum $500 (fee will be negotiated based on what is needed):

1. Attend planning meeting(s) as needed. Travel expenses will be charged back to the conference if meetings are outside the La Crosse area
2. Research, negotiate and book meeting space; reserve sleeping room blocks if needed
3. Secure parking permits if needed
4. Work with room set-ups
5. Reserve catering needs and place food orders based on attendance
6. Secure required audio visual equipment
7. Assist with other logistical support as needed
8. Program organization will be invoiced for services provided

Registration Services: The Office of Continuing Education and Extension (CEE) will assist you with the following for a $13 per person fee with a minimum of $500.

1. Develop online and printable registration form
2. Process pre-registrations through mail, fax, internet and phone. All revenue paid by credit card will be assessed a 3% fee
3. Email confirmation letters, maps and other needed enclosures
4. Prepare name badges for participants
5. Produce participant list and revenue report
6. Refund registration dollars minus UW-L CEE expenses to organization
The award-winning La Crosse Center offers convention planners a multi-purpose facility with nearly 100,000 square feet of flexible meeting space under one roof. Known as the Center on the Mississippi, it is set in a historic downtown with an ample variety of shopping, dining and lodging choices.

Prepared for: GeoSpatial Conference.

Dates proposed: Three day period between May 16-20, 2016.

Areas proposed:

The Center’s South Hall A, with 24,000 square feet of unobstructed floor space will readily accommodate your exhibition hall and your meal functions. A seventeen-foot by thirteen-foot overhead door makes for easy access to the hall. The Hall’s main lobby features a securable Registration Booth and room for your registration tables.

The Center’s elegant Ballroom will serve as the site of your General Sessions. A wall of floor-to-ceiling windows offers an inspiring view of the Mississippi River and surrounding area. The adjacent Boardrooms can accommodate three smaller breakouts with the remaining breakouts held in the South Hall B.

The La Crosse Center staff offers prompt, professional and courteous service.

Rental fees:

The La Crosse Center will subsidize the entire rent of $12,500.00 for the three day period based upon the Center providing all of the refreshment break items including Continental breakfasts and hot breakfast buffets and hors d’oeuvres and to hold all other meal functions at the La Crosse Center. Will include: tables and chairs for all room sets (not exhibits). Registration area with skirted tables. Wireless internet service and utility fees. Storage of freight or materials for conference.
Houseman: $28.00 per hour.
At your service to accommodate all requests during your event.
Examples: Supervises and assists with conference setup.
Last minute room changes and turnovers.
Provides assistance before and during the event.

Insurance: The La Crosse Center requires a Certificate of Insurance naming the La Crosse Center and the City of La Crosse as additional insured parties for all events at the facility. The policy must have General Liability coverage of $500,000.00, Damage to Rented Premises coverage of $500,000.00 and Medical Pay Coverage of $5,000.00.

Parking: Parking is available in city owned parking lots and ramps within one city block of the La Crosse Center. Additional parking available to guests of the downtown hotels adjacent to La Crosse Center.

Audio Visual: La Crosse Center can provide Audio Visual services for conference.

Trade show Booths: $80.00 per 8'x10' booth.
Back and side pipe and drape, one skirted table, two padded chairs and one 110V electrical outlet. Skirting and drape are available in Green, Yellow, Red, Blue, Burgundy, Black, White and Silver.

Catering: No food or beverages shall be sold, carried, or given away in the building by caterer, convention attendee, or any individual exhibitor unless prior permission has been granted by Center management. The Center reserves the right to serve any and all beverages at the Center. A licensed, insured, and Center-approved caterer must provide all catering.

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