AGENDA
GIS/LIS Consortium Board
Friday February 22, 2007
10:00 a.m. to 3 ish p.m.
Location – St. Cloud State University
Mississippi Room, Atwood Memorial Center
(See attached location information)

To: 2008 GIS/LIS Consortium Board Members:

Board Directors	Ex-Officio Members
Steve Benson – State Government	Will Craig – Governor's Council
Rebecca Foster – Chair Elect	Chad Martini – Past Chair
Kari Geurts – Conference Chair	Nancy Rader - LMIC
Leanne Knott – At-Large	
Tim Loesch – Treasurer	
Mark Packard – Private Sector	**Committee Chairs**
Ben Richason – Higher Education	Banette Kritzky – Scholarship/Database
Sarah Schrader – Secretary	Jane Mueller – Professional Development
Jeff Storlie – Conference Chair Elect	Don Yaeger - Newsletter
Sally Wakefield – Board Chair	
Jennifer Wittkopf, Local Government	

From: Sally Wakefield , Chair
If you are unable to attend or will be late to this meeting, please call Chad @ 651-312-1000,
or cell phone 651-442-5629 or send an e-mail to: swakefield@1000fom.org

AGENDA

Approval of Agenda / Additions to Agenda	Wakefield
Secretary's Report Approval of Minutes	Schrader
Treasurer's Report Approval of Report	Loesch

Action Items\New Business

• **08 Spring Workshops**	Mueller
• **Ewald Contract**	Wakefield
• **08 Web Contract**	Wakefield
• **08 Meeting Dates**	Wakefield
• **Event Support Request**	Wakefield
• **Consortium Representation at Pine 2 Prairie Meeting March 5, 2008**	Wakefield
• **Mailing List request (discussion only)**	Wakefield

Strategic Planning

• **Goal Setting** (see previous years goals attached)	All
• **Committee Review/Formation**	All
• **Budget**	All

Committee Reports

- **Professional Development**   Mueller
- **Conference Committee**   Geurts
- **Education and Outreach**
- **Scholarship Committee**   Craig
- **Membership Database**   Packard / Kritzky
- **Newsletter Committee**   Rader/Craig
- **Web Committee**   Martini
- **Governor's Council**   Craig
- **LMIC Update**   Rader
- **Awards**   Craig
- **Policy**   Sjerven

*** REMINDER TO COMMITTEE CHAIRS ***

Committee reports are 5 minutes in length, and are intended as a **summary only**. If you have more than a summary (i.e. this is going to take more than 5 minutes), please let me know and I will add it under Action Items/New Business. If you are planning to call for an action item, or just a long discussion, it should be done prior to the summary reports

Dial in instructions:

1-866-394-4146
Participant code: 11191230#

Awards

Call for Polaris and Lifetime nominations to be published in the Spring News, published this month.

Governor's Council

Strategic Planning Committee continues to work on technical and organizational issues related to state-level GIS coordination (see three articles in spring newsletter). This effort has been endorsed by the Governor's *Drive to Excellence* sub-cabinet, which elevates the visibility of both GIS and its coordination to the highest levels within the State's Executive Branch. A next step in the process, a "statement of work" to support the "functional transformation" has been posted: http://www.oet.state.mn.us/mastercontract/statements/2169.pdf

Call for nominations for a Commendation from the Governor will be published in this issue. No award was made last year; one nomination was received but it was for a planned project, not a completed one.

The council's May 28 meeting will be held in Rochester, hosted by the City of Rochester Public Works Department -- the location was chosen to build on the connections made during the 07 and 08 Consortium conferences.

Conference Committee Report

Agenda item

Professional Development Committee:

Attached

Database Committee

No Report this month

LMIC Report

FSA 2008 Air Photos: Plans are almost complete to collect new digital air photos for Minnesota this summer. Eight agencies have contributed more than $400,000 to fund the state portion of a partnership. Data will be collected beginning in May, and the first products, the county compressed mosaics, will begin to be delivered this fall.

CAP Grant: LMIC has received a $50,000 grant from the Federal Geographic Data Committee to develop partnerships and the technical capacity for the statewide collection, publication and long term, sustainable maintenance of four types of structures: schools (public/private), hospitals/clinics, police

stations and fire stations. The work involves close collaboration with the Governor's Council Emergency Preparedness Committee.

GeoService Finder: Use this new catalog of GIS services and software to find existing applications or add a catalog entry describing services or software that you have developed. The catalog is at http://www.lmic.state.mn.us/GeoServiceFinder/ and improves and replaces the previous "Shared Services Inventory."

Newsletter

No Report this month

Education and Outreach Committee

No Report this month

Scholarship

Contacts with participating schools will be made this week, as outlined in our schedule. This is part of an ongoing effort to confirm their interest in and qualifications for our Scholarship program. We will review their qualifications and notify them by April 15. They are required to provide the names of winning students by the end of May.

Policy

No Report this month

History

No Report this month

February 20, 2008
Professional Development Committee Report
Jane Mueller, Chair

The Professional Development Committee has met twice (January 25rd and February 8th) to begin planning the Spring Workshops to be held on Thursday, May 15th at the MN DOT training facility located in Arden Hills. To date we have confirmations for the following workshops and instructors (workshop titles to be finalized shortly with the submission of abstracts):

Introduction to Python Programming – Ryan Kirk (half-day, hands on)
Intermediate Python Programming – Ryan Kirk (half-day, hands on)
Introduction to Model Builder – Terese Rowekamp (half-day, hands-on)
Advanced Model Builder – Terese Rowekamp (half-day, hands-on)
Google 3D Intro – Chris Seeger (half-day, hands on)
Google 3D Advanced – Chris Seeger (half-day, hands on)
Hydrology Modeling – Steve Kloiber (half-day, hands on)
Introduction to LiDAR – Tim Loesch (half-day, hands on)
Applications of LiDAR – Tim Barnett (half-day, lecture)
The Use of Remote Sensing in Hydrologic Decision Making – Marv Bauer (whole-day, lecture and hands on)

In an attempt to fill the remaining half-day lecture slot, Sally suggested contacting ESRI to see if they could do something regarding ArcGIS Server. They have been contacted and are very interested. They will let us know later this week if we can confirm this as one of our topics.

As you will see from the workshop topics, all but one (two if ESRI commits) have a hands-on component to them which is what our membership is asking for. I believe we have an awesome line up of topics and we should be able to fill many of the classes. We have four computer lab rooms ranging from 8 seats to 18 seats and two lecture rooms (40 seats and 60 seats). If we can get the details worked out to allow internet access to participants in one of the lecture rooms, we can utilize it as a lab facility also. Participants for the Remote Sensing workshop would be asked to bring their own laptops (internet access is the only program they would need).

Suggested fees for the workshops are $175 for a full day ($205 full day late) and $87.50 for a half-day ($102.50 for half-day late). Because MN DOT is not charging us for the use of their facility, the Committee suggested we lower the cost of the half-day workshop to approximately half price thereby allowing those attending two workshops (a morning and an afternoon session) to attend for the same price as someone attending a whole day workshop.

Registration process will be handled by Ewald through their convention module. Workshops could not be capped by using their calendar function. Sally is working closely with Ewald on the process. Abstracts from instructors are due to Sally shortly so they can be incorporated into the online registration information. We will need to include a question related to whether or not participants want a lunch as part of the registration information.

A post card mailing will go out in mid March to all members informing them of the date, location, workshop titles and asking them to visit our website for more information and registration process. The Committee thought this was a good approach to notify all members in our membership database since not all have a valid e-mail address and don't get (or don't read) the e-announcements. All registration components need to be finalized before the post card mailing to ensure registration is available to recipients at the time the cards are delivered.   In addition to this, e-announcements will be going out every couple of weeks between now and the date of the event updating members on items related to workshop. Additional contacts will be made with outside organizations asking them to inform their members/contacts of the event also.

Catering arrangements are being finalized with Nelson Deli. This vendor delivers to the facility on a regular basis and can do all three breaks. Arrangements will include a morning break consisting of pastries and beverages, a box lunch which includes a sandwich, chips, salad, cookie and drink, and an afternoon break consisting of bars and beverages.

A budget document is attached showing estimated expenses and revenue at this point.

The Committee will also be asking for students to assist as moderators in the workshops. In exchange for volunteering, they will be able to attend the workshop for free and receive a lunch as well.

A special thanks to all the Committee members who helped with this. We've only been at this for three weeks and we've got most of the details worked out already!!! Great job!

MN GIS/LIS 2008 SPRING WORKSHOPS ESTIMATED BUDGET

Maximum capacity = 150 people
60% capacity = 90 people

EST. EXPENSES:

	100% attendance	60% attendance
FACILITY RENTAL	$0.00	$0.00
CATERING (Nelson Deli):		
Morning Break ($3/person est)	$450.00	$270.00
Lunch ($8.50/person)	$1,275.00	$765.00
Afternoon Break ($3/person est)	$450.00	$270.00
HONORARIUMS		
10 @ $300 (1/2 day)	$3,000.00	$3,000.00
1 @ $600 (full day)	$600.00	$600.00
POST CARD MAILING (2800 est)		
Printing ($106.50/1000)	$320.00	$320.00
Postage ($0.15/card est)	$420.00	$420.00
OTHER	$200.00	$200.00
EST. TOTAL EXPENSES	$6,715.00	$5,845.00

EST. REVENUE:

	100% attendance		60% attendance	
Registration fees				
$175.00 full day early	58	$10,150.00	34	$5,950.00
$205.00 full day late	2	$410.00	2	$410.00
$87.50 half day early	173	$15,137.50	103	$9,012.50
$102.50 half day late	3	$307.50	2	$205.00
EST. TOTAL REVENUES		$26,005.00		$15,577.50
EST. NET REVENUE		**$19,290.00**		**$9,732.50**

2006 Strategic Retreat Goals

1. **Spring/Summer Workshop Options:** (Professional Development)
   a. Summer workshop in Mankato
   b. Hydrology modeling workshop
   c. Bemidji workshop
   d. Metro GIS forum
2. **GIS use in school K-12:** (Education)
   a. Conference participation by K-12 students currently utilizing GIS in school
   b. Hold a conference session where members may sign up to be a mentor
3. **Increase conference volunteerism beyond Board:** (Conference)
   a. Define a task list
4. **Affiniscape:** (Web)
   a. Implement Affiniscape in 2006
5. **Ewald Performance:** (Board)
   a. Meet with Ewald staff regarding contract and performance
6. **Web Evaluation:** – *lower priority*
   a. Discuss after Affiniscape is up and running
7. **Policy Manual:** (Policy)
   a. Set the benchmarks
(Theroux) Clarify roles in regards to the Consortium Calendar
8. **Database Rehabilitation:** (Web) – *lower priority*
   a. Will review when Affiniscape is up and running
9. **Event Planner Alternative:** (Conference)
   a. Create a temporary sub-committee to gather information regarding alternative options and report back to the Board
   b. Craig volunteered to sit on the committee
(Craig) Will contact past Consortium Conference Chairs and others regarding involvement with this temporary committee.
10. **Budget Reserve Fund:** (Board)
    a. Set up a reserve fund in 2006
11. **New Logo for Consortium:** (Board)
    a. Consider options for new logo

The Board will review the progress of these goals throughout the year at each Board meeting.

Strategic planning meeting began about 12:15 p.m.
Insurance in Rochester
- Foster will ensure that Ewald works with the Rochester facilities to have sufficient conference insurance, especially for the beer tasting event.

Webmaster Contract
- Sjerven is currently paid $30/hour, billed quarterly, up to a max of 1200 hours (anything beyond that requires board approval).
- Web committee: Will bring webmaster contract for approval at the March meeting.

Ewald Contract
- Tabled until the March meeting since the proposed contract was not available in advance.

Spring Workshops
- See Committee Reports section for details on possible workshop topics.
- This year, we will aim for one north and one south workshop on the same topic.
- Next year we will likely aim for one place with a slate of workshops on several topics.
- Goal: Schedule spring workshops by the end of the year, otherwise the process is too rushed.
- Ideally, the workshops would be offered about six months after the conference workshops.

Speakers' Bureau / Education
- Education will likely focus now on outreach to a non-geospatial professional audience, e.g., the LCCMR and municipal officials.
- Potential task: Updating the educational sourcebook from 1997.
- Speakers Bureau presentation materials: Likely many sources; check with MAGE; develop materials using a wiki.

Newsletter
- Assess whether the current newsletter is effective and worth the effort.
- Conduct a survey
- Check with other e-newsletters, e.g., Wisconsin Mapping Bulletin and Dakota County GIS News.
-]The budget includes a payment to the editor; Yaeger has not been taking the payment.

Member Services
- The database is a tool for us to meet our business functions; we need to define what we need from the various interlinked databases so that we can model how the database(s) should really work.
- In the short term, we need to iron out database responsibilities for the Ewald contract.
- For the longer term, we need to ask Ewald to state what they do, then meet with them to improve the functioning of the database(s).

Web Modules
(See handout from Sjerven for details)
- **Survey module**: Sjerven would like to test this out, perhaps with the conference workshop poll. A larger project would be updating the 2002 salary survey – this would need Board approval.
- **Ads**: Sjerven proposes testing out a small ad in the website banner. The Board would like to see a mock-up of what that would look like.
- **Photo Gallery**: This would make it easier to post photos. The Board approved Sjerven to test this out.
- **Classified Ads**: This module could replace the current Jobs Announcements page. The
- webmaster would still approve ads before they were posted to the website in order to screen out anything inappropriate. The Board approved Sjerven to test this out.
- **"Shop-Through" links**: If members bought items after using a link to an advertiser on the Consortium's site, the Consortium would get some income. The Board felt this needed more discussion and should be a lower priority than the other modules. They did not approve testing the module at this time.

Budget
- Overall, last year's budget and actual expenses were very close.
- Based on figures from 2005 actual expenses, 2006 budgeted and 2006 actual expenses, and estimates of changes needed for this year, the Board developed a 2007 budget.
- The Executive committee will work on details of Ewald contract, especially Ewald's proposal to remove the $11,000 cap on conference profit-sharing.
- Some issues about accounting for expenses and income in consistent categories still need to be ironed out (e.g., workshop registration revenues). The codes used for the conference budget should match those used in the main budget.
- The conference committee will likely raise early registration fees by $5 and late registration fees by $10.
- The board will need to make some decisions about goals for the scholarship fund.