AGENDA
MN GIS/LIS Consortium Board
Friday, April 20, 2012
10:00 a.m. to 12:00 p.m. Board Meeting
Location: Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: **2012 GIS/LIS Consortium Board Members:**

Board Directors	**Ex-Officio Members**
Ben Verbick - Chair	**Gerry Sjerven – MnGAC**
Sarah Schrader – Past Chair	**Nancy Rader – MnGeo**
Josh Gumm – Chair-Elect	
Kari Geurts - Treasurer	**Committee Chairs** (Non Board Members)
Catherine Hansen - Secretary	**David Kelley – Scholarship**
Stacey Stark – Higher Education	**Mark Kotz - Awards**
Heather Bergen – At-Large	**Ben Richason –Education**
Bart Richardson – State Government	**Gerry Sjerven – Web Administrator**
Blaine Hackett – Private Sector	**David Kelley – Prof. Development**
Michelle Trager - Local Government	
Alison Wieckowicz – Conference Chair	
Derek Lorbiecki – Conf. Chair-Elect	

From: Ben Verbick, Chair
If you are unable to attend or will be late to this meeting, please call Ben @ 763-543-2638 or cell phone 763-226-7060 or send an e-mail to: bverbick@logis.org
See conference call instructions at the end of this document.

AGENDA

Approval of Agenda / Additions to Agenda	Verbick
Secretary's Report, Approval of Minutes	Hansen
Treasurer's Report	Geurts

Action Items\New Business

• Review/discussion of 2012 Board Goals	Verbick
o Identify action items for April-May	
• E-announcement procedure and schedule	Hansen
• Posting restrictions on our facebook page	Verbick
• Review of proposed timeline for M360 transition	Richardson/Verbick
• Mobile sessions/events scheduler	Wieckowicz
o Continuation of March discussion item	
• FOSS4G and MN GIS/LIS	Hackett
o http://www.foss4g.org	
• Spatial Hotdish immediately following May 18 meeting (12:00)	Verbick
o Previously referred to as Hack-a-map day	
• Round Robin	Verbick
o Issues in general	
o Any Ewald issues for monthly follow-up	

Committee Business and Summary Reports

Note: an oral report not required but Board approval is required for all submitted reports.
Individual reports are assembled into a single document for quick review on our Portal for the specific board meeting month.

- Awards Committee   Kotz
- Conference Committee   Wieckowicz
- Education Committee   Stark
- Database\Web Committee   Richardson
- Newsletter Committee   Rader
- Outreach Committee   Hackett
- Spring Workshop   Trager/Schrader
- Scholarship Committee   Stark
- Statewide Community Advisory Body   Rader
- MnGeo Update   Rader

Conference call instructions:
Dial 1-866-394-4146
Participant code: 11191230#
Board Chair: 11172589#

Committee Reports – April 2012

Awards (Mark Kotz)
- No Report this month

Conference (Ali Wieckowicz)
Committee Met April 12, 2012
1. Conference Committee Reports
   - Program
     - o Facility
       - 2012 we will combine exhibitor and lunch spaces
       - Capitalizing on exhibitor exposure
       - Committee is waiting on exhibitor company for approved lay out
     - o Speaker Update
       - Keynote
         - Paul Douglas has been selected
       - Friday Lunch Schedule Options
         - Don Gunmanson à Team Building Option
         - Jane Miller à Trails, Lakes, MN history
     - o Thursday AM Schedule
       - Alison would like to add this piece to the onsite agenda (rather than the ppt efforts from 2011)
     - o Exhibitor Brochure Changes
       - Layout changes from last year
       - Onsite/Web Adds
       - Online Registration
       - Exhibitor Piece should include "Online registration details coming soon…"
   - Scholarship
     - o Waiting on schools to name their candidates at this point
   - Workshops (Sherry Buckley)
     - o Need for someone to manage workshop instructors (honorariums)
       - 2011 packet of instructions/guidelines will be passed on for this year to complete tracking of instructors and their honorariums
       - Form collection will be essential for 2012
     - o Room summary from St Cloud State
       - Ben gave review of room needs
         - Ben will also supply us with a list of general guidelines for instructors about facilities
       - Lab style facilities vs. lecture facilities
       - Ben will send list of facilities of available to committee
     - o Survey results
       - Topics suggestions discussed
       - Group will pick topics based on facilities availability
   - Sessions (Doug Hansen)

- o CFP Responses
  - No abstracts received at this time
- Facilities (Etoile Jensen)
  - o Workshop rooms
    - Poster of room locations
    - Room provided for breakfast/hospitality room
- Entertainment (Sarah Schrader)
  - o Welcome venue options
    - Pioneer Place (venue)
    - 2011 items/prices will be sent to group
  - o Networking Event planning
    - Beer Tasting – we will purchase our own insurance so we can run the event how we prefer
    - Move beer tasting to exhibit hall
      - Create more vendor exposure and activities for those who aren't drinking

Web/Database (Bart Richardson)
Committee met on April 12
Confirmed participants, timeline, and milestones.

Meeting with volunteers	April – May
Content plan and additional content development plan	May 14th
(Jerry, Nancy with database committee)	
Database fields and options within fields defined by committee	May 21st
Data fields set up and database structure, forms, processes, member portal, settings, membership, searches	May 21st
Homepage design/refresh draft	May 29 – June 1st
Marketing plan, messaging and email launch plan	May 29 – June 1st
(Communications plan through December)	
Events and forms rebuilt	June 4 – 8th
Content clean up and migration to new layout	June 4 – 8th
Data conversion and testing	June 11 – 15th
Final changes and revisions	June 11 – 15th
Launch and troubleshooting	June 15th
Homepage design/refresh final	June 15th
Go Live announcement, official launch	**June 15th**
Email announcement to members	June 19th
Email announcement to non-members	June 22nd

Questions for the group:
1. are there additional fields that we could add that would help in membership tracking and marketing? i.e. years in the field, county
2. are there additional contact fields that we could collect? i.e. social media profiles
3. which groups of members do we want to assist in connecting? i.e. committees, special interest groups, etc.

Communications/Social Media (Nancy Rader)
Spring 2012 News: Published.
Summer 2012 News: Deadline May 31

MnGeo (Nancy Rader)

New CGIO: Dan Ross is Minnesota's new Chief Geospatial Information Officer, replacing David Arbeit who retired April 10. See the [announcement](#).

Business Plan for Statewide Parcel Integration project: A workshop was held on April 5 for key stakeholders to provide input for the business plan. The workshop was well-attended, including participants at 11 remote video sites. For more info about the project, see the [project webpage](#).

LiDAR: Data for the Arrowhead and the Metro region, collected in 2011, is being delivered in phases to the DNR for final QA/QC. Blue Earth County was collected this month. LiDAR data on DNR's FTP site has been copied onto MnGeo's FTP to help reduce the download traffic on DNR; both sites are now available (see details [here](#)).   For the latest status updates and user comments, see Tim Loesch's new [Minnesota Lidar Facebook page](#) (a publicly viewable page).

Spring Orthophoto Program: A partnership information meeting was held April 3 in Bemidji to provide background information about spring leaf-off flights being planned for 2013-15. This meeting provided information about project details and offered an opportunity to discuss possible collaborations with counties and local governments interested in leveraging state funds to acquire higher-resolution imagery. The meeting slides are online via the [project webpage](#).

GLO Field Notes project: On April 11th the U.S. Bureau of Land Management notified MnGeo that they had successfully added Minnesota's General Land Office field notes to their web site. Yet to be completed is the migration of Minnesota's high-resolution GLO plat maps and modifications to the Bureau's land records database to accommodate duplicate notes and map records. A date for completing these final steps has not been set. In the interim, we encourage you to look at [the site](#) and Minnesota's field notes. Comments are most welcome and should be directed to John Hoshal at john.hoshal@state.mn.us. For more info, see the [project webpage](#).

Geospatial Advisory Councils (Statewide: Gerry Sjerven, State Gov't: Nancy Rader)
*The **Statewide** Geospatial Advisory Council addresses issues of concern to the wider GIS community; the **State Government** Geospatial Advisory Council focuses on state agency issues. All meetings are open to the public, and materials from past meetings are on the councils' webpages.*

> **Statewide Council**: The council has not met since the last Consortium Board meeting. The next council meeting is May 30.

> **State Government Council**: The council has not met since the last Consortium Board meeting. The next council meeting is May 22.

Outreach (Blaine Hackett)
The Outreach Committee met on Friday, April 13.

Outreach for Conference Activities Update from members:
- Contact GIS organizations from other states for the following:
    - ACTION: Get contacts from WI, IA, ND, SD, NE, IL, Canada for 2012 (Blaine)
    - ACTION: Ask them to post the call for papers (Blaine)
    - ACTION: Ask about good quality session presenters they have had in the past (Blaine)
- Partner with other groups
    - ACTION: Communications plan from Statewide council (Josh)
    - ACTION: Ask ASPRS if they would like to be more active with our conference (Ben)
- Contact non-GIS professionals within Minnesota
    - ACTION: Get contacts from APA, Crime Analysis, Medical (Ali)

- **Continue discussion** on how can we help students or other presenters pay for conference?

The group also thought we should have a better way to help students and other presenters pay for the conference to get more diversified attendance. A few ideas where to swap between conferences or give free registration to 3 presenter from out of state. We will discuss at next meeting.
- o Presenter gets admission for Friday sessions and lunch
- o Set number of invitations

FOSS4G 2013 Conference
- • How could GIS/LIS help?

Spring Workshops (Sarah Schrader, Michelle Trager)
The MN GIS/LIS Consortium 2012 Spring Workshops are scheduled for May 24th at the University of Saint Thomas Campus in Saint Paul. There are 8 workshops scheduled:

Making Web Google Mashups and More- Mike Dolbow, MN Department of Agriculture- Half Day (Hands-on)
Introduction to GIS using ArcGIS 10- David Brandt, Washington County- Half Day (Hands-on)
Cartographic Design-Jessica Campbell, USFWS and Ashley Nepp, Macalester College- Half Day (Lecture)
Making Maps Using the US National Grid-Randy Knippel, Dakota County- Half Day (Lecture)
Model Builder" Making Models More Useful-Terese Rowekamp, Rowekamp & Associates- Half Day (Hands-on)
Spatial Data Revealed-Len Kne, U Spatial- Half Day (Hands-on)
Mobile GIS Applications-Jeremy Moore, Elevated GIS Solutions- Half Day (Lecture)
Applications of Python in GIS-David Fawcett, Minnesota Pollution Control Agency- Full Day (Hands-on)

Registration is scheduled to begin on April 23rd. E-announcements and messages on Facebook and LinkedIn will be used to communicate the information to the GIS community.

Networking Event Planning (Schrader)
The Networking Events planning committee recently sent out information regarding the opportunity for companies to sponsor two networking events in 2012. The sponsorship fee is $200 and will help pay for the event on May 24th and the networking event in November. The committee is not seeking any sponsors for the October event at the conference. The committee is currently working on contacting and confirming the sponsoring companies with a goal of having at least 10 sponsors for 2012.

The committee met on April 9th and finalized many details for the upcoming networking event to be held after the spring workshops on May 24th. The committee is now focused on advertising efforts for this event and will be using all Consortium-sponsored advertisement options available: E-announcement, LinkedIn, Facebook, and the website. In order to track the number of possible attendees for the May event, the committee has set up an Evite. Using Evite to track attendance worked very well when it was used for the November 2011 networking event.

The committee has continued discussions regarding the October event and currently plans to hold the event at the Convention Center again. By the Consortium purchasing separate insurance for this event, we can avoid the issues we had at last year's event regarding whether or not our volunteers could also participate in the tasting. Members of the planning committee are working closely with the conference committee to plan the best location at the convention center for this event.

The next planning meeting will be on Monday, May 7th and will be held at the University of St. Thomas so that the we can see the actual event space before May 24th.

Education (Stacey Stark)
- No report this month

Scholarship (Stacey Stark)
The scholarship committee met on March 26, 2012.

We are exploring the idea of changing the scholarship competition to different time of year. Every institution has expressed problems with our current schedule for either identifying students or keeping them committed through the summer.

One possible solution emerged: to hold the competition in the late winter/early spring, a few weeks before finals (mid-May). This timing was the only alternative that seemed to make sense. We could possibly combine this event with a networking event or the GISSO job fair at UM.   There are disadvantages of this timing as well (difficult timing for students to be ready with a final project). The Mn GIS/LIS Consortium would need to approve the funds a full year in advance of the competition (early 2013 for a 2014 event) in order to announce the program in the Fall.

In order to evaluate the timing of the scholarship program, Stacey is drafting questions to survey all of the MN Institutional Contacts. The survey will go out by April 25, so faculty are able to respond before summer break. The committee will review the responses before pursuing any change.

The scholarship committee intends to coordinate a raffle at the Fall Conference to benefit the Scholarship Endowment Fund again.   Language to this effect was included in Alison's letter to the vendors.

Finance Committee (Kari Geurts)
- No report this month

Minnesota GIS/LIS Consortium
Treasurers Report for March, 2012
Date of Report: 04/20/2012
Prepared by: Kari Geurts

Account Status as of 03/31/2012

Account	Balance	Description
General Fund	$21,829.03	Affinity Checking Account
Reserve Fund	$35,055.12	Affinity Savings Account
Accounts Receivable	$1,465.00	Unpaid invoices
Other Assets	$5,000.00	Prepaid expenses, Inventory, Undeposited funds
Accounts Payable	-$76.97	Unpaid bills
Balance	**$63,272.18**	**Total Assets**

Income	$5.89	Registrations, donations and interest
Expenses	$827.59	See check detail

Scholarship Endowment	$34,239.10	Affinity savings account

Treasurer Comments

The credit card charge for $32.62 was for Fall Conference registrations.

Deposits:

Reserve Fund Interest	$2.98
Scholarship Fund Interest	$2.91
Total	$5.89

Expenses:

Credit Card Charges	$32.62
Meeting Expenses	$11.97
Postage/Delivery	$2.20
Management Fee	$700.00
Rent/Storage	$4.07
Telephone	$76.03
Office Supplies/Photocopies	$0.70
Total	$827.59