



Iowa Geographic Information Council
Board of Directors Quarterly Meeting Minutes

April 13, 2005, 11:00 am – 3:00 pm
Face-to-Face meeting, Scheman Hall, Ames Ia

Called to order by Chair Kristen Tuttle at 11:03 a.m.

Roll call:

SECTOR	REPRESENTATIVE	ALTERNATE
Private Enterprise	Gail Brown, Joe Eckmann, Shane McDermott	
Municipal government	Kristen Tuttle, Herb Kuehne, Chad Olson	
County Government	Micah Cutler, Ron Koch, Rick Havel	
Regional Agency	Mark Warren, Brad Cutler	
State Agency	Tom Samson	Jim Giglierano
Federal Agency	Mark Coppersmith, Gregg Hadish	
University	Anya Butt, Chris Seeger, Kevin Kane	Patrick Brown
Community College	Terry Brase (via phone), Scott Ermer	

Others participating:

Alan Jensen (IGIC State Coordinator), Jessy Willadson, Barb Berquam, Roger Patocka, Joe Artz, Michelle Fields, Keith Dohrmann, Ann Packard, Paula Lemke

Approval of January, 2005 Minutes: Brad Cutler moved to approve minutes from the last IGIC meeting. No second. Motion carried by unanimous voice vote.

OFFICER REPORTS

1. Chair – Chair Kris Tuttle mentioned that the Executive Committee had met in February, 2005 at the Amanas to discuss issues related to the State GIS Coordinator’s position. This included possible revision of the Coordinator’s job description along with discussing strategies to elicit state funding for the position, principally from John Gillespie’s office, ITE Chief Operating Officer. A comment was made that Mr. Gillespie has shown some interest in this possibility. Kris would like to hold a meeting of those IGIC representatives interested in making a presentation to John Gillespie for more solid funding than is what we have now. One possible goal would be to talk to Governor Vilsack during the next legislative session and re-educate him on the importance of IGIC and the State GIS Coordinator position.

Regarding quarterly IGIC meetings, Kris feels the business portion of the meeting takes up too much time. She'd like to add a couple of hours to the agenda for individual committees to meet. Also, ICN continues to be problematic for conducting quarterly meetings. ICN does not let groups reserve facilities more than 2 months in advance, plus it is difficult to switch sites on short notice if need be.

2. Vice-Chair – Vice-Chair Brad Cutler decided to provide an update as part of the committee reports.
3. Treasurer – Treasurer Terry Brase reported that IGIC had expenses of \$1400.32 for the last quarter (Jan. thru March 2005). IGIC is beginning to receive income from the statewide ESRI education license, which has reduced IGIC's license cost to \$1400.

Current balance is \$9,099.36, which includes April activity (mostly conference-related). This balance is more accurate now since Terry went through CTRE's records recently and has reconciled the two former accounts to within a couple of hundred dollars. Also, all accounts have been consolidated into one account with one checkbook.

Terry almost mentioned that he has broken IGIC's budget into 7 or 8 categories of expenses. Kris asked that Terry to try to incorporate the budget into the Strategic Plan and that Terry also look into setting up the budget in a program such as Quicken or Quick Books. Brad Cutler added that there are non-profit versions of these software packages available at discount rates.

4. Secretary – Secretary Mark Warren conducted a roll call of committee members in an attempt to synchronize the committee membership lists displayed on the IGIC web site with the spreadsheet maintained by the IGIC secretariat. Patrick Brown informed the Board that this information displayed on the web site will be generated from a master database in the near future so that it will no longer have to be manually maintained.
5. State GIS Coordinator

a. *Statewide Inventory.* State Coordinator Alan Jensen informed the IGIC Board members that they will be asked in the near future to provide the following information: 1) what have you been doing in relation to your IGIC sector; and 2) in your sector, how do you see your work contributing to the overall GIS community in Iowa. This information is being compiled for a statewide inventory of GIS activities. Brad Cutler added that members also will be asked to provide estimates of time applied toward IGIC activities.

b. *Extension Update.* The ISU Vice-Provost of Extension is retiring after this year. Since the Vice-Provost has been the person promoting restructuring of Extension, this leaves several things up in the air. But what is most likely going to happen is that roles will be re-defined and that Field Specialists such as Alan will rewrite their own job descriptions. Because of limited funding for his Extension position, Alan has had to take on outside projects to help fund himself.

5. State GIS Coordinator (continued)

c. *Discussion of Coordinator funding.* An extensive discussion ensued regarding future funding of the GIS Coordinator. Kevin Kane reiterated the current funding appropriations (about a 90/10% split with ISU Extension paying the 90% and IGIC and ICIT paying the remaining 10%). General consensus was that the primary goal of IGIC re: Coordinator funding is to get the State of Iowa to begin picking up the majority of the financial obligation as it was initially in the late 1990's. Also, it was generally decided that when the IGIC Board approaches state legislators and officials regarding the Coordinator position and funding for it, that the Board have the Strategic Plan and accompanying budget information in hand and included in any type of Executive Summary.

The Board adjourned for lunch at 12:30 p.m.

The Board reconvened at 1:30.

5. State GIS Coordinator (continued)

d. *Brainstorming session.* Following lunch, the Board participated in a brainstorming session on two topics: 1) "Potential Roles for the State GIS Coordinator", and 2) "Potential Sources of Funding for the State GIS Coordinator". These are included at the end of these minutes and as *Attachments 1 & 2*.

MISCELLANEOUS REPORTS

1. USGS/NSDI – Mark Coppersmith discussed the newly-formed National Geospatial Programs Office (NGPO). This office was established in 2004 and consolidates several federal programs (FGDC, National Map, Geospatial One-Stop and all parts of NSDI) under one agency. Karen Siderelis serves as the NGPO Chief.

The NGPO's emphasis is to oversee all of the geospatial activities for which USGS has a leadership role in the Federal Government, which includes insuring access to current, accurate and consistent geographic data and maps. NGPO wants to establish an NSDI Partnership Office in every state and work with each state to realize the goals of that state's strategic plan for GIS. Ideally, the NGPO would like to work out a Memorandum of Understanding (MOU) between the NGPO and each individual state to outline how to meet NSDI goals and objectives.

COMMITTEE REPORTS

Due to the meeting running late, it was unanimously agreed by Board members to only hear reports from those committees which had pending business.

1. Nominations. Barb Berquam mentioned that nominations were needed for Secretary and Vice-Chair positions. Micah Cutler volunteered for the Secretary position. Brad Cutler discussed the role of Vice-Chair and emphasized that the next Vice-Chair will hold the position during the 'off-cycle' and won't be as busy with the biennial MAGIC conference.

Despite these reassurances, no one stepped up to volunteer for the Vice-Chair position during the meeting, thus it was left unfilled.

2. Conference. Brad Cutler updated the Board on matters regarding the upcoming IGIC conference. Registration will be \$125 and online registration should be available on Monday, April 18. Brad reminded all Board members that one of the responsibilities of IGIC Board members is that they have to either make a presentation or participate in a panel discussion at the biennial conference. May 1 is the tentative deadlines for presentations.
3. Strategic Plan. Barb Berquam stressed that Section 4 of the draft copy of the new Strategic Plan had been available for review for several weeks and that it needed to be approved before the Strategic Plan committee could move forward. Micah Cutler moved to approve and adopt Section 4 of the new IGIC Strategic Plan. Herb Kuehne seconded the motion. Motion was approved by unanimous vote.
4. By-Laws. Due to the alacrity in which Section 4 of the Strategic Plan was approved, Brad Cutler asked that the Board approve adoption of the new IGIC By-Laws that had available for review for several months. Gail Brown moved to approve the By-Laws as they currently stand; Ron Koch seconded the motion. Motion was approved by unanimous vote.

Rich Havel moved to adjourn the meeting. The motion was seconded by Tom Samson and unanimously approved. Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Mark Warren, Secretary

BRAINSTORMING LISTS FROM APRIL 13, 2005 IGIC BOARD MEETING

1. Potential Roles for the State GIS Coordinator of Iowa:

1. Should be a public relations person both internally and externally (with the general public)	20. Should be responsible for formulating an annual budget
2. Should be a full-time position	21. Should have a fixed office location
3. Office should be staffed w/ additional people	22. Should serve as IGIC conference organizer
4. Should focus on strategic plan	23. Should help facilitate GIS standards
5. Should incorporate ideas from other states	24. Should formulate policies for data distribution
6. Should implement strategic plan	25. Should serve as a repository of experience
7. Should also server as coordinator of GIS Education programs throughout the state	26. Should be a 'people person' with a sense of humor
8. Should have well-defined administrative duties	27. Should serve as liaison between GIS user community and legislators
9. Should serve as a resource of GIS information to state agencies	28. Should serve as liaison w/ data server @ IGIC or any other group in the state
10. Should be supported financially by the State of Iowa	29. Takes direction from the IGIC Board
11. Should facilitate communication between GIS users throughout the state	30. Promotes GIS issues with legislators
12. Should be safeguarded from missions of funding partners	31. Must be familiar with GIS technology
13. Should serve as point-of-contact for all GIS users in the state	32. Proactive in promoting GIS to elementary and secondary schools
14. Iowa's GIS representative to various national GIS organizations	33. Should promote GIS internships throughout the state
15. Should provide an annual report to funding agencies.	34. Statewide coordinator of GIS data sets and GIS services
16. Should be under the umbrella of the State CIO	35. Develop projects that use GIS technology for analysis
17. Signing agent (principal investigator, or PI) for all grant applications	36. Promote and apply latest GIS research
18. Should be sounding board for on-going activity	37. Should serve as editor for newsletter to keep the Iowa GIS user community up-to-date
19. Should be in constant communication with IGIC Executive Committee	

2. Potential Sources of Funding for State GIS Coordinator Position:

1. Fixed annual membership fee	13. Charges for maps requested by media
2. Have IGIC own its own printing press	14. Copyright maps
3. Subscriptions	15. Re-authorize IGIC w/each new Governor
4. Conference fees	16. Franchise fees for software vendors
5. Consulting fees	17. Bake sale
6. Charge for services	18. Sell services on eBay
7. Administration fees for overseeing statewide internship program	19. NASCAR-like sponsorship of Coordinator
8. Administration fees for all grant applications and administration	20. Sell link to business sponsors on IGIC Web page
9. Rich, dead benefactor	21. Sell continuing education units (CEUs) by targeting professions requiring CEUs
10. Solicit gratuities from business, industry and educational institutions	22. Provide statewide GPS differential correction
11. State appropriations through legislation	23. Partner w/ national associations such as URISA, GITA, etc.
12. Advertise in newsletter	24. Charge submittal fees for IGIC 'Best of Practice' awards