

| <b>Meeting: IGIC Quarterly Meeting</b>        |  | <b>10/19/2005</b>  |  |                       |
|---|--|--------------------|--|-----------------------|
| <b>Issue/Problem</b>                          | <b>Action Step</b>   | <b>Target Date</b> | <b>Group (s) / Person(s) Responsible</b> | <b>Date Completed</b> |
| <b>Executive Order</b>                        | 1. Prepare action plan for implementing a new executive order.                     | 10/28/05           | Chair and Board                          |                       |
|   | 2. Draft executive order   | 11/19/05           | Chair and Board                          |                       |
| <b>State CIO Summit</b>                       | 1. Have 'outreach' materials ready for handout to State CIOs                       |                    | Executive Committee                      | 11/19/05              |
|   | 2. Spread word to IGIC Board members for their input.                              |                    | Executive Committee                      |                       |
| <b>ESRI/IBM Roundtable</b>                    | 1. Opening remarks from IGIC   | 12/01/05           | Brad C.                                  | 12/08/05              |
|   | 2. Get as many IGIC Board members in attendance as possible.                       |                    | Board                                    |                       |
|   | 3. Potential meeting with Governor   | 12/07/05           | Joe E., Brad C., Board                   |                       |
| <b>Conference Committee</b>                   | 1. Sign lease agreement for 2007   | 10/31/05           | Brad C., Ron K.                          |                       |
|   | 2. Conclude financials from 2005   | 11/11/05           | Brad C., Terry B.                        |                       |
|   | 3. Determine core membership of Committee for 2007                                 | 12/31/05           | Conference Committee                     |                       |
| <b>Tri-fold pamphlet update</b>               | 1. Update tri-fold brochure.   | 11/14/05           | Micah                                    |                       |
|   | 2. Distribute tri-fold brochure  |                    |  |                       |
| <b>In-kind contribution collection method</b> | 1. Communicate with Scott Williams (Marshall Co.) about online collection methods. | 01/01/06           | Micah, Patrick B.                        |                       |
|   | 2. Investigate other possibilities   | 01/01/06           |  |                       |
|   | 3. Implement online collection procedure.  | 04/01/06           |  |                       |

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| <b>Strategic Plan</b>                        | <ol style="list-style-type: none"> <li>1. Objectives / tasks development</li> <li>2. Draft Strategic Plan brought before Board</li> <li>3. Objectives input sought from Board and general membership</li> <li>4. Final Strategic Plan brought before and adopted by Board.</li> <li>5. Bylaws reviewed and actions brought before Board</li> </ol> | <p>01/01/06</p> <p>01/19/06</p> <p>03/15/06</p> <p>04/19/06</p> <p>04/19/06</p> | Bylaws & Strategic Planning Committee |  |
| <b>Education contacts</b>                    | <ol style="list-style-type: none"> <li>1. Complete AEA contact list</li> <li>2. Post contacts to IGIC website</li> <li>3. Distribute materials to contacts</li> <li>4. Determine next steps.</li> </ol>  | <p>10/31/2005</p> <p>10/31/2005</p> <p>11/30/2005</p>                           | Education Committee                   |  |
| <b>Membership certification / validation</b> | <ol style="list-style-type: none"> <li>1. Post membership and attendance forms on IGIC website.</li> <li>2. Collect previous conference attendee lists.</li> <li>3. Integrate into database membership application.</li> </ol>   | <p>10/31/2005</p> <p>10/31/2005</p> <p>12/31/2005</p>                           | Micah & Membership Committee.         |  |

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| <b>Committee charters</b>          | <ol style="list-style-type: none"> <li>1. Each committee will draft a committee charter with short-term objectives, meeting frequency, membership, and chairpersonship outlined at a minimum.</li> <li>2. Present charter documents to Board and Strategic Planning &amp; Bylaws Committee for approval and integration into larger organizational documents.</li> </ol> | <p>04/01/06</p> <p>04/19/06</p> | <p>Committee chairs</p> <p>Committee chairs, Strategic Planning &amp; Bylaws Committee, Board</p> |  |
| <b>Metadata retreat</b>            | <ol style="list-style-type: none"> <li>1. Assess possible facilities and attendance.</li> <li>2. Establish dates, fees, and attendance.</li> <li>3. Request IGIC funds to support (if necessary).</li> <li>4. Hold retreat.</li> <li>5. Report back to Board</li> </ol>  |                                 | Micah & Paula L.  |  |
| <b>Natural Resources Committee</b> | <ol style="list-style-type: none"> <li>1. Schedule date (s) for committee meeting.</li> <li>2. Advertise date (s) for committee meeting via email and post to website.</li> </ol>  | <p>12/31/05</p> <p>01/19/06</p> | Jim G.  |  |
| <b>Remote Sensing Committee</b>    | <ol style="list-style-type: none"> <li>1. Schedule committee meeting before end of 2005.</li> <li>2. Establish chair and objectives of committee.</li> </ol>   | <p>12/31/05</p> <p>12/31/05</p> | <p>Chris E.</p> <p>Remote Sensing Committee</p>   |  |

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| <b>Website Issues</b>      | <ol style="list-style-type: none"> <li>1. Website posting "tutorial".</li> <li>2. FAQ for ArcView license issues.</li> <li>3. Investigate alternate IGIC urls for forwarding.</li> <li>4. Post NSGIC Conference info to IGIC website</li> </ol>  | <p>10/31/05</p> <p>11/30/05</p> <p>11/15/05</p> <p>10/31/05</p> | <p>Brad &amp; Patrick B.</p> <p>Terry B.</p> <p>Kris T.</p> <p>Brad C.</p> |  |
| <b>Standards workgroup</b> | <ol style="list-style-type: none"> <li>1. Review existing nationwide standards initiatives and their relevance to Iowa.</li> <li>2. Report and recommend to full Board future actions for IGIC to take with regards to standards/best management</li> <li>3. Full Board decides on next action to take.</li> </ol> | <p>12/31/05</p> <p>01/19/06</p> <p>01/19/06</p>                 | <p>Anne P. and Chad O.</p>   |  |
| <b>Iowa GIS examples</b>   | <ol style="list-style-type: none"> <li>1. Link on IGIC website for participant projects</li> <li>2. Forward examples onto tri-fold handout group and to Chair for inclusion in documents preparing for ESRI/IBM/Geringer meeting</li> </ol>  | <p>11/15/05</p> <p>11/07/05</p>                                 | <p>Barb B. with input from all IGIC members</p>                            |  |

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| <b>Coordinator / Business Case</b> | <ol style="list-style-type: none"> <li>1 Produce a draft executive summary document outlining a business case for a GIS Coordinator position in Iowa.</li> <li>2 Review existing state job descriptions for Coordinator position</li> <li>3 Draft 'model' job description for coordinator position in Iowa.</li> </ol> | <p>11/15/05</p> <p>11/01/05</p> <p>11/30/05</p> | Executive Committee |  |
| <b>GISCI/GISP</b>                  | <ol style="list-style-type: none"> <li>1 Line up panel to present at April quarterly meeting.</li> <li>2</li> </ol>  | 02/01/06  | Brad C.             |  |