

01/19/2000 Quarterly Meeting

Quarterly meeting minutes

Iowa Geographic Information Council

Meeting Minutes

January 19, 2000 10:00 am – 2:00 pm

ICN – Multiple locations across Iowa

Members Attending: Steve Williams, Chair, ECIA; Bill Schuman, Vice Chair, IA DOT; Cory Brockmann, Secretary, NRCS; Kevin Kane, Past-Chair, ISU GIS Facility; Todd Bishop, IDNR; Roger Patocka, Iowa Lake Comm. College; Mark Kistler, Johnson Co. Auditor's Office; Terry Brase, Kirkwood C.C.; Stu Turner, Des Moines Area MPO; Harold Jensen, Story Co. Engineer; Herb Kuehne, Briar Cliff College; Steve Boal, IA Dept. of Educ.

Alternate Representative: Bill Kapp (Schweitzer alternate), UI; Ray Willis (Gast alternate); Mike Killion (Elliott alternate); Quincy McGrane (Miller alternate).

ITS GIS Staff Attending: Ann K. Peton, GIS Coord. ITS; Michelle Lantermans, GIS Clearinghouse Spec., ITS.

Other Attendees: Barb Berquam, Black Hawk County; Jason Sebrick, Linn Co. Auditor's Office; Russ Kent, City of Cedar Rapids; Jeff Corms, ProMap; Jim Stroh, Morningside College; Dan Schlichtmann, Intercog; and Tim Strauss, UNI.

IGIC Business Matters

1. **Call to Order – Steve Williams**
 - Meeting called to order over the ICN with multiple sites present across the state.
 - Attendance was recorded and is noted above.
2. **Introductions from ICN Sites**
3. **Review of Minutes for October 13, 1999 meeting – Steve Williams and Cory Brockmann**

Review of October 13, 1999 meeting minutes.

 - Motion: H. Kuehne to approve minutes. 2nd
 - S. Turner. No discussion; motion carried.
4. **Review of Minutes for November 18, 1999 meeting – Steve Williams and Cory Brockmann**

Review of November 18, 1999 meeting minutes.

- **Motion: H. Kuehne to approve minutes.**
- **2nd: B. Berquam. No discussion; motion carried.**

5. Consideration of Revisions to IGIC By-laws - Bill Schuman F

loor opened for questions on draft by-laws as members have had electronic copy for prior review and comment. Question on how members are to be recruited by H. Kuehne. B. Berquam stated she'd like to see the nominating committee function like all other committees.

Organizational chart cleaned up by B. Schuman to reflect five members of Executive Committee from sector representatives, by representatives. Other changes include nominations to be made by general membership, with sector representatives approved by Richard Varn, State of Iowa Chief Information Officer. Sector reps then nominate and vote for Executive Committee.

S. Williams voiced concern over the narrow window to identify and increase membership for solicitation and election of officers as new by-laws take effect, approximately a two month window. Also, concern voiced over present sector slots that are vacant. Comments made to make alternate members, which will be required, an interim appointment as representative until the next election. C. Brockmann urged that vacant seats within a sector be filled from that respective sector, and be left vacant until filled if need be. B. Schuman will re-work Article VII, Sections 4 and 5. Additional minor language changes made to the draft document.

- **H. Jensen, motion to accept new by-laws, including incorporation new amendments made during the meeting.**
- **H. Kuehne, 2nd motion. Motion passed 15 of 15 affirmed.**

6. Implementation of By-laws - Steve Williams

Discussion ensued on implementation of by-laws and enrollment of new IGIC members. Fee discussion included a small or no fee for initial year, then rolling into larger fee implemented with next conference. T. Bishop urged that recommendations be sent forth to assist in establishing fees. Discussion on designation of alternates was raised as it's a requirement in the new by-laws. The Secretary will develop a cover letter and designee form for submission to all existing members for designating alternates.

S. Williams asked for volunteers to the Nominating Committee. S. Williams, R. Willis, B. Berquam, J. Corms, and B. Kapp volunteered, with assistance from staff A. Peton and M. Lantermans. T. Bishop inquired as to the date for compilation of the membership list. S. Williams responded that it is due by the fourth quarter, April 2000, meeting for action.

Discussion on vacant treasurer position ensued. Comments included tabling vacant position until solicitation can be made for a suitable replacement.

Lunch break 11:50 – 12:10 PM

7. Report on Strategic Plan Status - Kevin Kane and Ann Peton

Work is moving forward to accomplish items submitted for inclusion in the strategic plan. A. Peton had a concern on development of an operational plan in documenting activities on her own. She requests input from members on measurement of items, committees needed to accomplish tasks, etc. Current document was not in place to

affect current state budget cycle, but preparations need to be made for the next one – October 2000 timeframe. K. Kane would like Strategic Planning Cmte together, take priority elements, and develop committees to accomplish these items. Suggests formation of six committees to drive the action items within the plan for completion and documentation of activities by October 2000. Follow-up meeting of the Strategic Planning Committee will convene with strategic plan to be reviewed and updated and brought before the next regular IGIC meeting. Meeting dates to be set at the conclusion of this meeting.

8. 2001 Conference - Steve Williams

S. Williams shared views and stressed need to get started sooner with planning for the next IGIC conference due to the large workload of conducting such a conference. Benefit of a summer conference is availability of facilities versus during the school year. Downside of a summer conference is low attendance by students and teachers, as they are away. Discussion ensued regarding seasonal date, location, and format. B. Schuman commented many teachers need information much sooner in order to plan for a summer conference, and added students will just be busy doing their own thing – working and/or away from school. T. Brase stated that Kirkwood may be suitable site for a summer conference, and commented on facilities. Additional discussion on pros and cons regarding time and location occurred, with A. Peton adding that DMACC may be a good location. Consensus was reached for an early summer conference to be located in central Iowa. A. Peton and staff is going to identify locations in central and east central Iowa regarding cost and location, and provide to Executive Committee. Vice Chair and staff will carry this forward and a conference committee will be seated at the April 2000 meeting.

9. Newsletter Issues – Steve Williams

Discussion on shifting newsletter responsibilities from CTRE to another entity due to excessive workload put on the CTRE staff. Opportunity exists for M. Lantermans to attend a desktop publishing workshop to brush up on skills. S. Boal suggested input be received from CTRE for shifting of the responsibilities.

B. Schuman motion: Shift responsibility of publishing the IGIC Newsletter from CTRE to Michelle Lantermans, ITS, if okay with CTRE; approve funding for M. Lantermans desktop publishing course; and, Bill Kapp assist in conducting advertising solicitation.

M. Kistler 2nd motion. Discusson followed regarding costs involved and need for members to submit articles. Motion passed.

10. Mid-America Geographic Information Consortium Conference - Ann Peton

Electronic communications have been sent out to members regarding goings-on. MAGIS conference is scheduled for Lake of the Ozarks in May. Conference planners are still in need of paper presentations from Iowans. A. Peton asked that we consider checking into getting a bus, using grant or IGIC funds, for travel to the conference. GIS staff will develop a survey to determine interest in attending MAGIS conference and desire for bus travel.

11. GIS Resources - Ann Peton

Members were updated on development of a GIS resource guide, which is on-going,

that will list key contacts of resources for GIS in the state of Iowa.

12. Other Business – Kevin Kane

Did a brief demo of the Iowa DOQ Map Server, and current changes made during updating. All seamless 1:100,000 and 1:24,000 DRGs are available for the state, as well as DOQs for 8 counties. More hard drive space is needed for all DOQs for the state. Future opportunities may exist for rollout of the technology for statewide application.

13. Date and time for next meeting

- ***Membership Committee Meeting: February 2, 2000 teleconference, 11:00 AM start time***
- ***IGIC meeting on membership issues: Monday, March 6, 2000, ICN, 10:00 AM start time***
- ***4th Quarter regular IGIC meeting: Wednesday, April 5, 2000, ICN, 10:00 AM start time***

14. Adjournment

Meeting adjourned 2:54 EST.