

# 07/13/1999 Quarterly Meeting Minutes

## Quarterly meeting minutes

Iowa Geographic Information Council Minutes

July 13, 1999, 10:00 am – 2:00 pm

Wallace Building, Des Moines

Attendees: Steve Williams, Chair, ECIA; Bill Schuman, Vice Chair, IA DOT; Cory Brockmann, Secretary, NRCS; Lisa Schweitzer, Treasurer, U of Iowa; Kevin Kane, Past-Chair, ISU GIS Facility; Ann K. Peton, GIS Coord. ITS; Michelle Lantermans, ITS; Dave Pahlas, Decorah Water Dept.; Roger Patocka, Iowa Lake Comm. College; Steve Gast, Polk Co. Auditor's Office; Harold Jensen, Story Co. Engineer; Mark Kistler, Johnson Co. Auditor's Office; Bill Mason, McLeodUSA; Herb Kuehne, Briar Cliff Comm. College; Stu Turner, Des Moines Area MPO; Todd Bishop, IDNR; Steve Boal, IA. Dept. of Education; Mike Elliott, IA Emergency Mgt.

**Other Attendees: Richard Varn, director, ITS; Quincy Mc Grane, Cedar Falls Utilities; Jim Giglierano, IDNR; Bill Buttrey, Marion Co. Deputy Assessor; Jon Lubke, Mahaska Co. GIS Coordinator; Regan Phillips, Pro Map Corp.; Emily Campbell, IA Dept. of Public Safety; Ray Willis, Polk Co. Assessors Office; Tim Johnson, Story Co. Planning; Joe Eckman, ESRI**

## AGENDA

### I. Chair Steve Williams called meeting to order.

- Introductions and attendance were completed, and additions or corrections to the agenda noted.
- Agreement made to add: 6a – Membership Changes and 6b – Treasurer's Report

### II. Minutes of April 13, 1999 meeting - Agreed to, with no changes.

- *M: H. Jensen to approve, 2<sup>nd</sup>: K. Kane. No discussion; motion carried.*

### III. Council Matters

**Mr. Richard Varn, Iowa Chief Information Officer, Director of Information Technology Services, briefed the IGIC council on his varied personal experiences in GIS and information services administration and management, and shared some of his vision for Iowa's information technology. Including:**

**? Government focus on knowledge/information management at all levels; understands there is a need for improvement in building information management infrastructure.**

**? Strategic plan needs to focus internally and externally, but not just self-serving. Stressed importance of data management for citizens and their benefit, and listed a few examples: transportation management, E911, ICN, education.**

**? IGIC needs to determine resource needs to conduct and complete work; products – what accomplished, who served, why its important: servicing public safety, human**

**services, and education** are three key areas. Payback and benefits needed to show and share success. Identify what will help further enhance and develop programs.

? Will rely on IGIC as the leader in inter-governmental activities and projects, with use of a strategic plan as a guide. A. Peton questioned reliability of ICN. Mr. Varn stated ICN needs to be user-friendly and publicly available. Feels small problems exist but highly reliable overall. Recommends looking at Utah's Information Technology Association (UITA) as a model organization, as UITA is set up very well in serving needs of their state regarding information and technology.

Has (currently) standards writing authority. Would rely on IGIC to develop needs and bring to him. Regarding the private sector - IGIC needs to understand /aggregate their (private sector) needs to help support / fund our (IGIC/Public) needs.

#### IV. Strategic Plan

##### ▪ Strategic Plan Report – Kevin Kane

Two meetings held, including discussion of available resources with Dave Arringdale (handout A – Iowa GIS Strategic Plan White Paper). "White paper" discusses mission statement and resources. IGIC will support and encourage public input; future opportunities for focus group meetings exists. Survey to be developed and used at the conference. Plan will include: goals, 3-5 year mission statement, and 3-5 annual action items. Propose annual focus group meetings to gain input for potential changes of by-laws to restructure IGIC. Seek to better represent, serve, and benefit constituents and all Iowans.

##### ▪ Conference Input Session – Todd Bishop

Discussed strategic planning session scheduled for IGIC conference (handout B - Questions for Break-Out Sessions To Gather Input For The IGIC Strategic Plan), based on break-out session format. A. Peton handed out conference programs (handout C - Descriptions for Final Program on Conference Presentation). Discussion followed on best method to solicit input from conference attendees, with comments made not to limit sessions to three topics - coordination, data development and stewardship, and education. Bill Gast volunteered as moderator.

*M: S. Gast to proceed with strategic planning breakout session at conference as planned.*

*2<sup>nd</sup>: H. Jensen. No discussion; motion carried.*

#### V. Development Workshop

A. S. Williams briefed group on a previous held Development Workshop, led by Tom Slater, State Public Policy Group (SPPG), which focused on better understanding use and benefit of strategic planning, group/council dynamics and organizational theory.

B. B. Schuman discussed a re-organization proposal (overhead slides) forming an

Executive Committee (EC) as the full decision-making body versus current twenty-five member council. Goals: greater involvement by individuals, and to maximize efficiency of leadership currently non-existent. Desired EC would include five elected officers and four nominees; IGIC Committee chairs would come from larger IGIC body. Would require change to by-laws, which would clarify executive order for a transition to the final structure. Current committees virtually inactive. Questions

arose to hold off reorganization till the strategic plan is done. K. Kane stated plan would be done by Nov 1, 1999 while re-work of by-laws would take longer anyway, and that the model is drafted after national GIS body. Discussion followed. B. Schuman made clear that the model presented and discussed is only a starting point.

## VI. 1999 IGIC Conference

### IGIC Conference Brief – Steve Williams

Steve briefed the council on current planning activities for the GIS conference; 20 vendors and 125 individuals have registered to date. Additional need exists for computer projectors (Steve Gast and Joe Eckman) and an evaluation form. T. Bishop is drafting a survey. Discussion included T-shirts and polos being printed, entertainment plans (steel drums, family-friendly movies, BBQ), safety, and bonded security service.

#### VI(a). Membership Changes

*M: S. Gast to nominate Stu Turner as a member.*

*2<sup>nd</sup> L. Schweitzer. No discussion; motion carried.*

*B. Schuman reviewed by-laws on removing those not attending 50% of meetings.*

*M: S. Gast Those not meeting attendance standards, as set in the current by-laws, will be notified of such, and as such be replaced, but if interested in remaining be left on.*

*2<sup>nd</sup>: Stu Turner (alternate member authority). Discussion followed; nominating committee will proceed with action. Motion carried.*

#### VI(b). Treasury Report –

L. Schweitzer reported that a \$2,500 balance exists. S. Williams requested a printed report for the next meeting.

## VII. EROS

A. Peton would like to see increased travel from IA contingent to EROS R/S and GIS workshop October 5 – 6, 1999 (handout D - Remote Sensing and GIS Workshop EROS Data Center). Suggest day one only as day two is South Dakota's GIS meeting.

## VIII. Update on IGIC Training Opportunities

M. Lantermans reported that approximately 94 attended three GIS sessions, and an NRCS session is scheduled for September. Looking to develop other training courses for 2 –3 other GIS packages. Currently providing ArcView training only. Mr. Sid software was ordered. Monday is the biggest day regarding clearinghouse activity, with the Interactive Map Server being the most popular page. Dordt College is hitting website the most with 3,000+ hits.

## IX. FGDC Grant Update

A. Peton reported that the grant has been approved with money coming in September, regarding GIS day November 19,1999 (handout E – GIS Day). Ann asked for input for interest to conduct something.

## **X. IGIC Brochure**

**B. Schuman stated he's drafted a new IGIC brochure, and received input and feedback from council members. It is not print ready yet, and no copy was available for review.**

## **XI. DOQ Server Demo**

**A demonstration on the DOQ Server Pilot by C. Brockmann was tabled due to an inoperable phone line and time constraints.**

## **XII. Project 8 CD - ROM**

**A. Peton stated that 5,000 copies of the Project 8 CD-ROM were ordered but not in. She is hopeful that some could be handed out to attendees at the IGIC GIS conference.**

## **XIII. Next Meeting**

**S. Williams set the next meeting for Wednesday, October 13, 1999, conducted via ICN. M. Lantermans reminded everyone that the web site contains listings of scheduled meetings and meeting minutes.**

## **XIV. Chair Williams adjourned the meeting**