

10/13/1998 meeting minutes

Quarterly Meeting minutes.

IOWA GEOGRAPHIC INFORMATION COUNCIL (IGIC)

MEETING MINUTES

OCTOBER 13, 1998

I. Roll Call of ICN Sites

Ames

Kevin Kane*

Ann Peton

Michelle Lantermans

Bill Schuman*

Peggy Knight

Harold Jensen*

Dave Plazak*

Cory Brockman*

Todd Bishop*

Jeff Corns

Bettendorf

None

Des Moines

Steve Gast*

Tom Kane*

Stu Turner

Dubuque

None

Estherville

Roger Patocka*

Fort Dodge

David Haines

Iowa City

Mark Kistler*

Joyce Baker

Bill Kapp

Waterloo

Dr. Michael Emch*

* denotes voting IGIC member

Chair Kevin Kane called the meeting to order at 10:05 a.m., October 13, 1998.

Ann Peton noted that two additional people would be joining the Des Moines ICN site during the course of the meeting: Eric Anderson, City of Des Moines, and Tamara Dukes, Iowa Interactive.

II. Introduction of New Council Members

No comments offered on this item.

III. Treasurer's Report

Dave Plazak noted that the IGIC basically is out of funds. Historically, the IGIC has kept two accounts : (1) one that has the conference proceeds from past years; and (2) the Federal G D C (FGDC) account for grant funds. As of this meeting IGIC may have enough money to do one more newsletter. In terms of the IGIC's next conference, Dave noted that the Center for Transportation Research and Education (CTRE) could finance the conference with CTRE monies. IGIC would then repay CTRE from the conference's proceeds.

Ann Peton noted that she and IGIC Vice Chair Steve Williams have discussed this issue. They suggest getting vendors to register for the conference as early as possible. Ms. Peton noted that this early vendor registration is a good way to gain funds to help defray conference costs, particularly costs incurred at the front end of a conference. Ann suggested that Joyce Baker look into a timetable for advanced registration, and have this as a topic for the Conference Planning Committee meeting on October 16, 1998.

Dave Plazak asked for consent from the IGIC representatives for approving the Treasurer's Report. Hearing no objection, the Treasurer's Report was approved.

Chair K. Kane noted that the IGIC was in the exact same funding position a few years ago and talked about different ways to fund the IGIC. He suggested that this issue be discussed between this meeting and the next quarterly meeting.

Ann Peton commented that the IGIC may want to consider additional funds if the IGIC is intent on issuing a CD-ROM, or if there are things the IGIC representatives would like to see the IGIC doing.

Chair K. Kane asked the IGIC representatives to think about this issue, whether their respective groups would be willing to make a contribution to an annual membership request.

Dave Plazak remarked that the IGIC needs only about \$2,000 annually for working capital to put out the IGIC's newsletter

Joyce Baker asked how soliciting of advertisements in the newsletter was coming?

Chair K. Kane responded that the advertising topic was put out on the IGIC Homepage, but no responses have been received.

Ann Peton added that advertising in the newsletter is not something she has actively pursued. She noted that she talked with Global Positioning Systems (GPS) vendors and with Geographic Information System (GIS) software vendors. She noted that the IGIC zero budget certainly makes this a topic the IGIC should pursue.

Dave Plazak commented that, if any of the IGIC members know of any vendors who might be interested in advertising in the newsletter, he is ready to start handling that option in the newsletter.

Ann Peton added that Tamara Dukes, Iowa Interactive Marketing Director, would be joining the meeting later. She suggested that Ms. Dukes might be able to provide insight on advertising. She said she will work with Ms. Dukes on this issue and report to the IGIC before the next quarterly meeting.

IV. Discussion of Vacant IGIC Positions and Membership

Ann Peton reported that two IGIC positions are currently vacant, one federal and one private sector. She added that it might be nice to pursue federal representation from the Federal Emergency Management Agency (FEMA), Kansas City, or the Corps of Engineers, Omaha District Office.

Joyce Baker asked who the federal representatives are?

Ann Peton responded that Cory Brockman of the USDA is the other federal representative.

Harold Jensen recommended that FEMA would be a good candidate.

Ann Peton asked for guidance from the IGIC on what to do. She suggested the possibility of asking for potential candidates from each agency and bring those nominations back to the IGIC.

Chair K. Kane asked the Iowa City contingent how much interaction they have had with the U.S. Geological Survey (USGS) Water Resources Division in Iowa City and would they be a potential candidate to fill the federal agency.

Bill Kapp commented that the USGS Water Resources Division's Craig Harvey may be willing to fill that vacancy.

Ann Peton added that FEMA has added a GIS person for our region.. She offered to check into other potential candidates, share with them the IGIC's responsibilities, and whether they have the authority to participate in the IGIC.. She added that she hopes that these vacancies can be filled before the next quarterly meeting. She recollected that the IGIC's Bylaws require the full IGIC to vote on those nominees

V. Project 8 Final Report

Chair K. Kane asked Ms. Peton and Mr. Plazak to make the report.

Ann Peton told the IGIC that she will e-mail the members a copy of the Project 8 Report, noting that Project 8 has been a key source of funding.

Dave Plazak remarked that the project is finished. The U.S. Department of General Services Administration provided the IGIC \$250,000 to do this project. The project's major components included:

- hiring Ms. Peton;
- hiring Michelle Lantermans;
- developing the clearinghouse and getting it up and running;
- developing and hosting a workshop for local decisionmakers; and
- having Governor Branstad sign the Executive Order formalizing the IGIC.

Dave Plazak offered his thanks to the combination of IGIC and non-IGIC Project 8 participants Marty Adkins, USDA, as Project 8 Co-Chair; Bernie Hoyer, University of Iowa and former IGIC member; Kevin Kane, Iowa State University; Roger Potochaka, Iowa Lakes Community College; Harold Jensen, Story County; Stu Turner, Sioux City Metropolitan Planning Organization; Beth Henning, State of Iowa Library; and John Brandt, Linn County Department of Human Services. He continued by noting that there will be a "kickoff" event in November 1998 to showcase all of the IowAccess projects.

VI. Clearinghouse Review - Discussion on Migration to the GIS Server

Ann Peton introduced Michelle Lantermans for a presentation and demonstration of the IGIC's Clearinghouse website.

Michelle Lantermans discussed some of the issues regarding the location of the IGIC server. A primary issue is working with ITS on some security (access) issues, and on some other Internet related topics. She shared with the IGIC the IGIC Clearinghouse website address:

www.iowaccess.org/igic

Michelle noted that the webpage has been up for about six weeks. She has received two comments with

suggestions for improving the webpage, adding that she thought they would have received more comments by now. Michelle also discussed some of the Internet links at the website, with Ann adding that every link that is part of the State of Iowa homepage will have a link to the clearinghouse site

[The meeting had been experiencing technical difficulties with various ICN sites being able to hear one another. Steve Gast asked the Chair to direct each participating site to fax to the Chair a list of attendees at each site. Chair K. Kane concurred with the request. The Chair also noted that the meeting is being videotaped.]

Ann Peton proceeded to describe the webpages section of the IGIC homepage. She commented on:

- Iowa counties on the Internet;
- Iowa Department of Transportation's (Iowa DOT) homepage, and linked to the construction site;
- Iowa Department of Natural Resources;
- Iowa State University, Chair K. Kane's website;
- Terra server, a geospatial data website developed in conjunction with Microsoft's help;
- EnviroFacts Data Warehouse; and
- FGDC metadata site.

Michelle Lantermans commented on the happenings section of the IGIC homepage. She noted that this part of the homepage lists:

- colleges and community colleges which offer GIS courses;
- listing of upcoming workshops;
- sites which reference GIS training opportunities; and
- conferences.

Ms. Lantermans then went on to discuss the GIS and GPS resources part of the IGIC homepage:

- links to sources of GIS and GPS and remote sensing sources;
- GIS software vendors;
- two new grant programs available to counties
- GIS tools available;
- job opportunities;
- GPS resources; and
- remote sensing.

Discussion continued on the areas of educational content and links, and on advertising on the website.

VI. Marketing of IGIC/Project 8 GIS Products/Services - Direction That Will Really Count

Ann Peton introduced Tamara Dukes, Iowa Interactive's Marketing Manager. Tamara has been invited to today's meeting to give the IGIC some advice on how to market the very broad topic of GIS.

Tamara Dukes told the IGIC that, if one has too many unorganized priorities inefficiencies could occur. She encouraged the IGIC to identify target audiences and establishing a successful marketing strategy. She said she has already advised Ann of the need to be sensitive to the marketing of a product to the entire state, marketing to many audiences, and working with limited resources.

Chair K. Kane commented that Ann and Michelle, as caretakers of the IGIC's clearinghouse, will be working with Tamara on this issue. He said he already realizes that there are going to be some questions, such as advertising on a state-owned server and how that can be done and how to deal with GIS consultants and how to draw the line between free introductions and when to put a fee in place for those consultants.

VIII. Final FGDC Grant Report

Chair K. Kane briefed the IGIC on the final FGDC grant report. The grant amount was small, about \$6,000, to help the IGIC put together a newsletter. He remarked that comparatively, the IGIC's newsletter is exemplary

and gets attention for the IGIC. The IGIC paid CTRE staff to publish the newsletter. The FGCD grant also helped the IGIC prepare its bylaws, and to draft the Executive Order. He stated that the IGIC has fulfilled its responsibility for receipt of the \$6,000, and is in the process of writing the final report documenting the IGIC's activities on this project.

IX. Local Decisionmakers Workshop

Chair K. Kane commented that the workshop was held two weeks ago, over the ICN. He asked Anne and Michelle to make a brief presentation.

Ann Peton mentioned the success of the workshop attributing much of this to Matt Goodwin of the ISU Extension.. The workshop hosted thirteen ICN sites around Iowa, with over 225 local and county government officials attending. The workshop was videotaped and the videotape is available. She reported that, since the workshop, she has received eighteen individual requests for additional presentations. An executive summary of the workshop is being prepared by Mr. Goodwin.

Discussion continued on the workshop including: possible sales of the videotape; a list of attendees; putting the workshop executive summary on the IGIC website.

X. Metadata Initiative Proposal

Chair K. Kane move the committee on to the agenda item related to the metadata initiative proposal. He turned this item over to Ann and to Michelle.

Ann Peton commented that one of the key things brought to her attention has been the need to assist state agencies, counties, and cities in understanding the use of and value of metadata. She remarked that she and Michelle have sent letters to some individual cities and counties in Iowa that are at the "forefront of GIS" Meetings already are scheduled with Story County and with Black Hawk County.

She proceeded to outline a metadata proposal. Based on responses from selected participants, a meeting would be set to discuss metadata. The idea is to take the data currently held and maintained by cities and counties, and to start incorporating other groups into that data process. She encouraged the participants to include a county supervisor or a city councilor in the project. Initially, participants will work on the data cataloguing issue, followed by additional information on applications. She continued by noting that the IowAccess Project 8 project did pay for and provide ten copies of a popular metadata tool published by Enabling Technologies and being used by several states. The metadata tool is based on the FGDC metadata standards. The ten counties or cities who participate will get copies of the tool, along with the Iowa Department of Natural Resources, and will be shown how to use the tool.

Ms. Peton noted that the next step would be to schedule when the metadata inventory would be available, and then begin doing the inventory.

Discussion on this issue continued, covering the following key topics: what would participating cities and counties receive; what is a time frame for this?

Ann mentioned that participating jurisdictions would receive some software and technical support, and that a possible time line would be 6 months.

X. GIS Education Conference

Ann Peton informed the IGIC that there is a GIS Education Conference taking place later this month (October 1998) in Ypsilanti, Michigan. Having looked at the conference agenda, she suggests that it is important to have an IGIC representative, particularly from the IGIC's Education Committee, attend the conference and that the conference expenses be paid in part by the IGIC through the IowAccess monies the IGIC received.

It was decided to have Roger Patocka and (if possible) Terry Brase attend the conference. They were requested to

report on the conference proceedings.

XII. Iowa Conference Committee

Ann Peton stated that on October 16, she, Michelle Lantermans, and Roger Patocka will be traveling to Buena Vista College, Storm Lake, to visit the campus and to get a sense of the facilities, where exhibits might be placed, locations for poster sessions, etc... Ms. Peton continued by asking the IGIC representatives to reaffirm their decision to keep the conference a biennial event.

Chair K. Kane commented that, two or three years ago with the first conference, the IGIC turned into the IGIC conference planning committee. Conference planning seemed to be all the IGIC was doing because the IGIC was a volunteer organization at that time and had only the representatives to depend on for putting the conference together. Chair Kane noted that things have changed for the IGIC now that Ann and Michelle are full-time employees who can assist the IGIC with conference planning activities. He believes that it is good to revisit the conference timing and scheduling issue again. He noted that Ann had referenced the MAGIS conference. Chair Kane noted that a lot of states involved in MAGIS have had trouble putting on that conference every year.

He suggested that the IGIC consider developing a traveling display for conferences, to supplement the actual speech being given. He summarized the discussion by saying that it seems that the IGIC still feels that the conference should not be held every year and that the IGIC should consider having some type of smaller event in the off conference years.

XIII. NSGIC Update

Chair K. Kane announced that Ann Peton will give a brief presentation on her attendance at the National States Geographic Information Council (NSGIC). This conference is attended by Ann's counterparts, state GIS coordinators.

Ann noted the conference's highlights to be:

The University of Iowa's interest in joining the University Consortium of GIS Systems (UCGIS). The UCGIS has been in place for about two and a half years and has access to funds to do GIS research. Ann noted her concerns with Iowa's seeking UCGIS membership, mainly with the exchange of information and ideas from other institutions or other programs within the University of Iowa. She said she has asked Joyce Baker and Lisa Schweitzer if they have any ideas for resolving this potential problem. Ann said she believes community colleges should have the opportunity to participate for this funding as well. In Iowa, that is where much of the GIS work is being done.

A new federal program, Image Data Program (IDP), is changing the way IDP serves the states. IDP has all of the DOQs and DRGs and other remotely sensed data of the federal government. Much of this data has been top secret and now is being released to the public. She noted that there are still some difficulties with the program.

The Adopt-a-Fed program, which would allow a state or states to adopt a federal agency and to become a part of that agency's strategic planning process. She has suggested that Iowa, and possibly another midwestern state, adopt FEMA. She has talked to FEMA about this idea. In working with FEMA, she suggests not being involved with strategic planning, but rather with products being developed. FEMA staff have expressed strong interest in working with a group such as the IGIC.

Standards development, including transportation data standards. Metadata standards are finished. Work has begun on an administrative boundaries standard, which will help on the definition of boundaries for utility districts, telephone districts, and any other type of boundaries states develop in dealing with data and GIS.

Developing clearinghouses and the metadata tools and clearinghouse tools that are available. She stated she is very impressed with the FGDC's development of metadata and the almost 225 FGDC-compliant clearinghouse nodes now available. If the IGIC were to pursue being a clearinghouse, there is a lot of help available.

Dr. Michael Emch commented that he had been involved with the UCGIS application process while at the

University of Connecticut last year. He believes that the UCGIS' mission statement contains reference to theoretical issues that many may not want to get involved with. Also, last year the UCGIS opened up membership to mid-sized schools. He said the University of Northern Iowa is going to seek membership.

Chair K. Kane noted that he thought the University of Iowa is in the process of applying for UCGIS membership. Iowa State University has thought about applying a couple of times for UCGIS membership, but is taking a cautious approach to ensure that the UCGIS structure is in place before putting out the dollars to join.

Discussion was also oriented towards the availability of images through IDP.

XIV. NSDI Results

Ann Peton informed the IGIC representatives of the National Spatial Data Infrastructure (NSDI) survey results. A total of 144 surveys were sent out, with a 75% return rate. The survey data and results will be available in November 1998. The value of the survey is discovering how many others are involved in GIS and with what applications. The survey results are in a spreadsheet and is readily available. Iowa should be proud of its high survey return rate, placing in the top one third of states.

XV. Associate Membership for Other Associations

Chair K. Kane commented that he has received several telephone calls regarding two GIS issues.

He said he has received telephone calls from some private organizations interested in IGIC participation. He told them that they would be represented by a private sector representative already on the IGIC. He continued by saying that he offered to put these groups on the IGIC's mailing list.

The second issue relates to the IGIC being accused by vendors of taking work away from the private sector. He feels that the IGIC needs to develop a response to this accusation. He added that the IGIC needs to deal with a similar complaint regarding GIS training.

Discussion continued on the second topic, training. Many felt that training is a part of education and that the lines between the two are often blurred. This is especially true at both the University and the Community College level.

XVI. NACO Offer vs. ESRI Grant Program

Chair K. Kane requested that this item be tabled and received no objection from the IGIC representatives.

XVII. University Consortium of Geographic Information System (UCGIS)

Chair K. Kane pointed out that this agenda item actually had been discussed as part of Agenda Item VIII., so there is no need for further discussion.

XVIII. Master Purchase Agreement of GIS Software Through ITS

Ann Peton reported that this issue has come up when she has gone out to talk with counties and with cities. The Iowa DOT has a master purchase agreement with the Intergraph Corporation that allows the Iowa DOT to work with counties and cities for purchases. She will put that information up on the IGIC website. She commented that she has good luck with vendors on this issue, but the ITS purchasing person. She said she wants to talk with Bill Shuman about how the Iowa DOT worked out this issue.

XIX. Progress Report on Last Quarter's Activities

Ann Peton said she had a percent of time expended worksheet prepared for the August 1998 meeting, but does not have similar worksheet prepared for this quarter's time expended. She highlighted how her time has been spent: making presentations; producing the IowAccess Project 8 deliverables; attending the NSGIC conference; providing support on a REAP grant for Iowa State University involving area education agencies and a nature mapping project and GAPP analysis; organizing the Local Decisionmakers Workshop; working on the NSDI

survey; and working with various state agencies, including Public Health, Public Safety, and Economic Development.

Chair K. Kane asked the IGIC representatives to let Ann know if there are any things that Ann or Michelle can help with.

Michelle L. reported that she has been working on the IGIC clearinghouse website; an interactive metadata tool; receiving more requests from state agencies for hands on assistance; and helping with training requests at the Iowa DNR.

XX. Next Meeting Date

Chair K. Kane announced that the IGIC's next meeting date will be 10:00 - 12:00 a.m., Tuesday, January 12, 1999.

Ann Peton reminded the IGIC representatives that the IGIC Bylaws state that IGIC representatives must attend at least two of the four meetings annually. She asked for good attendance, and if the primary representative cannot attend to have a designated alternate representative attend.

The meeting adjourned at 2:00 p.m.