



**Type of Meeting:** Quarterly Board Meeting

**Chair:** Jon Paoli - Iowa Department of Homeland Security and Emergency Management

**IGIC QUARTERLY MEETING MINUTES – FEBRUARY 8, 2012  
STATE EMERGENCY OPERATIONS CENTER, JOHNSTON, IOWA**

**BOARD MEMBERS:**

Those members present are identified in **BOLD**. Those members present on the phone in **GOLD**.

<b>Private Enterprise:</b>	
<b>Joe Eckmann, ESRI</b>	Alternate: Brian Hiller
<b>Joshua McNary, Aerial Services</b>	Alternate: Walter Ertz
Matt Sorenson, Midland GIS Solutions	Alternate: Kirk Larson (Jason Williamson)
Scott Sandberg, Trees Forever	Alternate:
<b>Municipal Government:</b>	
Ellen Laughlin, City of Waterloo	Alternate: Herb Kuehne
Nikki Breitsprecker, City of Dubuque	Alternate: Troy Kress
<b>Dave Croll (Past-Chair), City of Johnston</b>	Alternate:
<b>County Government:</b>	
<b>Micah Cutler (Secretary), Hardin/Franklin Co</b>	Alternate: Megan Moeller
<b>Matt Boeck, Story County</b>	Alternate: Adam Martin-Schwarze
<b>Rick Havel, Johnson County</b>	Alternate:
<b>Paula Lemke, Cerro Gordo County</b>	Alternate: Diane Little
<b>Regional Agency:</b>	
Bethany Wilcox, Des Moines MPO	Alternate:
Eric Sanders, SIMPCO COG	Alternate:
<b>State Agency:</b>	
<b>Chris Ensminger, Iowa DNR</b>	<b>Alternate: Patrick Wilke-Brown</b>
<b>Jon Paoli (Chair), Iowa Homeland Security &amp; Emergency Management Division</b>	Alternate: Curt Sullivan
<b>Jim Giglierano (Vice-Chair), Iowa DNR</b>	Alternate: Casey Kohrt
<b>Brad Cutler (Past-Chair), Iowa DOT</b>	Alternate: Eric Abrams
<b>Federal Agency:</b>	
<b>Gregg Hadish, USDA-NRCS</b>	Alternate: Jim Phillips
Karen Rawson, USDA Farm Services Agency	Alternate:

<b>University &amp; College:</b>	
<b>Dr. Anya Butt, Central College</b>	Alternate: Matt Estin
<b>Kevin Kane, Iowa State University</b>	Alternate: Robin McNeely
Dr. Simon Geletta, Des Moines University	Alternate:
<b>Christopher Seeger, Iowa State University</b>	Alternate:
<b>Community College &amp; K-12:</b>	
<b>Terry Brase, Kirkwood Community College</b>	Alternate:
Kevin Butt, Ellsworth Community College	Alternate:

### **Additional Attendees:**

Shawn Blasieing-Thompson, Iowa DOT; Lawrence Hartpence, West Des Moines; Jeff Lewis, The Schneider Corporation; Mike Lipsman, SEG; Luke Parris, Des Moines MPO; Ryan Smith; Amy Logan, Iowa GIS Service Bureau; Jan Bowles, The Schneider Corporation

### **Board Members:**

Matt Sorenson is no longer in Iowa. He has named Katie Shepherd, with Midland GIS Solutions, as his replacement until the next elections.

### **Welcome - Call Meeting to Order - Approve Agenda - Approve Minutes**

Jon Paoli called the meeting to order at 10:20am. Introductions were made. The October 19, 2011, meeting minutes were reviewed. There were no comments or changes. Chris Ensminger made a motion to approve the minutes. It was 2nd by Anya Butt. All members present voted aye.

### **Treasurer's Report**

Terry Brase submitted a Treasurer's Report. He has switched to using Quicken and is back-entering information from past years. The reporting and analyzing function is much better. The current balance is \$33,718.96. The report is attached to these minutes.

### **2013 IGIC Conference**

The venue for the next IGIC conference was discussed. Terry Brase proposed the next conference be at Kirkwood Community College. He has the support of the Dean, fellow GIS staff, a new hotel, and the college conference planner. He brought a brief proposal from Kirkwood with the amenities. Terry mentioned that IGIC could use Washington Hall and three computer labs for workshops. Social activities could be held in Czech Village and the Slovak Museum. Several alternative locations were discussed. Anya Butt made a motion to hold the 2013 conference at Kirkwood in Cedar Rapids. It was 2nd by Paula Lemke. All members present voted aye. Terry Brase or Gail Brown will chair the Conference Committee.

Central College was discussed for the 2015 conference. Anya Butt is going to look into that possibility and report back at the Spring 2012 Quarterly Meeting.

### **IGIC Website**

IGIC continued discussing updating the IGIC website, both concerning the design of the site and the hosting. As long as ISU continues to host the site, someone within ISU has to have access to the servers. The person managing the site does not need server-level access.

Josh McNary volunteered that Aerial Services could host the site pro-bono. There were concerns that having IGIC's website hosted by a private company could be perceived negatively in coordinating future endeavors. There was also a concern if Josh's relationship with Aerial Services were to end. The current plan is to continue having the IGIC website hosted at ISU.

The redesigned site is appealing to the Board and facilitates a community of GIS. There also has to be decisions regarding access and who can put information on the site. Josh gave the Board a demonstration of the site and to illustrate document management. Josh requested a

vote to give him the go-ahead to initiate the actual website redesign. That would allow the Website Committee to address these issues. The IGIC blog site, <http://iowagic.net>, was also brought up so that all three sites of information could be considered.

Jon Paoli made a motion to migrate and upgrade the IGIC website and underlying documents to a new Wordpress website as directed by the Communication Committee. During this conversion, the current site will be maintained as well. It was 2nd by Chris Ensminger. All members present voted aye.

### **Executive Order/GIS Memo**

A group of IGIC members are finalizing edits on a GIS Memo for the Governor. This group will send the memo the third week of February and discussion will follow with IGOV staff. Emails will be sent to the IGIC board for situational awareness.

### **Committee Reports**

#### **Website/Clearinghouse Committee**

Kevin Kane requested the biennial amount of \$2200 from IGIC. This amount is for software and server maintenance for the IGIC website, imagery server and for the Clearinghouse website and server. Joe Eckman made a motion to approve the requested amount. It was 2nd by Brad Cutler. All members present voted aye.

ISU has installed the portal software for the clearinghouse. The Iowa DOT and Iowa DNR will be serving out their metadata in the future to the clearinghouse. Patrick Wilke-Brown has been discussing serving metadata from the ICIT GIS Data Repository with the ICIT members.

#### **Outreach Committee**

- **MAGIC - 2012 Conference**

Paula Lemke reported that the MAGIC Conference will be in Kansas City from April 22-26, 2012. There will be one day for a meeting of senior level executives. If anyone on the board can recommend someone they feel should attend, please let Paula know. Paula asked the Board if IGIC wanted to sponsor the symposium for a cost of \$250. This would include being able to put information in the conference materials. Anya Butt made a motion to approve the \$250. It was 2nd by Brad Cutler. All members present voted aye. Paula said that MAGIC had allocated \$250 to assist with travel or registration costs to attend MAGIC. It was decided that Paula can determine the best way to use these funds, as long as it is not for herself.

- **NSGIC**

Jon Paoli will be attending the annual spring NSGIC conference in Annapolis, MD, representing Iowa. Funding for that travel is in Jon's budget.

#### **Health Committee**

There was no report from this committee.

#### **Strategic Planning & Bylaws Committee**

There was no report from this committee

#### **Geodetic Control Committee**

Lawrence Hartpence reported that there was a meeting in December 2011 with the Iowa DOT that discussed the low distortion projection in Iowa.

### **Special Interest Group Reports**

#### **Regional Groups/Meetings**

Matt Boeck is interested in getting the regional group in central Iowa active again. He sent out a survey to get feedback on regional organizations. He will send out the results to IGIC, who will use the results to gauge whether IGIC should focus more on a regional basis. Rick Havel reported that the Eastern Iowa Group was going to cut back meeting to twice a year. Ryan Smith reported that the IGIC social meeting was a success. There are plans to have a meeting on the 2nd Friday of each month. He has been brainstorming on outreach possibilities for IGIC.

## **GIS Service Bureau Update**

### **Metadata Outreach Project**

Amy Logan reported on the Metadata Survey results. The survey was sent out in January 2012 to around 550 emails. About 85 people responded. The results and Amy's presentation can be found on the GIS Service Bureau blog found at <http://iagiservicebureau.blogspot.com/>.

Metadata Training Workshops will be held for state agencies on March 14th, 2012, at ISU in Ames. Workshops for counties will be on March 13th, 2012, at the same location.

### **State GIS Inventory**

James Giglierano reported that Evan Koester has been finishing up a needs inventory for state agencies. He has been working with the Department of Revenue working with the property tax issue that is currently in the Iowa legislature. A summary of the needs assessment can be found on the GIS Service Bureau blog found at <http://iagiservicebureau.blogspot.com/>.

### **ISU Facility Cooperation with ISU Extension**

Kevin Kane discussed how ISU Extension has taken a huge interest in GIS in Iowa. In the near future, the ISU GIS Facility may become even more closely integrated with ISU Extension.

### **Geocoding Project**

Approximately 50 counties are finished for the project. Metadata still needs to be written.

## **CAP Grant Updates**

James Giglierano wrote a CAP grant application to fund the GIS Service Bureau in writing a strategic business plan for acquiring roughly half the IGI data layers. This will follow federal guidelines. The focus will be on a statewide parcel layer and a statewide aerial photography acquisition plan. The current economic development and ROI CAP grant finished in December 2011.

## **Strategic Plan**

James Giglierano created a strategic plan one-page summary for a CAP grant application. He presented it to the Board for review and as a starting point for revising IGIC's Strategic Plan. The Board discussed the best approach and what the next step in the process should be. The Strategic Committee meeting will review it in the next week with comments from the IGIC membership. This document can be found at the end of these minutes.

## **Elections**

Elections will be held in July 2012. All sector representatives are up for election. The term is for two years.

## **Next Meeting**

The next IGIC Quarterly Meeting will be in early to mid-April in the Des Moines metro area. Details will be sent to the IGIC email list.

## **Adjourn**

Dave Croll made a motion to adjourn the meeting at 2:40pm. It was 2<sup>nd</sup> by Paula Lemke. All members present voted aye.

Respectfully submitted,  
Micah Cutler  
IGIC Secretary

Register Report  
7/1/11 Through 1/26/12

2/7/12

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
			BALANCE 6/30/11				34,913.38
7/15/11	Checking	710	A+ Conferencing	conference calls	administrative	R	-13.26
8/16/11	Checking	711	A+ Conferencing	conference calls	administrative	R	-97.02
8/18/11	Checking	DEP	Various Vendors	registration fees	Conference - Reve...	R	1,000.00
8/29/11	Checking	712	MaryAnn Stewart Engin...	Contracted work	Iowa One Map - Exp	R	-5,662.50
9/7/11	Checking	DEP	S Various Vendors	Central College	Education - Revenue	R	1,550.00
				UNI	Education - Revenue	R	18,000.00
				NICC	Education - Revenue	R	600.00
9/14/11	Checking	713	A+ Conferencing	conference calls	administrative	R	-27.31
9/14/11	Checking	714	GITA	ROI Contract	Iowa One Map - Exp	R	-4,050.00
9/15/11	Checking	DEP	USGS	ASAP electronic ...	IowaOneMap - Rev...	R	9,712.50
9/23/11	Checking	715	ESRI	Annual Maintena...	Education - Exp	R	-46,000.00
9/26/11	Checking	DEP	S Various Payees	Briar Cliff Univer...	Education - Revenue	R	550.00
				Indian Hills CC	Education - Revenue	R	1,100.00
				Iowa Western CC	Education - Revenue	R	500.00
				Dordt College	Education - Revenue	R	550.00
				Kirkwood CC	Education - Revenue	R	250.00
				Buena Vista Univ...	Education - Revenue	R	500.00
				Iowa Valley CCD	Education - Revenue	R	500.00
10/3/11	Checking	DEP	Iowa State University	ESRI college sha...	Education - Revenue	R	19,000.00
10/21/11	Checking	DEP	Hawkeye Community C...	ESRI college sha...	Education - Revenue	R	950.00
10/26/11	Checking	716	Megan Moeller	reimburse for onl...	Conference-Exp		-205.79
10/26/11	Checking	717	S A+ Conferencing	2479129	administrative		-0.79
				2506078	administrative		-27.70
10/26/11	Checking	718	S GITA	Invoice # 2011-092	Iowa One Map - Exp		-7,575.00
				Invoice #16	Iowa One Map - Exp		-6,150.00
10/27/11	Checking	DEP	USGS	electronic from A...	IowaOneMap - Rev...		13,725.00
10/31/11	Checking	719	Patrick Wilke-Brown	Reimb for spons...	Outreach		-250.00
11/8/11	Checking	DEP	William Penn	ESRI college sha...	Education - Revenue		550.00
11/10/11	Checking	720	GITA	ROI from Mary A...	Iowa One Map - Exp		-5,286.00
12/9/11	Checking	721	S A+ Conferencing	2531727	administrative		-6.29
				2531726	administrative		-1.56
				2534540	administrative		-1.97
12/9/11	Checking	722	S GITA	Professional Ser...	Iowa One Map - Exp		-5,737.50
				Admin Support fo...	Iowa One Map - Exp		-800.00
1/9/12	Checking	723	S A+ Conferencing	conference calls ...	administrative		-1.18
				conference calls ...	administrative		-3.93
1/9/12	Checking	DEP	USGS	electronic from A...	IowaOneMap - Rev...		11,823.50
1/17/12	Checking	724	GITA	ROI Financial An...	Iowa One Map - Exp		-5,323.00
1/26/12	Checking	725	S A+ Conferencing	2599601	administrative		-52.94
				2592174	administrative		-44.94
				2598086	administrative		-60.37
1/26/12	Checking	DEP	USGS	electronic from A...	IowaOneMap - Rev...		5,323.63
			TOTAL 7/1/11 - 1/26/12				-1,194.42
			BALANCE 1/26/12				33,718.96
			TOTAL INFLOWS				86,184.63
			TOTAL OUTFLOWS				-87,379.05
			NET TOTAL				-1,194.42

# Itemized Categories Report

7/1/11 Through 2/7/12

2/7/12

Page 1

Cat/Sub	Date	Account	Num	Description	Memo	Clr	Amount
<b>INCOME</b>							
Conference - Reve...	8/18/11	Checking	DEP	Various Vendors	registration fees	R	1,000.00
TOTAL Conference...							1,000.00
<b>Education - Revenue</b>							
	9/7/11	Checking	DEP	S Various Vendors	Central College	R	1,550.00
					UNI	R	18,000.00
					NICC	R	600.00
	9/26/11	Checking	DEP	S Various Payees	Briar Cliff Univer...	R	550.00
					Indian Hills CC	R	1,100.00
					Iowa Western CC	R	500.00
					Dordt College	R	550.00
					Kirkwood CC	R	250.00
					Buena Vista Univ...	R	500.00
					Iowa Valley CCD	R	500.00
	10/3/11	Checking	DEP	Iowa State University	ESRI college sha...	R	19,000.00
	10/21/11	Checking	DEP	Hawkeye Community C...	ESRI college sha...	R	950.00
	11/8/11	Checking	DEP	William Penn	ESRI college sha...		550.00
TOTAL Education - ...							44,600.00
<b>IowaOneMap - Rev...</b>							
	9/15/11	Checking	DEP	USGS	ASAP electronic ...	R	9,712.50
	10/27/11	Checking	DEP	USGS	electronic from A...		13,725.00
	1/9/12	Checking	DEP	USGS	electronic from A...		11,823.50
	1/26/12	Checking	DEP	USGS	electronic from A...		5,323.63
TOTAL IowaOneMa...							40,584.63
<b>TOTAL INCOME</b>							86,184.63
<b>EXPENSES</b>							
<b>administrative</b>							
	7/15/11	Checking	710	A+ Conferencing	conference calls	R	-13.26
	8/16/11	Checking	711	A+ Conferencing	conference calls	R	-97.02
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					2534540		-1.97
	1/9/12	Checking	723	S A+ Conferencing	conference calls ...		-1.18
					conference calls ...		-3.93
	1/26/12	Checking	725	S A+ Conferencing	2599601		-52.94
					2592174		-44.94
					2598086		-60.37
TOTAL administrative							-339.26
<b>Conference-Exp</b>							
	10/26/11	Checking	716	Megan Moeller	reimburse for onl...		-205.79
TOTAL Conference...							-205.79
<b>Education - Exp</b>							
	9/23/11	Checking	715	ESRI	Annual Maintena...	R	-46,000.00
TOTAL Education - ...							-46,000.00
<b>Iowa One Map - Exp</b>							
	8/29/11	Checking	712	MaryAnn Stewart Engin...	Contracted work	R	-5,662.50
	9/14/11	Checking	714	GITA	ROI Contract	R	-4,050.00
	10/26/11	Checking	718	S GITA	Invoice # 2011-092		-7,575.00
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					Admin Support fo...		-800.00

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7/1/11 Through 2/7/12

2/7/12

Page 2

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	1/17/12	Checking	724	GITA	ROI Financial An...		-5,323.00
TOTAL Iowa One M...							-40,584.00
Outreach	10/31/11	Checking	719	Patrick Wilke-Brown	Reimb for spons...		-250.00
TOTAL Outreach							-250.00
TOTAL EXPENSES							-87,379.05
OVERALL TOTAL							-1,194.42

**Iowa Geographic Information Council**  
**One-Page Strategic Plan Summary**  
**Goals and Objectives**  
**Updated 12/20/11**

**IGIC Mission** - foster an efficient GIS environment through cooperation and coordination with public and private entities that access, collect, provide, and share data, metadata, applications, and educational opportunities.

**IGIC Vision** - all levels of government become highly effective and efficient through coordinated development and use of geospatial data and technologies.

**Goal 1 - Increase the knowledge of GIS technology by users and the public**

1. Maintain IGIC website
2. Continue the ESRI educational license
3. Develop outreach to users of GIS technology

**Goal 2 - Lead coordination of GIS efforts between government agencies, organizations and private sector to improve the efficiency and effectiveness of programs and services to the Iowa public**

1. Establish executive level framework for statewide coordination, policy development and formal agreements between agencies
2. Maintain the Iowa Geospatial Data Clearinghouse
3. Promote data standards for all GIS layers
4. Promote data sharing
5. Develop and maintain IGI framework layers
6. Establish a GIS Service Bureau
7. Establish sustainable GIS funding for coordination efforts and projects
8. Develop other important GIS data layers as needed

**Goal 3 - Build the community of GIS professionals in Iowa**

1. Continue to improve and expand the biennial IGIC conference
2. Encourage professional development for all members of IGIC and the GIS community
3. Establish an Iowa GIS Corps to help during emergencies and other worthwhile efforts

**Goal 4 - Maintain the Iowa Geographic Information Council as a vibrant and relevant organization**

1. Maintain IGIC by-laws to keep the organization relevant
2. Bring new people to the board elections
3. Look for new members to join IGIC
4. Encourage attendance at IGIC quarterly board meetings, committee meetings and work groups
5. Develop an organizational strategic plan for the Iowa Geographic Information Council