



**Minutes**  
**Nevada Geographic Information Society (NGIS)**  
**July 2012 Board Meeting**  
**July 12, 2012**  
**APPROVED**

**Call to Order**

The meeting was called to order by NGIS President Moni Fox.

**Roll Call**

Moni Fox, Lisa Desautels, Gary Johnson, Karin Hagan, Don Harper, Mark O'Brien, Adam Johnson, Steve Mesa

Not Present – Matt Krok, Eric Schmidt, Karla Chavez

Guests – John Ellis, Eric Ingbar

**Agenda Review**

Adopted as written.

**Old Business**

*Minutes of May 17, 2012*

Motion to approve by Gary, seconded by Adam, no discussion. Unanimous approval.

**Officer Reports**

*President:* (Moni) Extended a warm welcome to Lisa and John. No new news.

*Vice President:* (Lisa) None.

*Treasurer Report:* (Gary) Reported that we currently have \$20,201.84 in the account. He will meet with Karla to finalize 2012 Conference expenses and income. Overall, we are currently in a good position.

*Secretary:* (Karin) The Minutes for the May 17 Business Meeting have not yet been written, but will be written and distributed to the Board for review prior to our next meeting.

**Committee Reports**

*GeoSpeak* – John reported that GeoSpeak is on track for the next issue to be published on September 1. He would like to include an article about Debra Taylor and Tim Spear, and their work with GeoSpeak. Moni volunteered Matt to write the article. Karin also volunteered to write an article regarding the Conference. Adam will provide John with Constant Contact information.

*Web Committee* – Adam reported that as the committee was preparing for the membership database, they determined that an updated NGIS webpage was needed.

Adam has created a beta version of the new webpage and will send the address to the Board for review. The new webpage will include a login process, with access to member information, dues renewal (when initiated), etc. The page is written in Web 2.0 which is easily readable and will be functional with tablets and smartphones. The #1 requested feature for the page has been a discussion forum, so Adam has created one. Permissions are built in so that we can have private Board forums or subcommittee forums.

The goal is to have the page go live by the end of July. Gary noted that the Conference information page will need to be updated, but the details are still being decided. He would like for the 2013 Conference Committee to update that page. Karin asked about the calendar format that will be used. Adam stated that it will be a Google calendar, and the Secretary will have access to edit.

All of the passwords have been reset, including Constant Contact and RegOnline. Please contact Adam if you need a password.

#### *2013 Planning Committee*

Moni reported that the Constant Contact email is ready regarding the theme contest and volunteer requests. The question was asked – where should volunteer emails be addressed? Gary stated that they currently go to Adam, Gary and Brendan via [support@ngis.org](mailto:support@ngis.org). Adam said that he can set up a separate email if needed. The theme deadline is currently August 1, but that may change. The committee has a meeting scheduled for August 8 to pick the winning theme. The logo contest will follow.

#### *FGDC Cap Grant Steering Committee*

Eric I. reported that the committee is meeting every two weeks. There are two subgroups – high resolution data meets at 2pm and parcel data meets at 3pm every other Tuesday. There are typically six to ten participants for each group. Each group is creating a baseline stakeholder survey to help the consultant get started and bring in participants. The surveys will be released at the next meeting, and the committee would like to use the NGIS Constant Contact list for the release. The committee has been working to identify other stakeholders in the state. They have contacted the Assessor's Group, the Nevada Mining Association, and major utilities.

The committee is working on a Request For Qualifications (RFQ) for drafting the business plan. The RFQ is being drafted based on an example from Arkansas, and they have been working on the Scope, Schedule, Qualification Requirements, and Selection Criteria sections. The committee would like to issue the RFQ by August 1, and will circulate to the Board next week for review. The award should be issued by the end of October. The committee is currently on schedule.

### **New Business**

*Strategic Plan progress update (Eric I.)*

Moni stated that Eric I. has no time to lead this effort not, and asked if anyone else was interested in leading the effort. Gary suggested that the topic be postponed, and re-issued for each meeting to see if there is interest.

*Membership Dues (Moni, Gary)*

Moni asked what the next steps should be. Gary reported that we had a positive response at the Conference, and that everyone understood the necessity. The next steps are (1) pick a dues amount and (2) verify the Bylaws.

Once set, Adam will update the website and membership database to handle membership dues. Gary and Moni will meet in August to look at expenses and determine a reasonable fee. They will propose the fee to the Board at the next meeting.

*GIS Professional Directory Project (Eric S.)*

Eric S. was unable to attend the meeting. Adam reported that Eric has a structure set up and will report on it at the next Board meeting.

*NGIS Leadership in Nevada (Eric S.)*

Eric S. was unable to attend the meeting. Adam reported that Eric will have a regular feature in GeoSpeak.

*NGIS Support to CSN (Don)*

Don reported that the lead GIS person has left the College of Southern Nevada (CSN), and CSN is planning to move GIS from the IT department and place it in the physical sciences. They are looking for support. Don asked for a letter from the Board stating support regarding GIS education being vital for Nevada. This could perhaps lead into improving GIS education in Nevada. Gary suggested that we solicit assistance from Pat Guiberson in drafting the letter. Moni said she would ask Pat to contact Don. Don will update the Board at the next meeting.

*Open Discussion*

Steve asked if anyone would be attending the ESRI International User Conference. Steve, Don and Lisa stated that they will be attending.

Steve suggested that we should think about changing the name of our Annual Conference to Conference and Training, as training is more valuable to employers, and it could help with attendance. Karin suggested something along the lines of Professional Development and Technical Training Seminar, which is her company's annual internal conference.

John asked if there was anything that needed to be broadcast via GeoSpeak. Eric I. suggested the forthcoming FGDC grant stakeholder surveys. Karin suggested mentioning the updated website.

The next regular Board meeting will be Wednesday, October 10, 2012, at 12:00 pm.  
UPDATE: Meeting rescheduled for Tuesday, October 23, 2012 at 11:00 am.

**Meeting adjourned at 12:59 9.m.**

### **ADDENDUM JULY 30, 2012**

Eric I. forwarded a draft version of the FGDC Cap Grant RFQ to the Board on July 30 for review and comment. Following review, no comments were made by the Board. The final version of the RFQ was forwarded to the Board by Eric I. on August 3. Adam moved that we accept the RFP and contract as presented by Eric and the Steering Committee. Gary seconded the motion. There was no discussion necessary. Votes were cast by email, and were unanimous in passing the motion on August 6, 2012.

### **ADDENDUM AUGUST 21, 2012**

Eric I. forwarded the cover letter for the stakeholder surveys to the Board for review and comment/approval, along with a like to the draft version of the surveys. Eric I. forwarded the final versions of the cover letter and survey to the Board on August 23. Karin created an official version of the letter on NGIS letterhead for Moni's signature. Following nearly unanimous approval of the letter and surveys (one member missing due to PTO and one member did not respond), Karin forwarded the finalized PDF version of the cover letter to Eric I. for use by the Steering Committee.

### **ADDENDUM SEPTEMBER 4, 2012**

Eric I. forwarded the response received from the RFQ to the Board for review. There was one response from Applied Geophysics, Inc. (AppGeo). During discussion via email, the Board determined that there was no need to readvertise the opportunity, as we are happy with the AppGeo proposal. The interview with AppGeo by the Steering Committee occurred on September 28. At Moni's request, Karin called a special Board meeting via email on October 1, to discuss the AppGeo response. Adam moved to award AppGeo (Applied Geophysics, Inc.) the 2012 FGDC Cap Grant to create a Nevada State Business Plan for High Resolution Elevation and Parcel Geospatial datasets. Gary seconded the motion. Votes were gathered via email, with nine "aye" votes and two "no response". The voting was closed on October 2, with the motion carried. The award letter was drafted by Moni and Eric I., and finalized on NGIS letterhead by Karin on October 3.