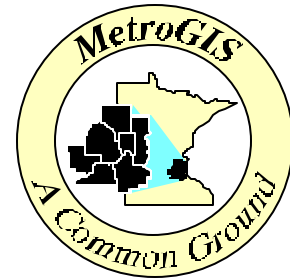


MetroGIS Data Access Advisory Team

Cooperation, Coordination, Sharing Geographic Data



Meeting Summary

Data Access Advisory Team

August 11, 1998

1. Call to Order, Introductions

Rick Gelbmann called the meeting to order at 8:35 a.m. The meeting was held at the Fairview Community Center in Roseville. Introductions were made. Lt. Gary Gary announced his retirement on August 14, 1998 and his move to Texas. He will no longer be participating in MetroGIS activities. Thank you, Lt. Gary, for your dedication and contributions to the MetroGIS Data Access Advisory Team.

Members Present Lisa Freese, MN Planning; Lt. Gary Gary, Ramsey County Sheriff Department; Rick Gelbmann, Metropolitan Council; Carol Kaszynski, Bloomington; Dan Pfeffer, MAC; Jan Vanderwall, Roseville Area Schools (ISD 623)

Members Absent: Gina Buss, BRW Inc.; David Claypool, Ramsey Co.; Ben Ferguson, Coon Rapids; Mike Larson, Resource Strategies; Susanne Maeder, LMIC; Ben Verbick, LOGIS.

Others Present: Chris Cialek, LMIC; Tony Mathys, Metropolitan Council

Support Staff: Tanya Mayer, Metropolitan Council

2. Acceptance of the Agenda

The agenda was accepted by consensus with modifications to add a status report on Data Finder after the acceptance of the meeting summary.

3. Meeting Summary

The July 7, 1998 meeting summary was accepted by consensus, with modifications to section 7, 3rd paragraph, noting that there is an easy application to generate html pages for the MN NSDI Clearinghouse as well as Data Finder.

4. Data Finder Status

There are now 36 metadata records indexed or catalogued on Data Finder. Tony Mathys is the new Metropolitan Council intern hired to work on metadata. He will be involved in a training session with LMIC to help get him started with working with MetroGIS participants to generate metadata. The effort to encourage metadata development will be to highlight the benefit of metadata to each organization as a way to inventory and document their data, especially important if someone leave, and how metadata can be used as a management tool.

Advertising strategies were discussed for this effort to generate and collect metadata. Some ideas were mailings with a brochure and metadata packet of information, announcement or article in the MN GIS/LIS Newsletter, provide information at the annual MN GIS/LIS conference, and having Tony contact organizations.

Rick Gelbmann stated that LBA, Inc. generated very good and useful documents as a part of this project, did a professional job creating an easy to manage and modify web application with good organization, but there are some limitations of LBA, Inc. for a future geographic aspect of the project. We considered how Data Finder may grow/change with LBA, Inc. and Data Finder is a good foundation to add specific applications to the system.

5. MetroGIS - Data Access Advisory Team Chair and other discussion

There were no nominations for team chair. The members present recommended that the team continue to convene without a chair. They also recommended that it be clear that the Access Team chair is responsible to attend only the Access Team meetings, not the Coordinating Committee or the Policy Board meetings. Lt. Gary was voted in as "chair for a day" so he continued with the agenda.

6. Governor's Council Activities Update

Chris Cialek provided an update.

- (1) The DataLogr license agreement between MN and Michigan is complete(!) and LMIC may distribute DataLogr. They are working on adding some local information to the final documentation. All the material will be complete for distribution at the MN GIS/LIS conference in October.
- (2) There will be a Metadata Workshop and a Clearinghouse Session at the MN GIS/LIS conference.
- (3) They are also working on enhancing the MN NSDI Clearinghouse node by contracting to design a local, MN interface to the Node, and work on incorporating a graphic/geographic interface to the MN Node. They are working to incorporate Data Finder work.
- (4) Another related project is the Foundations Project, being worked on by DNR and PCA. This is a project to make public, state information available on the web. They are developing a search mechanism and metadata format (Dublin format). The biggest effort is maintaining compatibility between the Foundations Project the MN NSDI Clearinghouse and MetroGIS Data Finder. One part of the project that is important to the Clearinghouse is the development of a key word thesaurus.
- (5) They are collaborating with the Borchert Map Library to develop a sub-node to the MN Clearinghouse Node of metadata at the Borchert Map Library.

7. Discussion

Discussion on the recommendations focused on items 5a and 5e of the agenda. Cialek expressed concern about the way the recommendations were written. He suggested that the plan to merge the 2 applications, where possible, especially to implement access to 1 metadata html record from both sites should be a top priority. These recommendations were written on the agenda as a long range plan. He also suggested that the references to maintaining 2 separate, but identical html metadata records should not be included as written in item 5a. One suggestion was to recommend that work proceed right away on implementing access to 1 metadata html record. Another suggestion was to make sure that the recommendation NOT refer to *how* the metadata records returned on a query (from either application) have the exact same content. But, there must be a technical and procedural way that staff from both projects ensure identical content in html metadata records are returned for metadata accessed at both sites. The team recommended that the staff from the to projects meet to discuss how the recommendation should be written, including a time line, and that it be e-mailed to team members as an informational item.

Further discussion on item 5f was clarifying that the paper submitted by LBA, Inc. on Data Finder Operation: Level of Effort should be used as a guideline to what is expected of participants creating metadata and of staff maintaining Data Finder.

Recommendations 5b, 5c, and 5d were agreed to as written in the agenda (agenda items listed below)

Agenda items discussed on 8/11/98

5. **For Discussion: Recommendations for the Coordinating Committee meeting, August 27, 1998**
 - a. *Metadata: MetroGIS Data Finder and the MN NSDI Clearinghouse*
 - i) *All metadata at Data Finder will be available at the MN NSDI site in the same version*
 - ii) *All metadata at the MN NSDI site will be sent to Data Finder staff and selectively included in Data Finder as appropriate.*
 - iii) *Metadata will be reviewed annually and updated as appropriate.*
 - iv) *Any update at either site will be forwarded A.S.A.P. to the other site.*
 - b. *MetroGIS should strongly encourage contributors to complete metadata records for each data set. A complete metadata record is a record with all known information about that data set and all applicable fields completed.*

- c. *Communication: A staff member of the Access Team should participate on the Governor's Council on Geographic Information: Clearinghouse Advisory Steering Committee, and vice versa.*
- d. *Feedback mechanism: MetroGIS should establish a LISTSERV for feedback and a mechanism for participants to share information.*
- e. *Plan to merge Data Finder and the MN Clearinghouse where possible (long range plan).*
- f. *Data Finder Operation: Level of Effort (costs) to be determined – refer to handouts from last meeting.*
- g. *Additional recommendations...*

8. Recommendations

- (1) **Close out, Redirect, and Recruit.** The Access Team feels that they are in need for redirection from the Coordinating Committee. The Access Team is at an end point with a development task that is now more of an ongoing function. This changes who may choose to participate on the team. The Coordinating Committee needs to look at where the Access Team is, where it wants to go, and whether it should be restructured (perhaps with other teams as well). The team recommends possibly using the mechanism used over 2 years ago when the teams for MetroGIS were defined to recruit new members. The Access Team feels this will:
 1. Provide a broad based appeal for participation.
 2. Revitalize the team with new membership.
 3. Allow volunteers to focus their efforts in the area of their expertise.
- (2) **Metadata:** The Access Team recommends that:
 - All metadata at Data Finder will be accessible at the MN NSDI site.
 - Not all metadata at the MN NSDI site will be accessible from Data Finder.
 - Metadata records accessible from both sites will have exactly the same content.

The methods and timing to achieve this goal will be resolved by MetroGIS and MN Clearinghouse staff.
- (3) **Complete Metadata Record:** The Access Team recommends that MetroGIS should strongly encourage participants to develop complete metadata records for each of their data sets. A complete metadata record is a record with all known information about that data set and all applicable fields completed.
- (4) **Communication:** The Access Team recommends that a staff member of the Access Team should participate on the Governor's Council on Geographic Information: Clearinghouse Advisory Steering Committee, and vice versa.
- (5) **Feedback mechanism:** The Access Team recommends that MetroGIS should establish a LISTSERV for feedback and a mechanism for participants to share information.
- (6) **Data Finder Operation:** The Access Team recommends that The Level of Effort (costs) and the Participant Roles and Responsibilities reports from LBA, Inc. should be used as a guideline of what we expect as a resource commitment from various organizations, and for maintaining Data Finder.

9. Next Meeting and Adjourn.

The next meeting will be scheduled after the August 27, 1998 Coordinating Committee meeting. The last week of September was suggested as a good week to meet. The meeting was adjourned at 10:35 AM.

Prepared by,

Tanya Mayer
GIS Specialist
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