

Approved on:  
December 3, 1998

**Special Meeting Summary  
MetroGIS  
Policy Advisory Team  
June 25, 1998**

**1. Call to Order**

Chairperson LaBau called the meeting to order at 10:30 a.m. It was held at the Earle Brown Conference Center in St. Paul following the Coordinating Committee meeting.

Members Present: David Arbeit, Virginia Erdahl, Brad Henry (Coordinating Committee Chairperson), Richard Johnson, Margo LaBau, Gary Caswell for Patrick O'Connor, and Dennis Welsch

Support Staff: Randall Johnson

**2. Accept Agenda**

The agenda was accepted as submitted.

**3. Accept Meeting Summary**

The June 4, 1998 meeting summary was accepted as submitted.

**4. Action/Discussion Items:**

**a) MetroGIS Scope of Services (Continued from June 4, 1998 meeting)**

David Arbeit and staff provided a draft listing of possible functions and activities that MetroGIS could assume in the agenda materials. Team members finalized the listing by removing redundancies, modifying statements to clarify intent, adding items, and removing policy and funding -related items premature to discuss until agreement has been reached on functions core to MetroGIS.

Members then rated each of the listed functions as one of the following:

- C - Core
- D - Desirable
- I - Inappropriate

The results of this exercise are attached (*editor's note: not in this archive version*). The information provided in the Attachment will be summarized and presented as a recommendation to the Coordinating Committee on August 27<sup>th</sup>. It was agreed that functions rated as Inappropriate would be included in the report to the Committee only as background information and on a separate page from the functions recommended as Core or Desirable.

**5. Other Business**

None

**6. Next Meeting:**

August 6, 1998 – Site to be determined

**7. Adjournment**

The meeting adjourned at 11:50 a.m.

Prepared by Randall Johnson  
MetroGIS Support Staff