

**Summary of Joint Meeting**  
**Advisory Team Liaisons/Chairpersons & Policy Advisory Team**  
*December 4, 1997*

**1. CALL TO ORDER**

Chairperson LaBau called the meeting to order at 10:30 a.m.. The meeting was held at the Roseville City Hall.

Members Present:

Advisory Team Liaisons/Chairpersons: Will Craig (Data Content), and David Windle (Data Standards), and Margo LaBau (Policy Team)

Policy Advisory Team: David Arbeit, Virginia Erdahl, and Brad Henry

Members Absent:

Jim Sydow (Data Access Liaison), Richard Johnson, Patrick O'Connor and Dennis Welsch.

Staff Present:

Randall Johnson

**2. ACCEPT AGENDA**

The agenda was accepted, as submitted.

**3. DECEMBER 18TH COORDINATING COMMITTEE AGENDA**

-Consent approval of revised operating guidelines for Coordinating Committee. The group agreed with the staff proposal to add a separate "consent item" category to the agenda. The group also concurred that if the guidelines are approved by the Committee at the December meeting, they should be forwarded to the Policy Board on January 28th as a consent action item.

- MetroGIS Financial Needs. The group concurred with the Policy Team's proposal (see 12/4 meeting summary) and agreed Committee feedback should be sought on the Team's strategy to be used to share this subject matter with the Board. Policy Board Chairperson Reinhardt asked for presentation of this information to the Board on in January, therefore, no need for an action item before the Committee.

- Metadata Guidelines. David Windle, StandardsTeam Chairperson, explained the Team's proposal that the MetroGIS policy Board endorse the Metadata Guidelines adopted by the Governor's Council on Geographic Information. The group agreed that the guidelines should be sent to MetroGIS participants for review and comment before seeking Board endorsement and promotion of use among MetroGIS participants.

It was agreed that the report to the Committee should request Committee approval to circulate the GCGI-endorsed metadata guidelines for comment, including each organization represented on the Committee. County representatives are to seek feedback from their respective county GIS users groups, where they exist. The Team is also to seek out comments from the persons recently asked to prepare metadata for the WEB Index prototype.

David Arbeit stated that LMIC will provide copies of the metadata guideline document. He also noted that mention should be made in the letter requesting comments that a video and literature are available if further information is needed to respond to the request for comment.

-Integrated Parcel, Dwelling and Household database proposal. The group agreed that The Lawrence Groups' request for a special meeting of the Coordinating Committee to discuss this innovative proposal is appropriate and should be acted on by the Committee on December 18th.

-Designate a Coordinating Committee Liaison to Soils Distribution Policy Advisory Team. The group concurred this item should be acted on at the December Committee meeting. It was clarified that the liaison does not need to be a soils content expert and that they do not need to represent an organization with an intellectual interest in the pending regional dataset.

-Survey to evaluate effectiveness of MetroGIS Initiative. It was agreed that this item should not be a Committee action item since Policy Board Chairperson has asked for the results to be presented at the January Board meeting to set the stage for discussion of MetroGIS financial needs. It was agreed that the proposed survey methodology and draft questionnaire should be shared with the Committee for comment at the December meeting. Will Craig volunteered to review the format of the questions.

-Operating Guideline Implementation Issues. The group concluded that this item is not ready to move forward to the Committee. Staff noted the issue concerns making sure that no organization receives or is perceived to receive an unfair competitive advantage as a result of participating in MetroGIS activities. Additional information is needed from Alan Srock, NSP representative to the Committee, to decide options. Mr. Srock will be invited to attend the February meeting of the Policy Advisory Team. Will Craig asked that the Policy Team also include non-profits and academia along with private sector interests in its discussion.

-1998 Meeting Schedule. This item was deleted from the December Committee agenda. The Committee will be asked to confirm February 26th as its next meeting date. A schedule will be set for the remainder of the 1998 at the February meeting.

#### **4. GENERAL DISCUSSION**

The group liked the addition of the separate Strategic Initiatives Update to the Committee's agenda. It was agreed that staff will provide a written summary in the packet and that if time permits the information will be presented to the Committee for discussion.

Time ran out before the group had an opportunity to discuss materials included with the agenda packet entitled: a) Procedure to Forward Team Recommendations to the Coordinating Committee and 2) Information Needs Workgroup Process -- Refinements Approved by the Coordinating Committee on October 24th. These matters will be brought to the group for discussion at the next meeting.

#### **5. NEXT MEETING**

The next meeting of the Liaisons was set for December 4th.

#### **6. ADJOURN**

The meeting adjourned at 11:10 a.m.

Prepared by:

Randall Johnson  
MetroGIS Support Staff