



MetroGIS Technical Leadership Steering Workgroup Meeting Notes – January 14, 2008

1:30 to 2:45 p.m. (CST)
DNR Main Office - St. Paul

Team Members Present: Bob Basques (St. Paul), David Brandt (Washington County), Jim Bunning (Scott County), David Bitner (Metropolitan Airports Commission), Pat Cummens (ESRI), Mark Kotz (Metropolitan Council), Tim Loesch (DNR), and Nancy Read (Metropolitan Mosquito Control District) and Ben Verbick (LOGIS).

Team members absent: Jim Maxwell (The Lawrence Group),

Support Present: John Antenucci and Jim Fries (Plangraphics) and Randall Johnson, Chris Kline, and Jonathan Blake (MetroGIS)

1) Summary of January 3 Meeting

Accepted, as submitted, with a minor change of “Knox” from “Know” in Item 2a and move Item 3 in from of Item 2.

3) Expectations for Evening Prior

It was agreed to that the support staff will plan to be onsite around 3:30 p.m. to begin setting up of the room. The PlanGraphic Team and Brandt agreed to get in touch with the three recorders to schedule a briefing at the meeting facility, if possible, beginning at 4:30 p.m. and lasting 30-45 minutes.

The group concurred with a proposal from Johnson and Kline to make name tags and tent cards that state the name and organization for each participant.

Johnson agreed to speak off-line to the PlanGraphic Team about the process anticipated to greet the attendees and check them in.

Options for diner were discussed but left undecided until the Wednesday evening.

2. Expectations During the Workshop

In response to a question from Read about the process that will be used, the PlanGraphics Team commented that once they have had a chance to review the results of the pre-forum survey and the information provided by the local case studies they believe they will decide on the specifics but expressed confidence that the pre workshop activities will provide sufficient material from which to launch a productive dialogue and achieve the desired outcomes.

It was agreed that the workgroup would defer to the PlanGraphics Team to identify any statements (e.g., workshop purpose) that they would like printed as posters and hung on the walls. It was agreed that Kline would print them and that the support team would hang them on Wednesday evening.

Read agreed to reserve the glassed in room next to the Board room for use by the facilitation team during the breaks and lunch, as well as following the workshop.

Johnson commented that in addition to Kotz, himself, and Kline, two other individuals will be attending as observer who are members of the MetroGIS support team – Jonathan Blake and Trudy Richter - to whom the facilitation team could delegate needs during the day. Johnson commented that Blake will be assisting him in conveying the workshop recommendations to the Policy Board for action.

Read asked about the consensus building tools/processes that the PlanGraphics Team envisioned they would use, noting that several of the participants have substantial expertise and strong opinions but are inclined not to speak up in a group setting. The PlanGraphics Team thanked the group for pointing out this concern and commented that they are cognizant of the need to engage all of the attendees. They also commented that they will bring along note cards to hand out and encourage the attendees to use them to capture and communicate their ideas.

In response to a question from Read, it was agreed that the recorders will be capturing the name of each speaker/commenter. Johnson affirmed that the tent cards will have the participant name printed on both sides. The PlanGraphic Team concurred that they will attempt to define any sector-based issues from this information.

4. Additional Preparation Tasks

Johnson agreed to speak to the PlanGraphics Team off line about the talking points to be provided to William Brown when he welcomes the participants to the workshop. The group concurred that it would improve upon the value of the workshop if Brown could communicate that Hennepin County is committed to the process.

Johnson commented that four complete pads of 3M brand sticky flip chart paper has been secured. The PlanGraphics Team noted is the brand of paper is preferred.

It was agreed that the results of the pre-workshop survey will not be shared with the participants but rather used by the PlanGraphics Team to inform their preparation for the discussion. The concern was that the survey is not scientific and, if shared, may bias the results because they not be representative of the actual situation.

5. Expectations following the Workshop

Rules of Engagement – cell phones, blackberries, and the like turned off.

The PlanGraphics Teams did not see a need for the workgroup planning team to meet immediately after the workshop. It was agreed that once the PlanGraphics Team and the workshop planning team had had a chance to digest the results of the day on their own that the group should meet again via WebEx technology. The next meeting was set for Feb 1, at 1:30 p.m. CST. Locally, the meeting will be hosted by DNR. It was also agreed that the PlanGraphics Team will speak to Johnson on Monday, January 28th.

Following a brief discussion, the group decided that the **contents of the final report should be a discussion topic for the team meeting on February 1st**. The conversation at that time should include whether to include a synopsis of the major points made in each local case study presentation and what, if any, information from the pre-workshop survey should be included. The thought of encouraging the participants to a post-workshop survey to see what differences might arise was also discussed but no decision was made.

6. Updates

Johnson provided a brief update for each of the nine items listed on the agenda. Only those items are listed for which further direction was agreed upon:

- B. Johnson was asked to contact each of the local case presenters and provide them with a template for their presentations.
- C. Loesch will provide Fries with the survey results on not later than the morning of Tuesday, January 22.
- E. Fries will provide one additional definition (FFST?) to Johnson to add to the glossary
- F. Three, not four, recorders will be used.
- G. Correct spelling of Fries first name and correct Bunning's email on the list of attendees.

7) Next Meeting and Topics

The next WebEx meeting was set for Friday, February 1, 2008 from 1:30 to 2:30 at DNR's offices on Lafayette Road in St. Paul. .

8) Adjourn

The meeting adjourned at 2:45 p.m.

Drafted by Randall Johnson,
MetroGIS Staff Coordinator

Edited by PlanGraphics Team