



# MetroGIS Technical Leadership Steering Workgroup Meeting Notes – December 14, 2007

10:00 a.m. to noon  
ESRI Eagan Office

## Call to Order

Randall Johnson, MetroGIS Staff Coordinator, thanked Pat Cummins of ESRI for hosting the meeting and coordinating the call-in procedures via the WebX portal. Everyone introduced themselves.

Team Members Present: Bob Basques (St. Paul), Pat Cummins (ESRI), David Bitner (Metropolitan Airports Commission), David Brandt (Washington County), Josh Gumm for Jim Bunning (Scott County), Jim Maxwell (The Lawrence Group), Nancy Read (Metropolitan Mosquito Control District), and Ben Verbick (LOGIS).

Team members absent: Mark Kotz (Metropolitan Council) and Tim Loesch (DNR)

Staff Support Present: Randall Johnson

## 1) Project Website Update

The PlanGraphics' team demonstrated features of the web-based collaboration site they had developed to support this project. The registration and log-in procedures were explained. They asked that Chris Kline contact Woodson Smith on their team to obtain access privileges to modify the site content.

## 2-3) Meeting Date and Location

Johnson commented that two candidate locations had been identified – Board room at the Metropolitan Mosquito Control District (MMCD) and a large conference/meeting room at the Metropolitan Airports Commission (MAC). David Bitner (MAC) and Nancy Read (MMCD) commented on each of their respective facilities. The PlanGraphics' team noted a preference for the MMCD facility (more wall space, more opportunity for mingling, and an extra room to stage the food setup. Thursday, January 24, 2008 was selected as the date for the workshop to coincide with the availability of the MMCD facility.

## 4) Working Draft of the Program/Schedule

The group spent some time enhancing and expanding upon the workshop program agreed upon at the previous meeting. (See Attachment A for the topics and sequencing agreed upon.)

With regard to Part 1, it was agreed that at least one example from each of the three major categories of sharing opportunities should be presented, if possible. The following candidates were identified but a decision was not made as to who should be invited:

<u>Project</u>	<u>Sharing Category</u>
• <i>Non-GIS Ap. calling a Geospatial Service</i> -Dept of Health	Sharing Applications/services
• Data Deli/Services-DNR	Sharing Applications/services
• Imagery Services or Web Services Catalogue/ Search Mechanism - LMIC	Sharing Infrastructure?
• GeoMoose/OpenMNND Project -	Institutional Cooperation? /all 3?
• Collaborative initiative of Dakota, Carver and Scott Counties	Institutional Cooperation? /all 3?
• Sharing whole applications - LOGIS	Sharing Applications/services

The PlanGraphics Team agreed to offer examples from beyond the Twin Cities to demonstrate other types of application-related sharing that have been successfully pursued. Objectives of Part 1 continue to be expanding understanding of sharing opportunities possible and agreeing on terminology (editor's note – glossary posted on SharePoint. Still valuable?)

MetroGIS staff agreed to begin the work of securing candidate local presenters as well as explaining to them the purpose and objectives of their involvement. The group agreed that each local presenter should

be invited to participate in an upcoming workgroup meeting(s) to clarify expectations. The PlanGraphics Team also agreed to speak one-on-one with each local presenter to ensure they understand their role.

## **5) Logistics/Preparatory Materials**

- a) Johnson suggested box lunches in an attempt to keep the workshop on schedule. All agreed. The group also agreed that a second room should be used as a staging area to set up the food. Beverages in the morning should include hot chocolate.
- b) Member Read commented that MMCD can supply easels, flip charts and a computer projector. Johnson, offered to assist with provision of flip charts if need be.
- c) In response to question from staff, the PlanGraphics Team explained that compensation for interns was included in their project budget, noting that they preferred students to serve as the recorders because they are less likely to interject personal bias into their summary comments. The group concurred with this rationale and with the proposed level of compensation for each student in the range of \$40-\$50, plus the option for additional compensation provided on an hourly basis (e.g., \$10-\$15/hour) for any follow-up by the students desired by PlanGraphics.
- d) Suggested background readings will be identified by the PlanGraphics team. These materials will be posted on MetroGIS's website to avoid the need for the participants to register and log in to the project site hosted by PlanGraphics.
- e) It was agreed that the participants should be encouraged to fill out a simple survey before the workshop. The results are to be used to inform the facilitators of application-related sharing activities in place, being considered, and desired. Another purpose of the survey is to provide the participants an opportunity to identify issues or concerns they believe should be a topic of discussion at the workshop. Johnson agreed to develop a draft survey form for discussion at the next meeting.

## **6) Next Meeting and Topics**

The next meeting was set for Thursday, December 20, 2:30 to 4 p.m., at ESRI's offices in Eagan..

Discussion topics to include items:

- Review "local survey"
- Discuss progress identifying local presenters of sharing examples
- Refinement of Program
- Status of Responses to Invitation to Participate

## **The PlanGraphics Team left the meeting.**

## **7) Candidate Participants – January 24<sup>th</sup> Workshop**

The group agreed on several additions to the draft list of candidates handed out at the meeting, including Policy Board members Cook and Elkins and additional representatives from cities, academics, state agencies, emergency services, and adjoining jurisdictions.

## **8) Adjourn**

The meeting adjourned at 12:15 p.m.

Prepared by

Randall Johnson,  
MetroGIS Staff Coordinator



## Meeting Shared Geospatial Needs Beyond Data

Thursday, January 24, 2008

Board Room, Metro County Government Building (proposed)  
2099 University Avenue, St. Paul  
7:45 a.m. to 4:30 p.m.

**Purposes:** Define MetroGIS's:

- Role(s) relative to addressing application needs shared by organizations that serve the Twin Cities Metropolitan Area
- Tangible next steps to act on this role

**Facilitators:** John Antenucci and Jim Fries of PlanGraphics, Inc.

### Preliminary Program

7:45–8:00 AM	Pick up Program Materials
8:00–8:05 AM	Welcome (TBD – Victoria Reinhardt is not available)
8:05–8:20 AM	Introductions, Objectives, Expectations (TBD – MetroGIS) Rules of Engagement (PlanGraphics)
8:20–9:45 AM	Setting the Stage: Practical Experience Example 1: Example 2: Example 3: Example 4:
9:45–10:00 AM	Refreshment Break
10:00–11:45 AM	Part 1: Sharing Applications Solutions Components Standards
11:45 AM–12:30 PM	Lunch (on site)
12:30–1:45 PM	Part 2: Sharing Infrastructure Data Technology Network/Communications
1:45–2:00 PM	Refreshment Break
2:00–3:15 PM	Part 3: Institutional Arrangements for Sharing Licensing Agreements Financing Organizational Knowledge Personnel Other Resources
3:15–3:30 PM	Refreshment Break (Facilitator Compilation)
3:30–4:25 PM	Part 4: Summarization and Future Direction/Next Steps
4:25 PM	Closing