

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 08/11/09

Time: 1:00 PM – 2:30 PM

Attendees: *This information was not recorded for this meeting.*

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- Executive Committee Meeting recap
- Document Review
 - 07/29/09 MD iMap Executive Committee meeting minutes
 - Governance Document
 - Tech Charter
 - Exec Charter
 - “GIS Stat Memo” for Meeting with Governor (discuss)
 - Data Fact Sheet / Letter
 - “Maryland GIS Product List”
- Workgroup Reviews
 - Data Resources
 - Applications
 - Outreach – *NEW*
- Legacy Items Discussion – Ashley

PRE-MEETING COMMENTS:

- Julia Lukens
 - Multiple grants with broadband mapping
 - Working with Maryland Broadband cooperative
 - Don’t do GIS
 - Agreed to be the prime
 - Getting CGIS involved
 - Getting Michael Scott’s shop involved
 - Getting 3rd party
 - Want to setup a broadband site for MD iMap online
 - Will have tools specific to broadband
 - Grant application will provide funding for 5 years.
 - Want to have even longer term for citizens of Maryland, and relevant providers

MEETING NOTES:

- Graham Petto

- First Item
 - Documents from Email
 - 07/29/09 MD iMap Executive Committee meeting
 - Found information from Technical Committee helpful
 - Need to look at items to be reviewed
 - Review of Governance Document
 - Review of Tech Charter
 - Review of Exec Charter
 - Review of Workgroups
 - One-Time Memo to Governor for “GIS-Stat”
 - One Thursday in September / October, 2009
 - From Exec Committee
 - Good opportunity to highlight what is going on and what issues are currently being encountered.
 - Issues (example)
 - Parcels
 - The information would be funneled through StateStat and then the Memo, once reviewed, would be sent to the Governor. (Lindsay)
 - Want to have resolutions and directions provided as a result of this memo. (Kenny)
 - Want to formulate this list today and during the next MD iMap Technical Committee meeting.
 - Kenny will start to generate the list and then provide it to the group.
 - Next Executive Committee is scheduled on August 26, 2009 at DNR.
 - Kenny Miller scheduled the room for the rest of the year at DNR.
 - Kaushik is now working with CHART
 - w/Application Subcommittee
 - Kevin Boone noted that on Friday, a few individuals went and saw the VIPER interface. It is a FLEX – based application that handles various datasets at the same time.
 - Identify the source
 - Reviewing its relevance and accuracy
 - Putting it on a map to perform analysis
 - Discussion focused on how the different applications / websites cannot combine in to a one-stop shop.
 - This is currently a focus of the Application Subcommittee.
 - Kaushik has been developing a main application to handle this issue – it will (possibly) serve as the template for future iMap-type applications.
 - Julia
 - Frank (Siano), Julia and Kaushik discussed last meeting.
 - Go out and understand the components of each portal and what they bring to “the table”.
 - MMRG, Data.gov, GeoSpatial One-Stop (*powered by RAMONA*), etc. directions that the Federal Government is going now.
 - Want to review these initiatives to see what does and doesn’t work.
 - *Possibly want to come back with recommendations...*

- Need to get back with Kaushik on how the new portal will be generated.
 - This above effort aligns with the “Website Portal” initiative that is going on with Kevin Boone.
 - Julia and Kevin need to compare notes.
 - A review of this effort needs to be an Action Item for the next MD iMap Technical Committee.
 - Other Working Groups Discussion
 - Project Summary Template
 - Update on this matter for the Next Technical Committee
 - Sheets will be collected during the next Technical Committee Meeting
 - **Graham will resend this document to the group.**
 - Purpose (*from Exec Committee*)
 - Outline who is working on the project, what the cost is, timeline, etc.
 - Workgroups (2)...*at this time.*
 - Purpose
 - Address intermediate matters
 - **Data Resources Workgroup**
 - Help organize data structure...
 - **Application Workgroup**
 - Organize how the public interacts with iMap.
 - New (*possible*)
 - **Outreach Workgroup**
 - Brooks volunteered to be a part of this.
 - Michael from DOIT volunteered to be a part of this.
 - The GIS Products list should be a part of this.
 - “Education” from this Workgroup should ONLY focus on iMap.
 - Jim from Department of Mental Health and Hygiene volunteered to be a part of this group.
 - Email from Last Meeting (Ashley)
 - Data Fact Sheet (*data-level*)
 - Datasets from now on must have a Data Fact Sheet filled out before the data is incorporated in to the iMap.
 - Need to take the letter that Ashley has generated and combine it (??) with the Data Submission Policy.
 - The Data Resource Workgroup (with Ashley) will refine this letter.
 - “In accordance with...”
 - Need to have a *30-day policy* for posting the data and then having the data fact sheet be required to be filled out.
 - If it IS NOT filled out, the dataset will be “turned off” (not deleted) until the Fact Sheet is filled out, reviewed and approved by the appropriate (??) personnel.
 - Services Fact Sheet

