

MD iMap Technical Committee Meeting Minutes

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

Date: 08/25/09

Time: 1:00 PM – 3:21 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:

- Secondary Site for backup of MD iMap Data
- Review of August 11, 2009 Technical Committee Meeting Minutes
- GIS subject matter STAT
 - List of High Level Issues for Memo
- State Boundary Dataset
- Subcommittee Reports
 - Data
 - Portal
 - Letter requesting data fact sheets
 - Changes to data submission policy
 - Application
 - Marketing / Outreach
- Next Steps / Action Items

MEETING NOTES:

- Introductions (*'round the room'*)
 - **[TOPIC 1]** Discuss Secondary Sites for Back-up of MD iMap Data
 - Doug Adams (Balt. Count)
 - MD iMap and other applications will begin to rely more heavily on data services.
 - Scott Jeffrey
 - Use existing infrastructure...and research architectures at neighboring schools / universities...begin to identify secondary sites to store data.
 - Asking for 40 TB data...
 - Who has what
 - How much do they have
 - How much can they realistically hold
 - Has a “**MIND MAP**” of colleges (diagram)
 - Identified colleges
 - Arbitrarily assigned them what datasets / imagery they “could” host.
 - Funding is sizeable
 - In excess of \$300,000...
 - Homeland Security

- Grant money from Homeland Security can be acquired.
- Licensing (Question) – EDUCATIONAL vs. COMMERCIAL
 - As long as the universities are not engaging in commercial activities with their licensing, they can use their licensing to assist with statewide activities.
 - There was some discussion about how the State will need to work out a statewide ENTERPRISE license for Maryland to support MD iMap.
 - There was a note that focused on how the imagery will be rather popular and the servers would have a lot of use put on them that may crash the server.
 - MD Archives does provide secondary site backup at UMBC.
 - Doug proposed an **Infrastructure Working Group**
 - Scott will take the first part of that and will outline the state of GIS throughout the State of Maryland.
 - Michael Scott noted that all of the universities are behind MD iMap to make it successful; and he noted that he will also be on the Infrastructure Working Group.
 - Kevin Boone noted that this new workgroup should also look in to SERVICES failover.
 - Michael E. (DOIT) will chair this new committee.
 - Preliminary report in 4 weeks
 - Comment on report in 6 weeks
 - Action Plan in 8 weeks
 - Michael Bentivegna (CGIS) noted that there needs to be standard procedures in place to handle datasets between redundant sites.
 - Doug noted that this should be a part of the BUSINESS PLAN for this new committee.
- **[TOPIC 2]** Review 08/11/09 Meeting Minutes
 - Questions / Comments
 - Question:
 - (Page 3 of 5) Other Working Groups Discussion (Doug / Ashley)
 - How do the reports from this matter relate to the reports that are creating for MSGIC?
 - These reports should be the same.
 - Doug Adams
 - What is the purpose of the status report?
 - Is it going to be presented at the MD iMap Technical Committee and then presented at MSGIC meeting?
 - Kevin Boone
 - Noted that the MD iMap Technical Committee processes are not fully defined.
 - Doug Adams
 - Does not want to “sanitize” content noted within the status reports created for MD iMap, which will then be sent to MSGIC.
 - Are the status reports coming here (MD iMap Technical Committee) and then being sent to MSGIC?
 - Ashley Buzzeo
 - Are the reports bi-weekly or monthly?
 - Reporting will be kept monthly.

- Julia Lukens
 - Noted that she has a problem with how reports are handled now within the MD iMap Technical Committee and MSGIC.
 - Doug (in Summary)
 - Submit reports to MSGIC
 - MSGIC will post
 - MSGIC will forward to MD iMap Technical Committee
 - Kaushik Dutta
 - Application Subcommittee Monthly Status report will be sent to MSGIC.
- **[TOPIC 3]** GIS Subject Matter – STAT Meeting (*One-Time*)
 - *From the previous Executive Committee Meeting...*
 - Meeting Date / Time
 - Jeffrey Building (Governor’s Office) – Annapolis, MD
 - 10/15/09 9:30 AM
 - Purpose(s)
 - Opp. to highlight what is going on with MD iMap
 - Highlight high levels issues to implementation
 - Need to list high level issues; i.e., parcels, boundaries, ortho production, licensing, etc.
 - Doug Adams
 - Need to define the authority of the MD-GIO.
 - Julia Lukens
 - What authority can the MD-GIO give to others?
 - Doug Adams
 - A previous Portal was stood up in ArcIMS. Should a State Agency be allowed to do this; i.e., stand-up a website / application without adhering to the MD iMap standards.
 - Need to figure out a way to fund a lot of the efforts that are driving MD iMap.
 - Need to also establish a **Business Plan** to not only define moving forward with resolving issues, but also to fund the resolution of the issues.
 - Education and Outreach to elected officials in Maryland.
 - This would have been a great platform / opp. to talk about GIS initiatives in Maryland.
 - Michael Bentivegna
 - Need to have a strategic plan that outlines, from the elected official down to the GIS technician, what everyone can do to help things along and to get things done in regards to GIS and MD iMap.
 - This will help to bring together the decisions that are made.
 - Doug Adams
 - We also need to specify Security Measures (for MD iMap) for the entire infrastructure so that everyone is reassured that the necessary datasets are kept secure.
 - NEMA agreed with this comment.
 - Kevin Boone
 - We have a list for the meeting generated already.
 - Doug Adams
 - Perceived state base maps and the thematic data that goes over top of them; i.e., the Agricultural Preservation data that is overlaid on top of the base data for the state.

- Kevin Boone
 - Not today, but the list will need to be generated, given to Kenny to review and comment and then sent to the Executive Committee for review and comment.
 - The end product, once Kenny has reviewed it, will be a MEMO to the Executive Committee.
- Doug Adams
 - Proposed the MEMO be presented in a POWERPOINT slide.
- Kevin Boone
 - Agreed on this, but was hesitant because of how the information is actually presented.
- Ashley Buzzeo
 - Noted that Lindsey will take the information from the DRAFT MEMO and author the FINAL MEMO that will be presented to the Governor at the October 15th meeting.
- Doug Adams
 - Noted that this list cannot be “sanitized” because if it is, then important information may be removed when it shouldn’t be.
- Kevin Boone
 - **List of High Level Issues for Memo:**
 - **Parcels**
 - **Licensing**
 - **Update Cycles / Agreements**
 - **MOU**
 - **...for All Data**
 - **Engaging other state agencies**
 - **Getting data from them and giving opportunities.**
 - **Agencies that aren’t already participating**
 - **Ortho Production**
 - **Disparity in Application Interfaces**
 - **Authority of the GIO**
 - **Software Enterprise Licensing**
 - **Adequate Staffing**
 - **No GIS Job Classification**
 - **Funding for Data Collection and Compilation**
 - **Education and Outreach to Elected Officials**
 - **Implementation of a Security Model**
 - **Disparity in Base Maps and Thematic Layers**
- **[TOPIC 4] State Boundary Dataset**
 - Kevin Boone
 - Kenny Miller met today (08/25/09) with the Mineral Mapping Service (MMS) proposing changes to the State Boundaries and Economic Zones.
- **[TOPIC 5] Subcommittee Reports**
 - Data Subcommittee
 - Fact Sheets
 - Ashley Buzzeo
 - Met last week and added **Section 4.2.**
 - Also added the following:

- We need to go back and review ALL datasets and make sure that they have the relevant fields / attributes in them that align to the current standards.
- Also, need to add the need to have “Level 1: FGDC Compliant Metadata” to the Data Submission Policy.
- Needs to update the documentation discussed today (Data Fact Sheet & Data Submission Policy, etc) and re-submit to Kenny Miller for approval.
- MD iMAP PORTAL (Kevin Boone)
 - Under the Standards & Policies tab, need to add a LAST UPDATED item to each document.
 - Goal of the information shown under the “Find Resources” tab is to automatically link to the **MMRG**.
 - Want to **DATA** (text) to the “FIND APPLICATIONS / SERVICES” Search Section.
 - Ashley Buzzeo
 - Data Fact Sheet
 - Where is this presented?
 - Doug Adams
 - Under the “STANDARDS AND POLICIES” Tab, have a link to the DATA FACT SHEET(S).
 - *...for additional notes, see Kevin Boone notes...*
 - We could also put up a FLEX Viewer added to this Site; which could easily be incorporated through a NEW “MAPPING” Tab.
 - Doug Adams
 - “Maryland GIS Online”
 - This (MD GIS Online) should be MD iMap.
 - CSSC
 - Doug will follow-up with CSSC in order to establish whether a CSSC Logo and text can be included.
 - Kaushik Dutta
 - Data.gov (website)
 - Can we capture / replicate the look and feel
- Application Subcommittee (Kaushik Dutta)
 - Kaushik Dutta
 - Waiting on MD iMap Portal to be a concrete base before putting any applications on it.
 - Julia Lukens
 - Agreed with Kaushik.
 - Kaushik Dutta
 - Noted that the Data Subcommittee and the Application Subcommittee need to get together because duplicative efforts are occurring.
 - Kaushik will set up a Conference Call between the two (2) subcommittees.
 - Doug Adams
 - What applications are being worked on by the Application Subcommittee?
 - Kaushik Dutta
 - Do we need to have a single application / single portal site or multiple of each?
 - We only need a single application / portal site.

- Marketing / Outreach Subcommittee (Brooks Weaver)
 - Doug Adams
 - Need to layout a marketing plan and will be ready to insert content.
 - Need to figure out how best to promote MD iMap.
 - Kaushik Dutta
 - Noted that Kenny Miller has already generated a marketing document.
 - Brooks Weaver will follow-up with Kenny to get a copy of this document.
- Ashley Buzzeo
 - ESRI is coming down (08/27/09 9AM @ CGIS) to do a briefing on StateStat (V.2) at SHA.
 - It will be transferred from the EDGE Server to the MD iMap Infrastructure.
- Doug Adams
 - Invitations (From SHA) to this meeting **need to be sent out** 48 hours prior to the meeting.
- Doug Adams
 - Need to define what seven (7) datasets are included in the base layers?
 - Need to know who is on the Executive Committee, and why County and Local Governments are not included in vital GIS/Data-Centric meetings?
 - Anything that is going on in regards to GIS should be addressed in the MD iMap Technical Committee meetings.
- Ashley Buzzeo
 - ESRI is no longer going to support the caching levels that are currently “meaningful”.
 - The MD iMap Data Subcommittee needs to address this issue so that “normal” mapping scale caches can be generated.

-END MEETING-