

MD iMap Technical Committee Meeting Minutes

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

Date: 09/08/09

Time: 1:00 PM – 2:59 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:

- Review of August 25, 2009 Technical Committee Meeting Minutes
- GIS subject matter Stat
 - Prioritize list of high level issues
- Subcommittee reports
 - Data
 - Portal
 - Cache Levels
 - Data fact sheets/data submission policy
 - Application
 - Marketing / Outreach
 - Marketing plan update
 - Infrastructure working group
 - State Boundary working group
- Next Steps / Action Items

PRE-MEETING COMMENTS:

- Ashley Buzzeo will follow-up with Doug Adams in regards to ZIP CODE data.

MEETING NOTES:

- **[TOPIC 1]** Review of August 25, 2009 Technical Committee Meeting Minutes
 - *No changes were noted.*
 - Graham Petto needs to follow-up with Michael from DOIT in regards to their scheduled release (which is occurring in approximately 2 weeks).
- **[TOPIC 2]** GIS subject matter Stat (*October 15, 2009 @ Jeffrey Building in Annapolis, MD*)
 - **[SUB-TOPIC 2a]** Prioritize list of high level issues
 - *No changes have been received to date from Kenny Miller (as noted by Kevin Boone). But to that end, we still need to move forward with prioritization of the items in the list below.*
 - Frank Siano & Doug Adams noted that categories should be established.
 - We need to convey what assistance we need from the Governor's Office.
 - Define the GIO authority

- Also needs to establish the accountability of all entities involved; i.e., GIO, agencies, etc.
 - Send out three (3) letters:
 - Participating State Agencies
 - Data Producing / Application Producing Agencies
 - Non-data / application producing agencies
 - Local Agencies
 - We need to play in the sandbox together. We are going to come out and take about establishing a MOU to establishing data / application sharing between all levels of agencies.
 - Data Category
 - MOU
 - Basemaps
 - Disparity in Base Maps and Thematic Layers
 - Infrastructure Category
 - Licensing
 - Software Enterprise Licensing
 - Disparity in Application Interfaces
 - Implementation of a Security Model
 - Resources Category
 - Engaging other state agencies
 - Authority of the GIO
 - Adequate Staffing
 - Funding for Data Collection and Compilation
 - Education and Outreach to Elected Officials
 - Back-end of people sharing data...w/MD iMap.
 - Datasets are not all State datasets. (Michael Bentivegna)
 - Counties need to see the benefit in this system.
 - This process is unique throughout the Country.
 - Even though this may seem daunting, there are already State and County resources that want to make this system successful.
 - We already have the numbers that we can associate with this list...
 - We shouldn't only provide the issue. We should provide the issue, the recommended solution and the cost.
 - Need to create a **graphic** of the interconnectivity of the listed items.
 - *Brooks generated an Excel Spreadsheet (for review and update by the committee) and sent (via email) to Kevin Boone during the meeting.*
 - Committee then worked on the Excel Spreadsheet and updated associations between High-Level Items. (2:25 PM – 2:45 PM).
 - *Brooks will convert the Excel Spreadsheet to a Visio document (Org. Chart) and then distribute that file (in Adobe PDF format) to the committee for review and comment.*
 - *Make "Basemaps" a cloud.*
 - *Brooks will get this information from Jeremy at CGIS.*
 - Graham noted that he and Kevin will generate the first version of the Memo and have it available for the next MD iMap Technical Committee meeting for everyone to review and comment on the document.
- [TOPIC 3] Subcommittee reports (2:45 PM)

- [SUB-TOPIC 3a] Data
 - Portal
 - (Kevin noted...) Doug, Kevin, Ashley and Jeremy met last week and started to generate some content for the Portal.
 - By next meeting, more content will be shown.
 - SEARCHING is a hot topic that is a focal point of the Data Subcommittee.
 - Coordination with the MMORG is a focal point so that all data submitted to MD iMap will HAVE TO HAVE metadata.
 - Cache Levels
 - (Kevin noted...) Cache levels are being changed to conform to Google Maps / Microsoft Visual Earth – level caches.
 - Services will need to be changed by end of quarter 1, 2010; i.e., end of March, 2010.
 - Standard print scales have also been established and will need to be reviewed / approved.
 - *CGIS will need to do testing on the new cache levels.*
 - MD iMap Technical Committee needs to review the “MD iMap Cache Migration” document and approve it.
 - **The document was voted on and approved (??)**
 - Doug Adams noted that the BRAC application will have a WIDGET that enables users to print “At Scale” (outside of what is cached).
 - Data fact sheets/data submission policy
 - (Kevin noted...) Data submission policy has been reviewed and approved by Kenny and will be going out next week.
- [SUB-TOPIC 3b] Application
 - *No updates were given from Kaushik Dutta.*
 - *Doug recommended that the “carrot” be discussed for local/ counties agencies.*
- [SUB-TOPIC 3c] Marketing/Outreach
 - Marketing plan update
 - Outreach with local/county governments will need to be face-to-face.
 - STAT items:
 - *Engaging other state agencies*
 - *Education and Outreach to Elected Officials*
- [SUB-TOPIC 3d] Infrastructure working group
 - *No new items given. Information due by next meeting.*
- [SUB-TOPIC 3e] State Boundary working group
 - *No new items given. Information due by next meeting.*
- [TOPIC 4] Next Steps/Action Items
 - **Action Items:**
 - **Ashley Buzzeo will follow-up with Doug Adams in regards to ZIP CODE data.**
 - **Graham Petto needs to follow-up with Michael from DOIT in regards to their scheduled release (which is occurring in approximately 2 weeks).**
 - **Brooks Weaver needs to create a graphic within Microsoft Visio that displays the information gathered within this meeting’s High-Level Items Excel Spreadsheet.**
 - **The first version of the GIS Stat Meeting Memo will need to be generated by the next meeting.**
 - **This will involve Graham Petto, Kevin Boone, Brooks Weaver, etc.**
 - **Jeremy (CGIS) needs to send Brooks the complete list of Base Maps layers ASAP.**

- CGIS will need to do testing on the new cache-ing levels proposed during today's meeting.

-END MEETING-