

MD iMap Technical Committee Meeting Minutes

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

Date: 10/06/09

Time: 1:00 PM – 2:38 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 September 28, 2009 Meeting Minutes
- Discussion and Review of Draft Memo for Executive Committee Re: GIS Subject Matter Stat
- Review of New Timeline for GIS Subject Matter Stat
 - MD iMap Executive Committee Meeting, hosted by MDE
 - October 19, 2009 1:00 PM to 3:00 PM
 - MD iMap Technical Committee Meeting, hosted by MDE
 - October 20, 2009 1:00 PM to 3:00 PM
 - GIS Subject Matter Stat
 - October 29, 2009 9:30 AM to 11:30 AM
- MD iMap Document Status
 - Data Submission Policy Review/Adjustment
 - Removal of Data Fact Sheet Requirement
 - Service Submission Policy/Fact Sheet
- Framework Layer Prioritization – Time to complete with new timeline?
- Subcommittee and Working Groups - Reports/Discussion
- Next Steps/Action Items

MEETING NOTES:

- TOPIC #1: Review of September 28, 2009 Meeting Minutes
 - *No comments / updates given.*
- TOPIC #2: Discussion and Review of Draft Memo for Executive Committee Re: GIS Subject Matter Stat
 - Version 3.1
 - **Graham needs to incorporate the updated Visio diagram (sent to him, via email, by Brooks on 09/29/09 at 1:42 PM).**
 - Purpose of memo:
 - Address issues
 - Highlight accomplishments
 - Note actions that need to be taken to move forward with GIS coordination throughout the State of Maryland.
 - The document is still a working draft. **Additional comments and updates are encouraged from the Technical Committee before COB on Friday, October 9, 2009.**

- Software / Purpose Issue
 - “Data for applications and data for end users.”
 - Michael Bentivegna will get more text on this issue for Graham.
- Recap with Lindsay
 - The latest version of the memo will go to the Executive Committee on the 19th of October, 2009.
 - For Subject Matter Stat: (*Lindsay approved this approach*)
 - Status of what we (MD iMap Technical Committee) have done to date.
 - Present the Memo
 - Present some “tangible examples”
- TOPIC #3: Review of New Timeline for GIS Subject Matter Stat
 - New Date: 10/29/09 @ 9 AM
 - Offers MD iMap Technical Committee has more of an opportunity to meet and get information to the Executive Committee prior to the meeting.
 - Executive Committee Meeting (10/19/09)
 - MD iMap Technical Committee members that do not have an Executive Committee member on the Executive Committee are encouraged to attend the meeting.
 - Mick from MEMA noted that his representative may have issues with being able to attend due to a previous meeting.
 - Subject Matter Stat Meeting Attendance
 - Due to the current people that are attending, attendance is limited and is by invitation only – *respectively*.
 - Subject Matter Stat Meeting
 - Need to keep the explanations *simple and direct* due to the amount of content that will be presented by various agencies that are attending the meeting.
 - Need to have a list of “**tangible examples**” to present to the delegation; i.e., including a one paragraph description of each of the items below:
 - State Boundaries
 - SHA (*Mike Sheffer*)
 - Street Map
 - Aerial Photography
 - CGIS
 - Vector Parcels
 - MDP
 - Hydrology
 - Elevation
 - Graham will email the group in order to set up a Conference Call with the meeting in order to discuss what progress has been made on generating the above “tangible examples”.
 - Need to work with Kenny Miller in order “fine tune” the presentation to the Governor at the Stat meeting.
 - ...will need to derive a tangible example to present to Kenny; i.e., State Boundaries.
- TOPIC #4: MD iMap Document Status
 - Data Submission Policy Review/Adjustment
 - Removal of Data Fact Sheet Requirement
 - There are differences between what is being asked for (metadata – wise) in the Data Fact Sheet and the FGDC Metadata form within ArcCatalog. – *As noted by CGIS rep.*
 - Service Submission Policy/Fact Sheet

- The Fact Sheet (Compilation Scale) needs to be migrated in to the Service Fact Sheet; i.e., including adding-in the section for the Compilation Scale.
- **TOPIC #5: Framework Layer Prioritization – Time to complete with new timeline?**
 - There will be a lot of collaboration needed to accurately update this document; i.e., Local Governments, MD State Government, etc.
 - Focus on identifying who is responsible for the overall dataset, and then identify who needs to collaborate to update the datasets; i.e., **need to add additional columns to this document in order to reflect this level of information.**
 - **Graham will reformat this document and prepare it for the other information that is noted above.**
 - *“All iMaps have to have the same look-and-feel, no matter what.”*
 - *“Use the same process to make things more useable (noted by Michael Bentivegna – CGIS; who noted that he discussed this matter with Tim Palmer – MES)*
 - *Have a front end (Excel Spreadsheet) on the web*
 - *Then it goes in to the Geodatabase*
 - *Then it goes on to the web within an iMap interface.*
 - *You can customize this...*
 - *You can add in whatever files you want; i.e., PDFs, etc.”*
- **TOPIC #6: Subcommittee and Working Groups - Reports/Discussion**
 - *This portion of the meeting was not covered.*
- **TOPIC #7: Next Steps/Action Items**
 - Graham needs to incorporate the updated Visio diagram (sent to him by Brooks on 09/29/09 at 1:42 PM).
 - GIS Stat Memo:
 - Additional comments and updates are encouraged from the Technical Committee **before COB on Friday, October 9, 2009.**
 - Michael Bentivegna will get more text to Graham in regards to “Data for applications and data for end users.”
 - Need to work with Kenny Miller in order “fine tune” the presentation to the Governor at the Stat meeting.
 - Graham will email the group in order to set up a Conference Call with the meeting in order to discuss what progress has been made on generating the above “tangible examples”.
 - Framework Layer Prioritization Document
 - Need to add additional columns to this document in order to reflect this level of information; i.e., information focusing on identifying who is the responsible agency and who is involved in collaborating to update / maintain these datasets.
 - Graham will reformat this document and prepare it for the other information that is noted above.
 - CGIS needs to address caching issues with the image services that are currently / going to be offered through MD iMap.
 - **Next MD iMap Technical Committee Meeting is on October 20, 2009 at 1 PM.**

-END MEETING-