



# TIPS MONTHLY MEETING MINUTES

JUNE 8, 2006

09:30 – 10:30 AM CENTRAL TIME

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## **ATTENDEES:**

**AR:** Bill Winters, Lisa Kosareo

**AR Field Office:** Harry Morris

**KFO:** Bill Card

**MCR:** Len Meier

**WR:** Dianne Osborne, Karyn Evans, Dawn Trudeau, Bob Welsh, Bruce Swartz, Lou Hamm, Jessica Villanueva, & Mary Greene

## **Priority Item**

**TOPIC :** Procurement for Hardware based upon surveys and Steering Committee recommendations.

**DISCUSSION:** Adopting approach about original survey but will use amended emergency items and emergency seed items. There is \$150,000 in the emergency fund budget. The plotter for VA was \$10,000. We need to spend \$160,000 on hardware plus software for the items that are needed. Are we going to buy the hardware support (warranty) – warranty goes with the stuff. Various hardware has different warranties. Field equipment gets banged up quite a bit and does need an extra warranty, after that expires then the owner (user) takes over the warranty. Is there a history of failure? Is there a cost benefit of extending the warranty or just repairing the item?

Bob is preparing cost estimates for equipment by buying one of each item. Use the mobile computing team to decide what we are going to buy. Would like to get feed back from the service managers.

Harry – said that the resolution needs to be really good for the plotter for VA. We are waiting for Model 4500 with postscript and tons of memory.

## **STATUS REPORTS**

**TOPIC:** TIPS National Team Meeting update

**DISCUSSION:** Agenda is quasi solid... will send it to us. Make sure to make reservations for the hotel. Basically tying up loose ends. Karyn is sending out a message regarding luncheon food items, such as dietary needs and will need to get a response. Setting up a group dinner for Wednesday evening (possibly steak or seafood), if there are extra guest then they need to notify Karyn as soon as possible. Everybody needs to eat together and do this as a team. Agenda may startle people – TIPS does not work well as a team like it should (there are a number of ways to get the people to work together) – less on business and how better to function as a team. Will this be a free form discussion that will take place? People are working together in small groups, then working together as a whole group!

**TOPIC:** Training Program

**DISCUSSION:** OCIO launched DOI Learn, saying security training needs to be taken. DOI learn has been launched at HQ not OSM wide. Sara and Karyn are working on launching DOI Learn OSM-Wide. In the next couple of weeks information regarding DOI Learn will be distributed. TIPS will not register people for classes in DOI Learn until FY 2007. Live Meetings will be hosted to educate training coordinators on DOI Learn.

NTTP TIPS catalog needs to have the instructor bios; please forward to Hazel Dawson ASAP if you haven't done so already. TIPS classes – 23 held this year, 11 classes remain and 257 students have been trained to date.

Progress on the training needs survey ... will not have results until mid-July, still being compiled. Bob says that we normally get it sooner than that, and that DOI Learn may be holding things up. Bruce stated that we are seven months behind regarding the launch of DOI Learn. Usually get survey results by May. Karyn will talk to Hazel. Update – Survey results will be available by end of June.

**TOPIC:** Software Distribution Status

**DISCUSSION:** Bruce has nothing to report (Cathy is absent) Going to take hard drives and attach them to the other computers. Will discuss further when Dan comes back and Cathy comes back.

Dianne - Deploying ERDAS Imagine 9.0, Image Analysis for ArvGIS 9.1, and Stereo Analyst for ArcGIS 9.1. A set of CD's will be sent to all service managers.

#### **Additional Item**

**TOPIC:** Team bi-weekly meetings

**DISCUSSION:** The format was changed to summary short meetings from long meetings. When Lou took over the meetings, they were shortened.

Len Meier – used to have long drawn out meetings where people would air out issues or pet peeves. Since Lou has been in charge the meetings are much more efficient. All the team needs to be involved, but does not seem to be the case. Mobile computing team, Cad Team, software team, hydro issue team, etc. some representative from each of those groups should be on the call, if not available – send a back up. Making tips team smaller or having an executive council of the team. Making sure that we have the right people on the call. Have better representation of the issues during the meeting regarding the issues that are to be discussed. The value of getting us all together is still good for a National meeting.

Dianne thinks that Len's idea is a good idea. There is better communication in smaller meetings. More issues would get solved and brought to light in a more appropriate matter. Identify what needs to be discussed on a structured forum. Certain accountability for attendance

Bob – what is the purpose? To solve problems or to give out information. Seems as though a lot of people checked out. There does not seem to be a lot of people not showing up. Structure of TIPS is different nation-wide. Attendance in Denver is mandatory. In other area it is voluntary or optional.

Bruce – two cautions – create a core team within TIPS run the risk of disassociating the team (not having people show up) and do not feel a connection to the project sometimes. Extremely crucial that the meeting information gets back to the entire group because we are so widely scattered. Isolating it to managers will run the risk to making it worse.

Bill Card – is handling more TIPS now. Need to be very careful about what we want to do. Provides the opportunity to be an innovator. To make contributions to the meeting he receives a personal benefit. Two issues – org structure / info that needs to be brought to the table for discussion.

Lou is very interested in finding out what the thoughts are. Since we made a big change he wanted to see what the reaction of folks were. We will discuss this in our meeting in July. Sub teams set up GIS, CAD...etc.

Any other items before call is ended

Lisa & Bill – NO other issues (NO Thermal camera has all the pieces attached Thanks to Dianne)

Knoxville – continuing to work on the GeoSpatial meeting. A lot of folks will be attending. A lot of activities in progress.

Bob – Billing Symposium is wrapping up as we speak. Mobile computing was Sunday. Booth side – Nevada really wants TIPS stuff, but does not have coal. The symposium was a success. Want ArcGIS and ARC training. CD's were flying off the rack.

Dianne – course development team Stereo Analyst in Pittsburgh 6/12-6/16/06.

Steve – spend your money / write your requisitions

Dawn – working on Steering committee for next year, please get ideas of places to her

June 22nd, 2006 is the next meeting at 9:30 a.m. – 11 a.m. Central time