



TIPS MONTHLY MEETING MINUTES

SEPTEMBER 28, 2006

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

AR: Bill Winters, Lisa Kosareo, Mike Dunn, Lois Uranowski, and Susan Stoyek

KFO: Bill Card, Daniel Lewis

MCR: Paul Behum, Min Kim, Len Meier, Gary Griffin, Stefanie Self, Bill Joseph

WR: Robert Welsh, Dawn Trudeau, Cathy McNish, Steve Trujillo, Alan Wilhelm, Lou Hamm, Jessica Villanueva, and Greg Morlock (calling in from home)

PRIORITY:

TOPIC: Budget Process – Involving the Team in final decision – How to best accomplish this

DISCUSSION: Lou has received everyone's input on the budget. TIPS is \$251,000 over budget right now. Steve does not have a complete confirmation as to what our budget is going to be. Some refining will need to be done. Lou wants to communicate to the TIPS Team as to what is going on with the Budget. Steve has posted the 6410 TIPS Budget on the share point sight.

There are a couple of things that the TIPS Team needs to be aware of.

Lou noticed that Mike Dunn and Jo Gault are the only Service Managers that have put travel to state locations in their budget breakdown.

There are book orders on the budget spreadsheet as well. For employees in the WR those line items on the spreadsheets will be deleted. All books orders are to be done by Debbie McGinnis and placed in our library for check-out.

The employees outside of WR can keep their book orders on the spreadsheets.

ESRI Conference has been eliminated from individual needs and added to Alan Wilhelm as he handles all of ESRI.

The CAD user conference has been eliminated from individual needs and added to the CAD team.

Mobile Computing equipment has been eliminated from individual needs and added to Robert Welsh's mobile computing.

A lot of items have been added for personal development (conferences and training). Lou will approve TIPS to pay for TWO courses per person, including the CAD user conference and the ESRI User Conference. If you have identified more than two trainings or conferences that you would like to take, please write to Lou and tell him which two you choose.

State people are evaluated on an individual basis and should be limited to one training. We will handle exceptions as they come in. At this point the Service Managers do not even have all the names figured out for the state instructors.

All of the budget needs and information is due to Allen Klein tomorrow (Friday, September 29, 2006) and due in Headquarters next Wednesday. Lou will do everything that he can to get the budget out to the team for review and feedback. Lou will TRY to do this until next Tuesday.

The budget may be cut some what. It may be a little hit or a big hit. After we get the money it will be hit, but not before it arrives at OSM.

REVIEW ACTION/PENDING ITEMS FROM LAST MEETING:

TOPIC: Software Distribution

DISCUSSION: Two pieces of software have been distributed this week. AMD Treat and GMS. Service Managers should have received a draft letter from Cathy to be distributed to your customers with the software. Galena has not been distributed and has not been keyed to the key server. That software will be distributed shortly. The discs can be made and are keyed to burn to CD. Hopefully Galena will be out by next week, possibly Monday or Tuesday. Thanks to Jessica and Mark for getting these out. The distribution list will be sent to everyone from Cathy for updates. The Service managers are encourage to send changes to Cathy.

OTHER ITEMS UP FOR DISCUSSION:

Paul stated that Rockworks 6 is out, but he is having problems with the keyserver. He is going to try it on another machine. He thinks that it is the way the software has been set up.

Dawn has been putting classes on the web-page. There are 39 instructor lead classes and 82 on-line courses. The final list is not yet out... there has been a couple of changes.

NTPP will be completing the letters asking for the instructors to teach TIPS courses.

The next ITC Course will be in April 2007 because November 2006 is full. Master training course is coming on line during the first week in December for a dry run.

Lou Hamm has a famous voice for the AML awards. Was the voice on the video.

July 17th through July 19th TIPS Team Meeting. Steering Committee meeting is still in May (per Billie Clark – Lou Hamm thought it might be in August).

Billie will be reviewing this years budget VERY closely. He wants all of the money to be spent early in the year.

We need to start spending as soon as October 2nd rolls around. We want to have most of the money spent by March.

October 12th, 2006 is the next TIPS Team Conference Call.