



TIPS MONTHLY MEETING MINUTES

AUGUST 23, 2007

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Mike Dunn, Lisa Chavel, Susan Stoyek, Bill Winters, Gregory Morlock, Diane Osborne, Janine Ferarese, Jessica Villanueva, Karyn Evans, Cathy McNish, Dawn Trudeau, Mike Benavides, Veronika Eskova, Lou Hamm, Kwang Kim, Stephanie Self, Harry Morris, Daniel Lewis, Bill Card, Jo Gault, Li-Tai Bilbao. Note Taker: Li-Tai Bilbao

Mr. Lou Hamm requested a consensus on the inclusion of participants on the “To:” and “cc:” lists used to address TIPS Team Members and TIPS Mailing list members, respectively.

Results: No consensus reached during meeting.

Action Item: Look over names on each (“To:” and “cc:”) list and get back to Mr. L. Hamm with comments.

TEAM MEETING ACTION ITEMS:

1. The software manager should be invited to discussions when TIPS provides new software to new users (outside our normal customer base, such as Trout Unlimited and other independent groups).

Results: Group agreed that Software Managers should be involved in discussions occurring when software is provided outside the customer base.

2. Leaders of the success teams & the software managers that are not part of the success teams need to revisit the charter to review the information that is relative to their software such as Paul Behum, Bob Postle, Lou Hamm, & Mike Dunn.

Action Item: Charter review is under way by each of the Team Leaders. Mr. L. Hamm will send Charter out to Mr. P. Behum, Mr. B. Postle, Mr. M. Dunn. All are requested to provide completed contributions by October 26th, 2007.

3. When the success teams meet to discuss the charter they will also address better communication between teams (share resources within the teams).

Results: Group discussed ways to improve communication. One of the ways to improve communication would be to provide discussions during the “Round-Table” session during TIPS monthly meetings. Another would be to post Team items on website (action item).

Action Item(s): Mr. L. Hamm will e-mail Team Leaders requesting them to provide Team information for a Team web link to be inserted on the TIPS website. Ms. V. Eskova will insert collected information on the website. Please provide to Mr. L. Hamm and Ms. Eskova by September 28th, 2007.

4. Voted on once a month one hour TIPS conference call at 8:00 am MDT, 9:00 am CT, & 10:00 EST & notes will only capture action items and discussions.

Results: Group concurred on meetings once a month. No National team meeting until 2009.

Results: Group concurred there would be no National Team Meeting until 2009. Software Inventory list to be posted by Cathy on the TIPS web page w/ latest addition of service packs.

Results: Ms. C. McNish will provide information to Ms. V. Eskova to be posted on website. Improve labeling of CD's for software distribution.

Results: Ms. C. McNish will provide as part of Software Distribution List.

ROUND TABLE (STATUS REPORT):

Mr. Bill Winters: Update on Geospatial Conference.

Pending finalizing MOA to release Geospatial Conference Flyer.

Call for Keynote speaker.

Ms. Susan Stoyek: Last TIPS class for this FY will be held next week.

Ms. Lisa Chavel: Check update on Galena Patch. Text needs to be changed on download site.

Mr. Bill Card:

Infrastructure Team to collect State GIS data.

Data Standard Task Group meeting will be held in a couple of weeks in Albuquerque, NM.

Mr. Daniel Lewis is working on electronic permitting.

Monthly GIS meetings will be used to determine user needs.

Ms. Cathy McNish:

SEDCAD 4 – Waiting key process from Mr. M. Benavides.

Rockworks 2006 – Waiting test results from Mr. P. Behum.

AquaChem - Awaiting key process from Mr. M. Benavides.

Mr. Mike Benavides:

Arc Map 9.2 can have a tiling problem if you have an ATI Graphics Card and have not patched with ESRI service pack 2. Please patch to repair this problem. If you have patched you system you are fine.

Ms. Karyn Evans:

Working on course catalog for next year.

Working on course manual updates.

Ms. Diane Osborne:

Aldo Plascencia has been working with TIPS on a temporary summer intern position. Aldo has been doing image preprocessing.

Plans are to meet with the Remote Sensing Team in October to plan FY08 remote sensing activities.

TIPS is working with USGS and NGA on development of an enhance Image Analysis for ArcGIS course.

Shellie Willoughby from the OK Conservation Commission is the new course manager for the Image Analysis for ArcGIS course.

Ms. Veronika Eskova:

Review and launch SDPS online course using DOI-Learn LCMS that will be available during 2008 for TIPS students.

Working on Training Catalog 2008 development with Ms. Karyn Evans.

Geospatial Website development working with Mr. Bill Winters, Ms. L. Bilbao and Ms. Karrie Bernhard.

TIPS standardized Power Point template development for TIPS instructors.

Mr. Lou Hamm:

Reminder for Service Managers to send an electronic picture of building(s).

Compile information for the 2007 Annual Report.