



TIPS MONTHLY MEETING MINUTES

AUGUST 5, 2008

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Paul Behum, Lou Hamm, Mike Dunn, Paul Clark, Mary Greene, Steve Trujillo, Tonya Buckmaster, Harry Morris, Stefanie Self, Debbie Dale, Bill Card, Lisa Chavel, Karyn Evans, Cathy McNish, Dawn Trudeau, Daniel Lewis, Susan Stoyek, Mike Dunn, and Li-Tai Bilbao

PRIORITY:

Discussion of making our software available via the web – Security statement - Security statement was distributed via e-mail to assist with vendors making software available. There are three ways to make software available: (1) Through our website, (2) link to vendor's website, and (3) Link to software manager to assist with ordering. A question arose regarding software that needed key server. Lou Hamm responded that a keyed version would be made available for download.

Result(s): Lou Hamm will collect information and pass through Cathy McNish for IT review. It will then be forwarded to Veronika Eskova for website deployment.

Service Manager Coordination Meeting – Paul Clark stated that the meeting was scheduled for the 3rd and 4th of Sept. Travel day will be September 2nd. The meeting will discuss the use of tools available through TIPS to better assist the customer. Jessica Villanueva sent out hotel confirmations to participants.

Action Item: Participants must call the hotel and reconfirm reservation using personal government credit card.

REVIEW ACTION/PENDING ITEMS FROM LAST MEETING:

Budget has been pulled for end of year – Steve Trujillo talked about budget close out. All software maintenance purchases have been completed. All TAs associated with TIPS related travel must be submitted by the end of the week. Lou Hamm received feedback regarding Cost Benefit Analysis of equipment covering leasing vs. purchase. He concluded that purchasing still was the most viable option for borehole cameras and RTK.

Action Item: All TAs associated with TIPS related travel must be submitted by the end of the week.

2009 Team Meeting Decision – Lou Hamm received two responses regarding holding a team meeting. Responses were split. However, Lou Hamm is in favor of holding the meeting and will recommend during the budget meeting.

CAD TEAM INITIATIVES

Website – Tonya Buckmaster introduced the new CAD website and its contents. She thanked Veronika Eskova and Stefanie Self for their hard work in getting the website up. TIPS Team members were impressed with the content and layout of the website. Lou Hamm stated that this would be the preferred layout for other sites in development. Mary Greene inquired if the Hydro team should follow CAD example regarding website layout. Debbie Dale responded that the team would pull back and have team members review and decide. Cathy McNish stated that Veronika should have a site template available to assist in the web development layout.

Result(s): Lou Hamm will be tasking team members to update parts of website.

Information Handouts – Tonya Buckmaster presented the CAD Information Sheets that had been distributed via e-mail. The information conveyed the following: overview of software offered, benefits to SMCRA community, training and contacts. Tonya Buckmaster stated that it was good information to distribute so people understand what the team does.

ER Mapper Pro, Software Issue – Lou Hamm stated that ER Mapper has been distributed. However, the license port is only available to OSM and not accessible to anyone outside.

Result(s): Lou Hamm stated that there is a request from IT to ITMT to open port for outside use. The problem should be resolved shortly.

ROUND TABLE (STATUS REPORT):

Bill Card – Bill Card announced the arrival of Bill Winters in the Knoxville Office.

Daniel Lewis – Daniel Lewis stated that he was working on e-permitting. He also stated that he would be available in September to assist with keyed software issues. Bill Card clarified the functions of e-permitting which include a dynamic system that transmits data from the consultants to OSM.

Tonya Buckmaster – All CAD software is available for download through the website. She needs to distribute the S/Ns.

Karyn Evans – Training needs survey was completed. She will discuss classes and locations with Lou Hamm and then will contact Course Managers to verify agreement. Classes and locations have been balanced throughout the regions. There will be five on-site classes based on needs established. This will be out to course managers within the next two days. Karyn Evans wants a response within the next two weeks. Final schedule will be out in mid or late September.

Karyn also stated that the TIPS training website has been updated to include career service guide, pamphlets to recruit instructors, and the e-learning guide. She is working with MC region to finalize two Garmin classes.

Karyn Evans also had a conference call with the State Training Coordinators to establish what things are working and what need to be fixed. Susan Stoyek stated that a register of actual instructors need to be kept up to date. Karyn Evans acknowledged and stated that she would work to accomplish this goal.

Paul Behum – Paul Behum announced that the Watershed Meeting will be held in Knoxville, TN next week. There will be guest speakers from WVU will talk about software they are developing to assist with activities.

Stefanie Self – Announced that the CAD Basic Course was held in Alton last week and that it went well. She is preparing for the Advanced Course to be held later in the month.

Paul Clark – Continues to “Live the dream one day at a time”.

Duane Matt - Extended his appreciation to the CAD team for getting out the data sheets.

Cathy McNish – ArcGis 9.3 will be distributed early next week.

Next meeting – September 9, 2008