



## TIPS MONTHLY MEETING MINUTES

OCTOBER 7, 2008

09:30 – 10:30 AM CENTRAL TIME

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### ATTENDEES:

Janine Ferarese, Greg Morlock, Bob Welsh, Trish Smith, lessha Moore, Dave Agnor, Corey Miller, Kwang Kim, Bob McKenzie, Mike Richmond, , Paul Behum, Lou Hamm, Paul Clark, Tonya Buckmaster, Stefanie Self, Debbie Dale, Bill Card, Karyn Evans, Cathy McNish, Tom Cunningham, Susan Stoyek, and Li-Tai Bilbao

### GENERAL:

**Discussion on TIPS Business Database** – Lou Hamm stated that a request for verification of all State, OSM, and Tribal office names, addresses and related data was sent via the Regional Offices. Needed data to be verified and sent back to Janine Ferarese.

**Action Item:** Paul Clark will send out an e-mail with the request again. Please forward all information back to Janine.

### PRIORITY:

**Budget Information** – All budget information should have already been submitted to Lou Hamm. The information should include your needs for the year. Lou Hamm expressed concern on the information each Region is to submit. The information should include Service Manager's proposed '09 travel budgets.

**Action Item:** Service Managers need to submit travel to designated Regional Coordinators (MC- Bill Joseph, AR – Bob McKenzie, WR- Lou Hamm).

**Service Manager Coordination Meeting** – Paul Clark stated that there had been difficulty in coordinating a date but that he would work it out so that this meeting could take place.

**Result(s):** Lou Hamm and Paul Clark will be making calls to establish a date for the meeting.

**Software Usage Tracking** - Greg Morlock stated that Key Server Client would be used for tracking software usage as directed by the TIPS Steering Committee. This means that all TIPS customers – state, tribal, and OSM – must have the KeyServer client installed on their computers so that TIPS can accurately report software usage. TIPS software that uses the Flex license server to run (ArcGIS, ERDAS, and AutoCAD) does not require KeyServer to be running on the machine. However, even those machines that use exclusively Flex licensed software will need to have KeyServer client installed from now on. TIPS will prepare revised MOA agreements to be signed by all TIPS customer sites to meet this

requirement. Lou stated that the Service Managers would assist in getting the word to customers of this new requirement.

**New SharePoint Site** – Cathy McNish stated that a new SharePoint site has been established in HQ. Data from the TIPS team website will be moved to the HQ Insight site. She requested assistance from stakeholders to review their data on the tipsteam site and get rid of what is not needed.

**Action Item:** Stakeholders should delete non-pertinent information from the TIPS team site by COB 10/17.

## **REVIEW ACTION/PENDING ITEMS FROM LAST MEETING:**

**Software Availability on the Web** – Lou Hamm requested updates on this issue. CAD Team - Tonya Buckmaster is ready, GIS – no update available at the time, HYDRO – Debbie Dale stated that the team is waiting for the Server purchase to establish the process, Mobile Computing – Bob Welsh stated that the floating license agreements issue had already been resolved but he still needs to work with Greg Morlock on server location and installation, Geology – Paul Behum stated that no plan is in place until the software is first distributed.

**Result(s):** Lou Hamm and Greg Morlock have to work on a Server purchase.

**Website updates/ Information Handouts** – Lou Hamm stated that each success team had to establish their part of the website. Lou requested an update from each of the success teams. CAD Team - Tonya Buckmaster is complete, GIS – no update available at the time, HYDRO – Debbie Dale stated that thanks to Stefanie Self the website contents are currently under review as well as the information sheets, Remote Sensing – Bill Card plans to look at CAD teams example and modify to include the information sheets he has already prepared – he will request Stefanie Self's assistance, MOBILE COMPUTING – Bob Welsh will have to contact Veronika to convey information from their recent team meeting.

**NGA Pilot Project** – Bob Welsh stated that a draft Pilot Project Plan was sent out. The plan indicated a number of converged areas for virtual inspections. This information will be collected to by NGA. We are trying to find the best use of NGA data for virtual inspections. We are hoping to get this at no charge. The goal of the study is determine if there is a value proposition for the process and data. If so, it will be promulgated through Tech Transfer.

## **ROUND TABLE (STATUS REPORT):**

**Karyn Evans** – The '09 training schedule will be delayed due to budget constraints. Karyn Evans anticipates that it will be out by the end of OCT or early NOV. NTT Catalog has been updated with NTT, TIPS, grants information. A hard copy will be available for customers and Veronika Eskova will post an e-version.

**Corey Miller** – Good discussion, informative. He is looking forward to Service Manager kick-off and being part of the team.

**Stefanie Self** – Website has been updated and working on a couple of onsite classes.

**Bill Card** – Requested information on NAIP analysis. Bob Welsh stated that through the analysis conducted by Janine Ferarese it was determined that there is no clear benefit. Bill Card also mentioned that on Oct. 29-30 a meeting will be held in Denver with ESRI to discuss establishment of a National Geospatial Infrastructure. He is working on the agenda for the meeting.

**Cathy McNish** – Thanked everyone for their cooperation in completing the TIPS software and license manager web sheet.

**Bob McKenzie** – Stated that some Service Managers pointed out errors on the list of customer sites and contacts. Mike Dunn will send this out.

**Dave Agnor** – Wanted to know if minutes to the meeting will be distributed. Lou Hamm said yes. They are also posted on the website following each meeting.

**Debbie Dale** - Continues to update website and is working on the first online Aqua course.

**Next meeting** – November 4, 2008