



## TIPS MONTHLY MEETING MINUTES

NOVEMBER 17, 2009  
09:30 – 10:30 AM CENTRAL TIME

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### ATTENDEES:

Aldo Plascencia, Steve Trujillo, Chris Benson, Karyn Evans, Bill Card, Duane Matt, Janine Ferarese, Dan Rivers, Li Tai Bilbao, lessha Moore, Corey Miller, Dianne Osborne, Tonya Mullins, Min Kim, Eric Perry, Mike Dunn, Lou Hamm, Matthew Moore

### AGENDA ITEMS:

**Budget:** Eric Perry and Paul Ehret are planning a meeting on Friday to see where we are at, also what the wants are, and go from there. We are approximately 360000 over budget so when we have our meeting on Friday, we will need to discuss this.

**Server Update:** We are waiting on permission from headquarters. We are ready to move at any time, we are just waiting on headquarters to finalize the agreements. We are guessing about another month.

**Revised Software Distribution Procedures:** Sent out a draft before this meeting, so everyone should have a copy. So far the comments we have received from this is this RSDP is much too complex. We would like to hear from more people about the revised software distribution procedures before we finalize this. We will follow these procedures until we have made something different.

**Annual Report Update:** Tonya: people have been sending many stories about TIPS. We do not need as much information; we are having to cut down many of the stories because they are just too long. I will send out new ideas for how to submit these success stories; I will also put an example up on the website for everyone to see. Please make the stories short and also please include pictures and a few details.

Whenever we lend out any of our equipment, example borehole camera, we require a “story” of how that piece of equipment worked. Whether it is a good or bad story we have not received enough. So please work with your customers to make sure we receive success stories about what they are doing with TIPS.

**Memorandum of Agreement:** The MOA has begun to go out, we have received one back but we don't have them all distributed yet. Montana has been the only MOA we have received back so far, Title V only. Matthew Moore will be sending and receiving the MOA's.

### ROUND TABLE:

**lessha Moore/Corey Miller:** We are working on getting more feedback from our customers.

**Dianne Osborne:** NGA Remote Sensing Pilot Project is on track. We are receiving images from the vendor within five days of request, which is meeting our goals so far. We have extended the area of the Virginia AML project to support future extractions. We are planning a Remote Sensing Team Meeting late January early February of 2010 to strategize for budget for this fiscal year. We are also in the process of setting up a web x for the new URDOS imagine and ER Mapper it's called URDOS imagine 2010 that will be coming out shortly.

**Tonya Mullins:** On December 1 or 3 about 11 people will be attending the Auto Desk University Conference in Las Vegas, NV. When it comes to CAD software Carlson finally release their software and almost everyone on the team has installed it. We have run into a few problems and we have reported that to Carlson so hopefully they will have a fix/patch out on it very soon. We hope this will happen before we release the software but then again we have to have the signed MOA signed before we can distribute them. We are working on a CAD class for KFO but it looks like nothing will happen till the first of the year.

**Min Kim:** We are needing a least 20 more copies of ArcPad Light if that is possible.

**Lou Hamm:** We will discuss this over the budget. Please let Paul Ehret know this information as well.

**Eric Perry:** The Hydrology Team now has a new state rep, Gordon Bower from Kentucky. Mike Richmond has been making the rounds to all the offices in West Virginia I don't think he has hit them all but he is making progress. In Ohio, Dave Agnor and I are trying to find a date that we can meet with the DNR folks to see what their needs are. I will also be contact Steve Trujillo about our budget spreadsheet; I will need this before we discuss the budget.

**Mike Dunn:** I am working and distributing Earth Vision. I would recommend that everyone have a set of traveling laptops. And as for Kentucky for the future we will be needing to train them with all the new software. Cathy and Mark please go ahead and burn a full distribution of the earthVision 8 "Windows + MKS" DVD that Cathy has in her office.

I ask that the burn project be a simple copy and write-at-once, single session. Multi-session CDs and DVDs or those that haven't been "closed" are problematic and are one of the reasons for the Blue Screen of Death that Danny and others have experienced upon ejection.

Attached is the label we must use under copyright, trademark, and GSA rules. My failing Bravo II prints wonderful labels at the lowest resolution so you might experiment to same time and ink.

After a short run, please have 3 or 4 people there (Mychal, Mike B., Duane, Aldo, Janine, Dianne, Chris, etc.) test for integrity using the quick guide I sent earlier (unfortunately, the DVDs got lost between Pittsburgh and the 34th floor!)

I am finalizing, with AR folkses' help, a "Quick Installation Guide" and a "Comprehensive Installation Guide"

For Windows earthVision, we still have need of other software and tools so I'm preparing a CD for inclusion with the DVD for distribution. The Guides and CD aren't quite ready – this week if I can get away from some of the other horses pulling me in opposite directions. Website - Veronika has already updated the Versions table but the agreed upon process Tonya and she developed is more time-consuming than all of the rest so the Website will be the last thing I get to.

**Duane Matt:** Henry is heading to Utah to show the Down Hole Camera. So I am fully into applied science mode now. Just FYI, if you have anyone interest in the Applied Science Cooperative Agreements tell them to start now so that everyone doesn't rush in the last 2 or 3 weeks before they are due which is January 15, 2010.

**Dan Rivers:** We are still working with the reverse proxy server. That's about it.

**Karyn Evans:** The TIPS training schedule still has not been released. I am still waiting on management to okay the release of the schedule. We recently went into a cooperative agreement with Adams State College here in Colorado, they have a huge emphasis on on-line training we are meeting with them Thursday to come to some sort of partnership areas or on-line training will definitely be one of them. Also, I have been talking with Tonya on on-line CAD classes becoming available to our customers. So we will be focusing on on-line training in the coming year. Finally I am working on 4 onsite classes in Pennsylvania, West Virginia, Ohio, and Kentucky to be delivered in January.

**Lou Hamm:** We have our new Remote Sensing person on board, his name is Chris Benson. Welcome Chris Benson.

**Chris Benson:** Thank you Lou, I am looking for to working with everyone.

**Tonya Mullins:** Cathy mentioned a new SharePoint site. Do we know the status?

**Dan Rivers:** We are working on it and really hoping to complete it in the next 2 weeks.

**Next Meeting will be on December 8, 2009**