



TIPS MONTHLY MEETING MINUTES

OCTOBER 6, 2009

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Matt Moore, Tonya Mullins, Lou Hamm, Mike Richmond, Iessha Moore, Jessica Villanueva, Dawn Trudeau, Cory Miller, Also Plascencia, Paul Ehret, Min Kim, Cathy McNish, Ken Walker, Randall Mills, Bob Welsh, Li Tai Bilbao, Mike Dunn, Duane Matt, Karyn Evans, Tom Cunningham, Susan Stoyek, Bill Card, Daniel Rivers, Steve Trujillo, Janine Ferarese

AGENDA ITEMS:

Changes to the TIPS Training Program - The training function will be under Ken Walkers branch, so Karyn Evans and Jessica Villanueva will be under Ken Walker now. This will not change anything on how we run our training program or how functions go. Now it's just a matter of getting our e-training program together with rest of the training program.

Revised Software Distribution Procedure (Draft) - We have had 4 software distributions and 3 of them have been bad and that can't happen anymore. There have been a lot of different causes and we have to stop them all, so this revised software distribution procedure will make the process more cumbersome. But we are working on an electronic process that will make it a little bit easier down the road; we will talk about that in a future meeting. Essentially the big difference in procedure is when a software manager has a new piece of software and sends it forward to be arranged for its licensing, once the software is licensed and key server attached or whatever it then has to go for testing to the software manager and the success team that it is associated with that software. That means that at least 2 people are added to the software testing list saying that software is ready to go for distribution. That is the biggest change so far.

Q: When should we expect the SedCad revision to come out?

A: In about a month because of the new software distribution procedures.

I want to go back to the training program for just a minute to address a concern about onsite training and the quality of the facilities that we use for that. We don't have a policy for this but what we want to happen is whenever we have an onsite request for training, we would like to have one of our software experts or instructors to check out that site before that class is held. We want that site checked out before training is held there; it has to meet the criteria of the instructors that will be teaching there. Karyn Evans will be sending out those policies soon. Once the room is approved, it will be on an approved list located on the TIPS website. We would want to make sure that the hardware being used in any of the approved site is compatible with whatever needs the software professional or instructor

wants/needs for the particular class. There is a list currently on the TIPS training website, it is located on the left hand side, and there is a link that takes you to the TIPS approved vendors.

One other thing about the training is when we sent out the surveys about the training facilities, we had some comments about how the facilities can be organized better plus Mr. Mike Dunn came out to the Denver office and went through a couple of specific items that he wanted changed and we have made those changes. The whole point of this is if our instructors will communicate with us directly about what the issues are and what we need to change, many times we will make those changes.

Budget - Budgets are due the middle of this month, we are looking for each of the success teams to have their budgets completed by October 19. Please turn in each of your budgets into Steve Trujillo. Steve will be happy to provide you with your spending for FY09, that number that he gives you for your spending can not be exceeded.

TIPS Memorandum of Agreement - The TIPS Memorandum of Agreement has gone out to the field office directors as a formality prior to distribution to the states and tribes. Just as a reminder there are two documents this year, this new MOA will replace the one that is over ten years old. There are two fundamental changes to it one, is a federal register posting that was done in 2005 that says TIPS has the ability to turn over federal property over to directly to a state office, it also makes it clear that TIPS still has property to loan that does not go to the state. Second, is the key server software that must be installed on every computer that uses any TIPS software.

The second document is from the Autodesk folks, the AutoCAD software because of their concerns on how we distribute our software from software sharing on the internet, they wanted a special document to calm their fears. It's due back from the field office directors tomorrow and pending any problems we should be distributing the memorandum of agreement to the states and tribes after that.

Annual Report - The annual report is due shortly; normally we go through the success stories weekly reports for TIPS applications and add that to the annual reports. Please go through the weekly reports and see what you can find.

ESRI Conference Participation - There will be a federal conference in February and a user conference in July. We will pay for anyone to attend these conferences that have a paper or map presentation. This goes for OSM, state, or tribe offices.

Service Manager Meeting - The service managers got together for a conference call to review what has been done over the past year. Basically they went over details of each service manager's area and went over what will be happening for the future.

Action Item: And just for a heads up for all you service managers out there Lou needs the mailing address for the Title IV manager of your state or locations and Title V manager so we can send the memorandum of agreement to them.

ROUND TABLE:

Tonya Mullins: Cad software, Autodesk won't let us distribute that software until that document is signed. Even though we are working under an existing MOU right now.

Corey Miller: We are working on the training issues for Earth Vision I think we are getting that resolved. I will be making contact with the state people to see if we have any residual interest in Earth Vision. If there is any interest I will forward that information onto Karyn.

Rendell Mills: Was wondering if my name was added to the service manager list?

Tonya Mullins: Cathy will be adding your name to that list.

Rendell Mills: That's all I needed.

Li Tai BilBao: Working on the Geospatial Strategic Plan and the first draft is out.

Mike Dunn: Trying to look at Enterprise agreements for Earth Vision and Global Mapper.

Ken Walker: I want to say thank you to Lou Hamm, for assisting me in this new position. I am excited in being involved in the training program.

Karyn Evans: The training schedule for 2010 has been developed and in the process of being finalized. As soon as we have our budget we will be releasing it to everyone, we have currently sent our slot assignments for November and December classes. We are placing dual monitors in all our training centers to cut down on course manual reproduction this is to help out with cost and time for setting up each training manuals. We will give students the option to download and print off a course manual prior to the class if they want it. This year we will be limiting the number of instructors to two, if more are needed please let me know and Ken and I will try to accommodate for that.

Dan Rivers: We are looking to move the TIPS license servers to the Denver Federal Center that should put the license servers closer to the main hub that puts them out on the internet, response time should be quicker. Once we move them out there we don't anticipate any problems or issues with power or anything else. We will send out a notice when this will be taking place.

Cathy McNish: The new SharePoint site should be up and running hopefully no later than November 1, 2009. AqQA has been copied and will be sent out as soon as it has been tested.

Duane Matt: Just returned from the AML conference. Look at evaluating either some new pieces of software or equipment. Henry Austin is not here he will be attending that GSA conference.

Aldo Plascencia: We had ordered CompassData, ground control points from 8 different mine sites and we have successfully received all the ground control points. A lot of them are on the shared drive and I will put the rest of the up shortly. Dianne and I have been working to extract the DM for the McKinley Worldview Imagery that we received and that is pretty much done, I just need to finalize some projection issues with the contours.

Lou Hamm: I want to announce that TIPS has hired a new Remote Sensing Specialist and that will be joining us on October 26, 2009.

November 17, 2009 will be the next meeting