



# TIPS MONTHLY MEETING MINUTES

FEBRUARY 3, 2009

09:30 – 10:30 AM CENTRAL TIME

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## ATTENDEES:

Henry Austin, Li-Tai BilBao, Bill Card, Dave Agnor, Mike Richmond, Tom Cunningham, Bob McKenzie, Karyn Evans, Lou Hamm, Dawn Trudeau, Duane Matt, Paul Clark, Jessica Villanueva, Matt Moore, Janine Ferarese, Eric Perry, Corey Miller, leesha Moore, Susan Stoyek, Stephanie Self, Mike Dunn, Debbie Dale, Tonya Buckmaster, Steve Trujillo, Dianne Osborne, Aldo Plasencia, Karyn Evans, Bob McKenzie, Alan Wilhelm; **Note Taker: Matt Moore**

## PRIORITY:

**Budget** - New procurement procedures process with Dawn Trudeau and Steve Trujillo is just now finishing. All procurement will go to Dawn, Lou will send budget to the particular Success Team Leaders. Reference numbers will need to be put on the requisition, if you do not Dawn will return it to you. Lou will be sending the table you can use more than one reference number. The team leader is responsible for knowing how much is in their budget. Sole source justification need to be done for \$3000 or more. Standard operating procedures need to be created in order to create the sole source justifications.

**Action Item:** Dawn will send presentation to Mike Dunn for review.

Spend all budget by April 30th. Contact vendor about software, if software cannot be renewed until later in the year, ask vendor for a quote. If the vendor wants to change the contract date we will deal with this on a case by case basis. FBMS problems and account codes are the reason for this.

**New MOA for TIPS State and Tribal Customers** - Working on a new MOA. The last ones were signed about 9 years ago. The new letter will have the statement that Key Server needs to be installed at each computer that will be running TIPS software. The letter will also state that this new letter will void the old letter. If it is not signed TIPS software cannot be installed.

Also, changed the installation instructions for the software that never needed Key Server that is the software manager's responsibility to make sure their customers know. The letters have never been send out via email about software distribution

## TIPS Steering Committee Meeting

- Eric Perry – Agenda will be similar to last years
- Asking Steering Committee Members for topics for the agenda. Eric will send out
- It will be held May 19th – 21st, 2009 at the:

Gaylord Opryland Resort & Convention Center  
2800 Opryland Drive,  
Nashville, TN 37214

- Live meeting will set up for Success Team Leaders to present.
- Time will be built into the presentation just for AQUA
- The CAD team met at the at very location Stefanie thought it was pretty reasonable. There was a free shuttle to the OPRY Mills. Internet connections are \$750 per day in the meeting room.

**Federal ESRI Conference – February 18th – 20th, 2009 in Washington, DC** - OSM Managers will be attending the Federal ESRI UC Geospatial Policy. Discussing and sharing ideas about the Geospatial activities.

#### **ROUND TABLE:**

**Tonya Buckmaster** – CAD Team Meeting. Advanced Carlson classes have been revamped and will be learning hydrology and natural regrade. Advanced AutoCAD has not been such a success so she created the Bridging the GAP this class will be about using both software packages together.

**Debbie Dale** – Data sheets are linked on the website. The web-site is up to date. Groundwater Vista software is having problems.

The links to the software sites need to be corrected. Indiana has not travel and cannot get any kind of permission

**Tom Cunningham** – MD may be losing half of their inspection staff. Site visits will be beginning April.

**Bill Card** – Still working on GIS 12 locations are going to be distributed with the electronic permitting software on them GIS data sets will also be on the laptops Alan Wilhelm provided licenses for ARC Server.

#### **Karyn Evans**

1. Quarterly student report will be uploaded to Service Manager Insight
2. Recorded a Pod Cast for TIPS SC Award; can be downloaded from TIPS website.
3. Nominations for TIPS classes were due by 1/31/09

**Corey and lessha** – Have established good contacts with the state of KY. People are calling and inquiring about training, hardware, and software.

The state of KY is short 40 or 50% of employees. Many places are hurting financially they are fine they have just had a ton of turnaround

**Dianne** - Tomorrow is the deadline for the ER Mapper course

**Robert Welsh** – Soliciting high accuracy gps class no more than 8 to 10 students for the class.