



TIPS MONTHLY MEETING MINUTES

FEBRUARY 2, 2010

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Lou Hamm, Dave Agnor, Chris Benson, Li Tai Bilbao, Debbie Dale, Mike Dunn, Karyn Evans, Janine Ferarese, Duane Matt, Bob McKenzie, Matthew Moore, Tonya Mullins, Aldo Plascencia, Susan Stoyek, Dan Rivers, Randall Mills, Ken Walker, Anita Hong Fong, Steve Trujillo

ANNOUNCEMENTS:

2010 Budget: Training Program has been separated out to Ken Walker and the IT function of TIPS has been separated out to Dan Rivers. We are working to make TIPS more innovative, we are setting money aside to make this happen for new technology.

TIPS Memorandum of Agreement: Discussion: We are getting them out slowly. With the cooperation of Tonya we are hoping to get the MOA's posted on the service manager website as we get them delivered.

Decision: The MOA's will be posted to the TIPS SharePoint site.

Constant Contact Software: Discussion: Is software that allows content managers to develop preformatted newsletters or timed emails to be released at certain points and it will send it out quarterly, monthly...etc.

Decision: This software will be purchased soon, the team leaders will be the content managers. This system will allow our teams to get information out to the customers in a more efficient way.

Training Program Report: Discussion: Wherever Success Team budgets had plans for training, those items have been moved under the TIPS Training budget under Karyn Evans. Karyn has sent messages to those involved to inform them of this change. There will be some updates to the training webpage including the upload of electronic manuals; they will be uploaded to a central location. TIPS Training is looking at various e-learning platforms to develop online TIPS courses and refreshers. The new DOI Learn will be ready February 18, 2010 for everyone's information.

Decision: All training related expenses have been placed under the TIPS Training budget. This is a TIPS procedural change that all teams should work with Karyn on training plans in the future.

Software Purchase – Record Keeping - Discussion: There is a team working on OSM's transfer to the Windows 7 operating system. The TIPS test TIPS applications to make sure they run successfully and to see if there is a possibility of automating the installation of those in the in-house systems. Those TIPS persons involved will be contacted sometime next week.

IT Reports: Software purchases, if/when anyone makes a software purchase the requisition and associated support material must go through Cathy McNish. Cathy is in charge of keeping track of all software. You should prepare the requisition and all supporting quotes and justifications as usual, then that package must be submitted to Cathy McNish with a copy to Lou. Cathy will then pass the package on to Dawn Trudeau for purchase.

ROUND TABLE:

Tonya Mullins: All the CAD software is with Cathy McNish for copying and distribution.

Debbie Dale: Working on new software research, after they are complete we will be sending that information to Lou. We are also going to be requesting the Wyoming Database Template to be uploaded to the Hydro Team Website, Wyoming has a water database they are willing to share with us and anyone may use it.

Dave Agnor: An onsite course in ArcGIS will be held in Ohio at the end of April

Janine Ferarese: The GIS lab in Kentucky was great. The training went very well.

Chris Benson: Billie Clark has expressed an interest in us increasing our presence at the ESRI Federal User Conference in Washington DC each year. Therefore, we are asking the TIPS Team to consider presenting a paper at next year's conference in Washington, DC; and to encourage TIPS customers to do so as well

Chris Benson: We are putting together guides for users to be able to orthorectify an image or create a contour from a DEM.

NEXT MEETING: March 2, 2010