



TIPS MONTHLY MEETING MINUTES

JANUARY 12, 2010

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Tonya Mullins, Randall Mills, Paul Behum, Min Kim, Debbie Dale, Len Meier, Aldo Plascencia, Duane Matt, Karyn Evans, Chris Benson, Ken Walker, Lou Hamm, Mike Dunn, Tom Cunningham, Janine Ferarese, Bill Card, Eric Perry, Mike Richmond, Dan Rivers, Steve Trujillo, Susan Stoyek, Matthew Moore

Guest: Kevin Garnett

AGENDA ITEMS:

2010 Budget - Discussion: The three Regional Representatives have discussed the budget and have put forward a recommended budget for TIPS Management Review.

Decision: After TIPS Management Review the budget will be distributed to the TIPS Team.

2010 Initiatives - Discussion: Upgrading the TIPS Website to Web 2.0 capability (Wikis, Blogs, Real Time Feed, etc.) is necessary, but over \$100K in TIPS funds would have to be diverted to this effort with an annual maintenance of over \$30K. The Regional Budget representatives have elected to postpone this upgrade to consider in 2011, and taking into account the Bureau-wide website improvement efforts.

Discussion: OSM Geospatial Strategy – If this effort goes forward TIPS may be expected to help initiate it.

Discussion: Electronic Training Manuals – The TIPS Training Program will begin using electronic manuals in TIPS classes this year. The Training Rooms have been setup with dual monitors to allow the application to be used on one monitor while the manual is open on the other.

Discussion: Electronic Notification Ability – In response to a request by the TIPS Steering Committee, TIPS will begin use of the Constant Contact software to notify TIPS customers of license issues or important information via email.

Decision:

- **Reconsider Web 2.0 improvement and costs in 2011.**
- **This year TIPS will begin to move away from hard-copy manuals to electronic manuals in TIPS classes.**
- **TIPS will begin use of software to notify customers via email.**

TIPS Memorandum of Agreement - Discussion: The MOA's are in the process of being mailed to state and tribal program Directors.

Decision: The process will continue.

TIPS Steering Committee Meeting, May 11-13, 2010 - Discussion: A teleconference with Steering Committee Members will occur on January 27th.

Decision: Service Managers please advise your customers to stay in contact with their Steering Committee representatives over the year to keep them informed of their needs and issues to take to each annual meeting.

Appalachian Region Training Room - Discussion: The majority of TIPS training requests are in the East and the Appalachian Region has room to expand to accommodate more students.

Decision: Eric Perry, Bob McKenzie, and Susan Stoyek will present a cost estimate for expanding the Training Room to 17 students as discussed in a meeting in Pittsburgh last October.

ROUND TABLE:

Karyn Evans, Training: Moving TIPS Training more to a virtual campus capability this year. We will begin use of Blackboard software to help us accomplish this goal.

DOI Learn is being updated and will have a new interface by the end of February.

Advanced training in the use of software applications for instructors and employees is part of the TIPS Training budget. If you need a course please advise Karyn Evans of the course and the approximate cost of it, and then she will factor it into her budget. This is a first come first serve basis so when she sends out the email notifying the team of her Training budget please make sure to send her your nominations so she can allocate that money for you to take each course.

Dan Rivers: The Department is cutting all of the bureaus IT Budgets. OSM's share of the cut is \$151,000 to come out of the 2011 spending plan. We are going to have to look over everything to see how this will affect IT and TIPS.

Tom Cunningham: Recommend that TIPS post the MOA's on SharePoint.

Decision: We will post the MOA's on TIPS SharePoint as they are completed.

Bill Card: The Coal Mining Geospatial Task Group will be meeting in San Antonio the end of this month. They will be working on a set of 7 new standards.

Tonya Mullins: AutoCAD and Carlson 2010 are ready for distribution but cannot be sent until each recipient has signed the new TIPS MOA documents.

Janine Ferarese: We now have 50 additional licenses of Arc Info.

NEXT MEETING: February 2, 2010