



## TIPS MONTHLY MEETING MINUTES

MARCH 2, 2010

09:30 – 10:30 AM CENTRAL TIME

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### ATTENDEES:

lessha Moore, Li Tai Bilbao, Dianne Osborne, Lou Hamm, Dan Rivers, Chris Benson, Robert Welsh, Aldo Plascencia, Cathy McNish, Janine Ferarese, Bob McKenzie, Matthew Moore, Tonya Mullins, Bill Card, Min Kim

### AGENDA ITEMS:

**2010 Budget Spending:** We are trying to get spending done for TIPS by April and we know that there are some things that you just cannot buy, please let Lou Hamm know what those things are. Even if your contract, for example, is not up please try to pay in advance.

**Constant Contact Software Status:** The Success Team Leads will be using this software to keep in contact with all of your folks and TIPS customers. There are a few issues with the software; each email must be put into the system individually. Matt Moore will be placing every known TIPS customer email address into the system; after this is complete the next hurdle to overcome is to make the necessary changes to the OSM wide-area network to allow it to work with the Constant Contact software. It will be up to the Success Team Leads to separate those people into groups relevant to their own team to send off news and information.

**Software Purchases- Record Keeping:** When we last discussed this we wanted all software purchases to go through Cathy McNish, we ran into a few wrinkles with this. We are revising the procedure; no final decision has been made about this issue yet. When there has been a decision on this there will be an email sent out.

**Software Testing Procedures Discussion:** The procedures were sent out this morning; please follow the procedures until we have a chance to make changes.

**TIPS Website Revision:** We are currently working on a new design of the TIPS Website. We are thinking that the redesign will be complete by the end of the calendar year. There will be an email sent out asking how the TIPS team feels about the website, organization, look, etc. In that email there will be a request for pictures and graphic, we don't have much on the TIPS website and we think that graphics and pictures would make the website look edgy and more up to date. We are really going for a newer, fresher, and more organized look for the TIPS website.

**Action Item: The service managers are tasked with contacting their customers and getting some website fodder and success stories for the TIPS website.**

**Training Program Report:** Ken and the training program are working on the website revision with Tonya Mullins and the training program is going well. There is a big initiative this year to get more of our

training online. TIPS Training recently purchased a CAD eLearning platform, which includes on-line CAD courses and a Moodle course management system (similar to Blackboard). We can modify the CAD on-line courses and the platform, and include other courses besides CAD; in essence we're creating a TIPS eLearning site. Other courses can be loaded into Moodle as well and will be done by discipline (hydrology, remote sensing, mobile computing, etc.). Existing courses can be uploaded into this site and linked from the TIPS website. The system should be available for use within the next couple weeks.

**IT Report:** We are preparing a presentation for the TIPS Steering Committee Meeting. We will be presenting the presentation to the TIPS group either before or after the TIPS Steering Committee Meeting.

## **ROUND TABLE:**

**Ilesha Moore:** Frankfort DNR requested some training and that will be happening soon.

**Min Kim:** We had an Intro to ArcGIS class last week and it will be the last class that we will have binders for from here on out there will be electronic training manuals.

**Lou Hamm:** A little reminder for everyone that each year among the three TIPS training centers one of those training centers will be refreshed. This year it was mid-continent.

**Tonya Mullins:** CAD 2010 software has been tested; we are still waiting on third party access agreements to be signed, when that happens the software will be sent out. Autodesk is discontinuing AutoCAD Map 2007, so people will need to upgrade.

**Bill Card:** At KFO we are closing in on completing digitizing of all mining boundaries that we have inside the Knoxville Field Office.

**Dianne Osborne:** Our plans are to launch ERDAS 2010 soon. We are looking into putting some training courses into Moodle, we are going to start with image analysis for ArcGIS. Tonya and I have talked about a need to have an examination of our different TIPS tools and software. We know there is a lot of redundancy in the software packages that TIPS offers, a suggestion is that each of the team leaders meet face to face next year to discuss.

**Robert Welsh:** Trimble GPS ELA is still pending signatures from DOI execs. GPS Subteam has obtained approval from Karen Siderelis to move forward with a DOI GPS survey

**Cathy McNish:** Rockworks 15, AutoCAD 2010, and URDOS 2010 will be deployed soon, but will not be distributed without signed MOA agreement from each state or tribe.

**NEXT MEETING:** April 13, 2010