TIPS MONTHLY MEETING MINUTES

SEPTEMBER 9, 2011
09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Henry Austin, Matthew Moore, Lou Hamm, Janine Ferarese, Robert Welsh, Mike Richmond, Ieesha Moore, Corey Miller, Mike Dunn, Li Tai Bilbao, Susan Stoyek, Jessica Villanueva, Aldo Plascencia, Chris Benson, Steve Trujillo, Duane Matt, Min Kim, Tonya Mullins

ANNOUNCEMENTS:

1. There are several people from various regions that are working on software and hardware purchases for the states and OSM offices. Headquarters made the announcement that they had money and needed to spend it so the call went out to the states and OSM offices asking what hardware and software they needed. A list of all the purchases will be sent out after this meeting.

PRIORITY:

1. Changes in personnel/assignments – Tonya Mullins is the new Training Lead, taking Karyn Evans spot. Stephanie Self is now in charge of the CAD Team, Debbie Dale, Min Kim, and Paul Behum will be taking over the Service Manager duties from Kevin Garnett. We have a new GIS Technician in the Western Region, Paul Ulmer.

2. Service Managers/Team Leads meeting – This meeting will be held at the Conrad Hotel in Downtown Indianapolis on October 25-27. Please send a message to Lou Hamm with priorities or what you would like to come from this meeting.

FOLLOW-UP FROM LAST MEETING:

1. TIPS Software Distribution Process – Based upon customer feedback. We would like to update the letter that is sent out with information describing what is new with the software update. The customers would like a brief description of what is new with the update. With the updated information provided you would also want to reference them to the software website with a full description of all the new features.
    a. Action Item: Team Leads – Please advise your Software Managers that they need to include a brief summary of what is new in the distribution letter with each software update.
    b. Place the installation instructions on the TIPS website for all of the customers to have access to.
    c. The website needs to be updated with information letting all the software managers know when new or updated software is being sent out.

2. Software Updates – Status and tracking
    a. Action Item: An email was sent out before the meeting with a link to the SharePoint site. The information in the site has a breakdown of the process of what software has

been sent out. Please take a look at this site and please and provide feedback. Trish Smith is working on this table to make sure all software is tracked.

3. GeoMine status – Geo Mine will be a topic today at the first inaugural meeting of the Geo Committee. The Geo Committee will replace the NCMGC, and will implement the Geo Strategic Plan. This committee includes regional representatives and SMCRA state representatives. The inaugural Geo Committee Meeting is happening this week in Memphis, TN and it will be the first implementation of the draft Geo Strategic Plan.
    a. A big ticket items for end of the year money 800k was provided by the director and budget shop for cooperative agreements for the pilot project states. What to take from all this is that we are only a year in and we have significant data holding already.

4. Discussion on the Team mailing list – Not addressed at this meeting due to lack of time.
    a. Should Software Managers be included?
    b. Do they want to be?

STATUS REPORTS:

Training Report

a. There was a GPS class in Adams State College, located in Alamosa, CO. There were about 12 students that attended; everything went very well with the class. October 25-27, 2011 there will be an ArcGIS course happening in Pittsburgh. Finally, we are working on drafting the training schedule for next year.

ACTION ITEMS:

Lou Hamm will be sending out a list of all the hardware purchases for the State and OSM offices to all the team members.

Each team member need to send Lou Hamm topics and priorities for the Service Managers/Team Leads meeting, need this information this week.

Announce each new software distribution on the website.

Each Software Manager must add a short description of the primary changes to each software update to the distribution letter. We will put that letter on the website as well.

Team Leads: Do your software managers want to be included in the team emailing information? Please find out this information.

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