

GIS Steering Committee

Meeting Minutes - January 20, 1993

The meeting was called to order at 1:35 p.m. by Chairman Rod Armstrong. It was noted that there was only seven authorized voting members present and that the Str. Cmte. was therefore short of the quorum of eight required to conduct formal business. (*Authorized voting members or their delegates noted with *.*)

Present were:

* Rod Armstrong	Governor's Policy Research Office
Mahendra Bansal	Natural Resource Commission
* Dennis Burling	Department of Environmental Quality
Ralph Guenther	Intergraph Corporation
* Steve Henderson	Department of Administrative Services
Darla Juhl	USDA - Soil Conservation Service
Terry Kubicek	Natural Resource Commission
* Jim Merchant	Conservation & Survey Division
* Jon Ogden	Department of Roads
Tim Prescott	USDA-SCS
* Duane Stott	Scottsbluff County Surveyor
* Dayle Williamson	Natural Resource Commission
Paul Yamamoto	Department of Environmental Quality
Larry K. Zink	Coordinator, GIS Steering Cmte.

MINUTES: The minutes of the November 18, 1992 and December 14, 1992 meetings were discussed. Larry Z. noted that the December 14th minutes that were mailed had the incorrect date of December 12, 1992 at the top. Duane S. moved and Dayle W. seconded that the minutes, as corrected for the date, be approved. The minutes were approved unanimously.

DATA INVENTORY SUBCOMMITTEE: Jon O. reported that the Pilot Project Team for developing an Online GIS Data Inventory, in cooperation with the Nebraska Library Commission, held its first meeting on January 15, 1993. The Pilot Team consists of Jon Ogden, DOR; Kate Watefield and Steve Jonas, NLC; Mahendra Bansal and Steve Rathje, NRC; Paul Yamamoto, DEQ; and Pat Hammond, LRO.

The Team plans to meet on Wed. and Fri. afternoons with their initial agency commitment of a total of 40 staff hours completed by the end of April. By that time they hope to have a working model of an online GIS database index through the Library Commission's OnLine system. The Pilot Team did note that the Library Commission's move to new office may disrupt the schedule. The Pilot Team plans to begin their process by reviewing current Federal standards for Metadata to consider which variables to include within the online index. The Pilot Team noted that they will leave to others to determine whether Nebraska should eventually adopt the Federal Metadata standards.

POLICY SUBCOMMITTEE: No report.

BASE MAPPING SUBCOMMITTEE: Terry K., Subcmte. Chair, noted that the Subcmte. had not meet since the last Str. Cmte. meeting. Terry also noted that the Str. Cmte. has the Subcmte.'s proposal on a Base Map definition and classification.

EDUCATION SUBCOMMITTEE: Jim M. shared with the Str. Cmte. a draft of Nebraska GIS Update newsletter. Jim noted that Larry Z. had written a summary of the Str. Cmte.'s activities for the newsletter. Jim stated his belief that we should have a more regular GIS newsletter. Jim also called attention to the handout with Larry's reflections on possibilities for a more regular GIS newsletter. Jim reported that Perry Wigley, Str. Cmte. member and Director of Conservation and Survey Division had approved C&S Div. covering the zeroxing and bulk mail costs for producing and mailing the GIS newsletter to the 400-500 GIS mailing for 1993. Jim urged the Str. Cmte. to consider adopting this responsibility in the future. Dennis B. urged that the Str. Cmte. research the costs for supporting the newsletter.

Jim urged Str. Cmte. members to contribute material to the newsletter. Offered by March 1st, for the April newsletter were: an update on the Data Inventory Pilot Project by Jon Ogden; an update on Scottsbluff GIS by Duane Stott; and a piece on NRC GIS activities by Mahendra Bansal.

Duane S. noted that there had been considerable interest and participation in a GIS Panel discussion at the recent NACO Annual Meeting. In a discussion of the needs and merits of the Str. Cmte.'s active support of local GIS efforts, Duane was asked about the transfer of electronic GIS-related data from the state to local government. Duane noted that is not happen much now, but that he would like to see it facilitated. Duane noted that the Revenue Dept. is preparing some data for Scottsbluff County. Dayle W. suggested that we invite someone from the Revenue Dept. to the next Str. Cmte. meeting to inform the Str. Cmte. on current and potential Revenue Dept. GIS use and the local government assessor connection.

STAFF REPORT: Larry covered the highlights of his staff work over the past two months (report attached). He noted a lack of clarity regarding the required approval process for the GIS newsletter. Following discussion, the Str. Cmte. authorized a group of three: the Str. Cmte. Chair, the Education Subcmte. Chair and the Coordinator, to make decisions, as a group, regarding newsletter articles.

Larry noted that he had been following up on the Str. Cmte.'s stated priority to focus on the needs of local government in implementing a GIS. From conversations with Larry Worrell and others, there appeared to be a need for fairly quick action for at least a draft "working" paper on capabilities/compatibility standards or suggestions for local government's GISs. It was noted that this should be an objective within one of the goals of the Strategic Plan.

Larry shared a refined version of his job duties, as he saw them evolving (attached). There was general support for the outline as presented. Larry also expressed his feeling that to be effective the Str. Cmte. needed to begin to collect at least a minimal library of GIS-related literature and resources and that such an effort would required some funds.

Larry briefly discussed a handout on his reflection of the Standing Subcommittees of the GIS Steering Committee (attached). The paper was prepared in light of the stated interest, at the last meeting, in restructuring the Subcmtes. in line with the emerging Strategy Plan. Larry noted the very preliminary nature of this analysis and urged others to contribute their thoughts. In the related discussion, members were urged to solicit the involvement of other interested individuals in the subcmtes. The point was made by several on the Str. Cmte. that this was a way to broaden the input and participation into the Str. Cmte.'s work. In his paper, Larry also suggested some possible follow up assignments for Subcmtes. for further development of specific long-range goals.

Jim M. shared his concern that the Str. Cmte. should begin to actively plan for what it will do at the end of Larry's current internship period. The question was asked regarding how long the current internship was scheduled to last. Larry stated that he was never very clear about that, but was assuming the end of May.

GIS STANDARDS: Following up on a request from the last meeting, Jim M. presented and discussed briefly several information pieces on GIS Standards.

- * Modernizing Wisconsin's Land Records Through Decentralized and Integrated Land Information Systems -- "how standards are encouraged/enforced in one of the US's stellar state GIS programs."
- * GIS Standards by Nancy Tosta, "a overview in layperson's language of the range of issues related to GIS-standards"
- * A Profile of GIS Standards by Eric J. Strand, "a little more technical overview"
- * A survey about GIS Standards by the Washington State Geographic Information Council
- * Kansas Standards and Procedures for Database Development, an excerpt from the Kansas GIS Program.

A general discussion followed, focused on the importance of standards to facilitate data sharing and joint database development.

CONTINUATION OF STRATEGIC PLANNING PROCESS: Larry provided a review of the major elements of consensus resulting from the all-day planning meeting on December 14, 1992. Larry's review focused on the summary he wrote for the GIS newsletter. Following that review, the Str. Cmte. reaffirmed their general support for the concepts outlined. The one area of concern expressed was that in stating that the state would probably need to be responsible for the development of some statewide databases, we did not want to overlook the fact that local government would also need to be responsible for the development and sharing of databases.

The Str. Cmte. reviewed each of the draft goal statements, as worded in the December 14, 1992 version of the Draft Long-Range Strategy. The Str. Cmte. decided that the intent of the current wording was adequate to refer to working subcmtes. The subcmtes. were charged with further refining the wording of the goals, and outlining the objectives and tasks necessary to achieve the goals. For each task, objective, and goal, the subcmtes. were also charged with making recommendations on the level of urgency; recommended deadlines; staff, expertise, and resources needed; lead agency or person;

and participating agencies. The subcmtes. were asked to submit their recommendations in time that they could be included in the mailing for the next Str. Cmte. meeting (to Larry by 2/10/93). Subcmte recommendations should be roughly in the format of the current Draft Long-Range Strategy - Version: 12/14/92. The Str. Cmte. decided to follow Larry's suggestions for subcmte. assignments for the draft Strategic Goals (attached: Standing Subcmtes. of the GIS Str. Cmte.).

Following a review of Larry's draft analysis of Standing Subcmtes. and of current Subcmte. members, it was decided to make the following changes. To broaden the expertise available on the former Base Mapping Subcmte. (now Technical Standards Subcmte.), Larry Worrell, Dennis Wilson, Jim Brown and Tim Prescott should be invited to serve on that Subcmte. Dennis Burling requested that Paul Yamamoto, DEQ, replace him on the Data Inventory Subcmte. Jim Merchant will replace Dennis Burling as the Chair of the Education Subcmte. Laura Valenziano, LRO, should be contacted to determine on which Subcmtes. she and/or Val Goodman, LRO, wish to serve.

OTHER BUSINESS: The discussion of long-range planning included several positive comments about the value of the all-day planning session. There was general support for making it an annual event. There was also discussion about the merits of a Nebraska GIS Conference or retreat as a means of outreach and to generate ownership in the GIS Str. Cmte. and our emerging Strategic Plan. A Conference this year was considered too ambitious but there was support for a May/June retreat with a broad invite to groups to review the proposed GIS Strategy.

Dennis B. and Jon O. both expressed a desire to have on the agenda of an upcoming Str. Cmte. meeting a discussion of the future funding needs of the Str. Cmte.

Given the lack of a quorum for this meeting, there was general support for the idea of Rod contacting those members who have not been fairly consistent in attending and urge them to either attend or name a delegate for themselves to attend the Str. Cmte. meetings.

TO DO LIST:

- * Everyone is urged to review the attached draft analysis of "Standing Subcommittees of the GIS Steering Committee" and forward their thoughts to Larry on subcmtes., their issue areas, their needed/desired skills or expertise, and suggestions of individuals to meet those expertise needs.
- * Former Basemapping Subcmte. now Technical Standards Subcmte. will develop recommendations related to draft Strategic Goal #4 on goal wording, necessary objectives and tasks to accomplish the goal, as well as recommendations on the level of urgency; recommended deadlines; staff, expertise, and resources needed; lead agency or person; and participating agencies. Recommendations to be to Larry by 2/10/93.
- * Data Inventory Subcmte. will develop recommendations related to draft Strategic Goal #2 on goal wording, necessary objectives and tasks to accomplish the goal, as well as recommendations on the level of urgency; recommended deadlines; staff, expertise, and resources needed; lead agency or person; and participating agencies. Recommendations to be to Larry by 2/10/93.
- * Education Subcmte. will develop recommendations related to draft Strategic Goal #5 on goal wording, necessary objectives and tasks to accomplish the goal, as well as recommendations on the level of urgency; recommended deadlines; staff, expertise, and resources needed; lead agency or person; and participating agencies. Recommendations to be to Larry by 2/10/93.
- * Policy Subcmte. will develop recommendations related to draft Strategic Goals #1, 3, 6, and 7 on goal wording, necessary objectives and tasks to accomplish the goal, as well as recommendations on the level of urgency; recommended deadlines; staff, expertise, and resources needed; lead agency or person; and participating agencies. Recommendations to be to Larry by 2/10/93.
- * Rod will contact Str. Cmte. members who have not attended on a fairly regular basis to urge them to attend or to designate a representative to the Str. Cmte. so that the Str. Cmte. can have the benefit of the input of their concerns and experience.
- * Rod will schedule a discussion of future Str. Cmte. funding needs at an upcoming Str. Cmte. meeting.
- * Rod will schedule someone from the Revenue Dept. to present at the next meeting.
- * Jon will draft an update on the Data Inv. Project for the GIS newsletter by April 1st.
- * Duane will draft an update on Scottsbluff GIS for the GIS newsletter by April 1st.
- * Mahendra will draft a piece on NRC GIS activities by April 1st.
- * Larry will research costs for printing and mailing the GIS newsletter.
- * Larry will contact Larry Worrell, Dennis Wilson, and Jim Brown regarding serving on the revised Technical Standards Subcmte.

NEBRASKA GIS NEWSLETTER
Reflections by Larry Zink, 1-5-93

Below are some thoughts on trying to get Nebraska GIS newsletter published on a regular basis. It seems that there is plenty of potentially interesting material for articles. The major hurdle is the time required to get the articles researched, written, laid out, and mailed. Another hurdle is the financial resources for printing and postage costs.

It is a Steering Committee decision, however, it seems we should make the commitment to publish at least a quarterly GIS newsletter. A GIS newsletter could be an important tool for realizing the Steering Committee's statutory mandate for "...(d) The fostering of training programs and education and information about the Geographic Information System; and (e) The promoting of Geographic Information System development in the State of Nebraska ..."

Such an undertaking would be a significant demand on the limited staff resources available. Amounts and sources to cover the printing and postage costs would need to be identified -- Conservation and Survey or CALMIT has covered the limited costs for this so far. However, these costs would increase with a regular publication.

Currently the newsletter could be mailed to the 400+ list that CALMIT maintains, plus other names that we would wish to add. Once written, the articles could also be selectively submitted to other existing newsletters or magazines such as NACO, the League, or NRDs.

Possible Special Feature Articles
on GIS in Nebraska

Omaha GIS Implementation
Lincoln-Lancaster GIS Implementation
Scottsbluff GIS Implementation
Nebraska Natural Resources Commission GIS Activities
CALMIT - Conservation & Survey Division GIS Activities
Dept. of Roads GIS Activities
Dept. of Environmental Quality GIS Activities
Dept. of Revenue GIS Activities
Dept. of Economic Development GIS Activities

Possible Regular Features for the Newsletter

Updates on State Steering Committee Activities
Calendar of GIS-related Events
National GIS-related Updates
Reprints/Excerpts from other publications:
GIS World
URISA News
GIS News
GeoInfo Systems
State Information Policy News
Other States GIS newsletters
others