

Vermont Enterprise GIS Task Force (EGT)

**VERMONT'S ENTERPRISE GIS INITIATIVE
MEETING MINUTES**

8/6/2007

1:00 PM – 2:15 PM.

Cyprian Center, Waterbury

Attendees

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|-----------------------------|------------------------------------------|-----------------------|
| ▪ David Brotzman (VCGI) | ▪ Pegs Gibson (Health Dept.) | ▪ Bob Bower (AHS) |
| ▪ John Hanning (Ag) | ▪ Pete Young (Representing Health Dept.) | ▪ Lin Neifert (USGS) |
| ▪ Peter Telep (ANR) | ▪ Cathleen Gent (AHS) | ▪ Andy Condon (DOL) |
| ▪ Stephanie Magnan (VTrans) | | ▪ Leslie Pelch (VCGI) |

Documents Distributed:

1. Meeting Agenda
2. VT's Enterprise GIS Initiative Phase II Report
3. VT's Enterprise GIS Initiative Organizational Charter

ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
Review Phase II Report	D. Brotzman distributed a copy of the report to participants and gave a short review. He suggested that feedback could be sent to him or Steve Sharp.
State GIS Assessment Survey	<p>L. Pelch gave an overview of a possible form the survey could take: initial SWOT-based survey to inform strategic planning process followed by more detailed survey to inform business plan process. The following points were made in discussion:</p> <ul style="list-style-type: none"> • Two surveys might create confusion, take too long • SWOT is more effective with a facilitator in a face to face meeting • Some agencies or departments may not have a clear picture of their future GIS use, survey needs to take that into consideration • The survey process will help agencies and departments define and identify their own needs • Results of survey will also help members of the EGT identify opportunities for data sharing, project partners, etc. • It was decided that a "GIS Self-Assessment Maturity Matrix" D.Brotzman has access to will be used as part of the survey and that the following topics likely not covered in that matrix will make up the remainder of the survey: <ul style="list-style-type: none"> <input type="checkbox"/> Access to GIS/Mapping software and solutions <input type="checkbox"/> Access to GIS Training/Education <input type="checkbox"/> Funding Sources for GIS staff <input type="checkbox"/> Access to IT Staff Support <input type="checkbox"/> Access to Physical IT infrastructure

ISSUES AND/OR DISCUSSION

Agenda Topic	Discussion
	<ul style="list-style-type: none"> <input type="checkbox"/> Access to Staffing <input type="checkbox"/> How GIS Currently Being Used <input type="checkbox"/> Vision for How GIS Will be Used in the Future • Matrix and Survey will be sent to everyone on the EGT mailing list, and they will have the option of sending copies to others as well. The department level will be suggested as a unit of measure, but the group recognizes that this will vary a lot from one agency to another (e.g. ANR may fill out just one).
Facilitator RFP – How will VCGI and EGT select a contractor?	D. Brotzman asked for ideas regarding sending the RFP to facilitators and the review process once some proposals have been received. He asked those interested in serving on the review panel to contact him. L. Neifert, representing USGS, volunteered. Interview process may involve those on the review panel. It was suggested that the Cyprian Center might be able to suggest facilitators.
Review and discuss draft EGT Organizational Charter	D. Brotzman asked participants to send feedback regarding the proposed Charter to him via email. The Charter will be voted on for acceptance at the September meeting.

Next Meeting	<ul style="list-style-type: none"> ▪ September 10, 2007 – Secretary’s Conference Room – 103 S. Main, Waterbury
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NEW ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	Integrate elements of “Maturity Matrix” into a draft GIS Assessment Survey and to members of EGT for comments.	D. Brotzman, L. Pelch, and S. Sharp	August 31	H	
2.	Send Facilitator RFP to additional outlets/facilitators	S. Sharp	August 10	M	Rose Gowdy at the Cyprian Center will send list

OUTSTANDING ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	Phase I Item – Determine process used to approve Strategic and Business Plan developed by the EGT	EGT	?	Low	Talk to SEI and STC representatives