

Vermont Enterprise GIS Task Force (EGT)

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

9/10/2007

1:00 PM – 2:15 PM.

Cyprian Center, Waterbury

Attendees

- Louis Borie (NRB)
- David Brotzman (VCGI)
- John Hanning (Ag)
- Peter Telep (ANR)
- Erik Engstrom (ANR)
- Jennifer Kachajian (Health Dept.)
- Pete Young (Health Dept.)
- Darwin Thompson (DII)
- Shawn Nailor (AOT)
- Melissa Prindiville (ACCD)
- Lin Neifert (USGS)
- Harry Roush (Tax Dept- VMP)
- Steve Sharp (VCGI)

Documents Distributed:

1. Meeting Agenda
2. VT's Agency and Department GIS Program Self-Assessment
3. VT's Enterprise GIS Initiative Organizational Charter (Final Draft)

ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
Review of the Organizational Charter	<p>D. Brotzman distributed copies of the final draft of the Organizational Charter document. It was unanimously approved with minor amendments. Final version has been posted to</p> <ul style="list-style-type: none"> ▪ http://www.vcgi.org/about_vcgi/projects/egis/EGT_Charter_final1a.pdf
State GIS Assessment Survey	<p>S. Sharp distributed copies of the first draft of the State GIS Assessment Survey. The goals of the survey were reviewed individually and discussed. The assessment was reviewed line by line with recommendations for changes, deletions and additions being recorded. The recommended amendments will be made to the survey and it was agreed that the final version of the survey will be brought to the next meeting for review.</p>
Facilitator RFP Update	<p>Attendees were informed that VCGI had received 7 proposals to the Facilitator RFP that was distributed. S. Sharp asked for 2 volunteers to be added to the Proposal Review Team. E. Engstrom and J. Hanning volunteered to serve. The Proposal Review Team will consist of S. Sharp, D. Brotzman, L. Neifert, E. Engstrom, and J. Hanning. It was agreed that the Proposal Review Team should assess the proposals, select a successful bidder and bring that bidder on board by the next meeting in October. .</p>

Next Meeting	▪ October 1, 2007 – To Be Determined
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NEW ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	Select a successful bidder from the submitted Facilitation RFP respondents.	Proposal Review Team	Sept. 17	H	
2.	Integrate the corrections and changes to the State GIS assessment survey.	D. Brotzman	Sept. 17	M	

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