

SC GIS COORDINATION COUNCIL MEETING MINUTES

Monday August 27th, 2007
2:00 pm, DHEC Board Room
2600 Bull Street, Columbia SC 29201

Attendees:

Hank Stallworth, Chuck Fallaw, Mike Garon, Bill Beck, Eddie Gunn, Tony Dukes, Larry Moody, Doug Calvert, Gary Merrill, Lew Lapine, Jim Scurry, Jeannie Eidson, Cindy Masi, Cole McKinney, Derek Graves, Jeff Baumann, Darrell Black, Sharon Poulalion

Proceedings:

Meeting commenced at 2:00

Welcome and Opening Remarks – conducted by Jim Scurry. Initial remarks were made and everyone was welcomed to the meeting. He then introduced Tim De Troye as the new SC GIS Coordinator.

Coordination Presentation – Conducted by Tim De Troye

- Presented a short section on his background and technical experience
- Provided a brief overview of the status observed during the first few weeks since beginning work as the Coordinator
 - o Data - custody/access, duplicate data layers, availability of data updates with relative frequency
 - o Data inventory needed - prior efforts have been made, but these must be refreshed and the following information is needed:
 - Layers maintained by each agency, contacts for each layer
 - Classification of data distribution for each layer (e.g. general public, state agencies, department only, not for distribution, etc.)
 - o Policy items
 - Data sharing methods must be noted
 - Outlined in the MOA for council participants
 - Non-council state agencies and all other organizations (cities/counties) – sharing is conducted on a goodwill basis
 - For future determination – what to do with agencies that wish to participate but are not in a position to contribute financially
 - Attend meetings but not vote?
 - Does this foster/encourage future involvement/membership
- SMAC/SCARC Conference
 - o SMAC approached him to see if he might be interested in being a keynote speaker at the upcoming conference in February of 2008 or if another person should speak on state coordination and introduced Tim as the new coordinator. Upon discussion with the GIS CC, it was decided that it would be best to:
 - have another keynote speaker talk about statewide coordination
 - have the coordinator conduct a session on the coordination plans/activities of the GIS CC

- have the coordinator participate in a panel discussion with a person representing city GIS efforts, and another individual representing county GIS efforts
- Coordination Recognition
 - Tim received calls from NSGIC representatives Stu Davis and Fred Stringfellow offering congratulations to the State on the announcement of the coordinator position
- Suggested coordination action items – several suggested coordination items were presented, and these were accepted by the CC as a path forward (the Action Items follow the meeting minutes, and are included here by reference)

Other Business – facilitated by Tim De Troye

- Organization: should the CC be more formal (e.g. chair, charter, mission statement, etc.)
 - It was decided that Doug Calvert would be the chair of the organization, in order to identify a voice for the CC in submission of formal letters, etc.
 - Investigation into the development of a charter, mission statement, etc. should be made, but should not be considered a top priority over other action items
- It was suggested that the organization be transparent in order to avoid any conjecture as to the purpose of the CC
- The frequency of CC meetings was discussed, and it was determined that (at least initially) the meetings should occur on a quarterly basis. The concern was raised that it is important to attract as many representatives from the participating agencies as possible and to meet as frequently as necessary but not more. Therefore, should available content for such meetings dictate a less frequent schedule in the future, adjustments can be made
- A standard meeting time for the quarterly meetings is to be determined (this will be undertaken by Tim)
- It was suggested that the technical representatives might find it beneficial to meet more often than the main CC
- Once the web site is operational, it was suggested to post the status on the web on a monthly basis so that CC participants can stay up to date on current activities in between the quarterly meetings
- It was suggested that the framework representing the Action Items should be further fleshed out in order to provide additional detail
- Agency billing for Coordinator position (facilitated by Jim Scurry) – invoicing for the Coordinator position was discussed, and it was determined that agencies should be billed now in order to allocate funds to the position for the coming year so that agencies could stay “ahead” of the billing cycle

SC Statewide LiDAR Project Status Report – presented by Gary Merrill, USGS and Jim Scurry, DNR

- A summary of the status was provided by Gary that included a listing of the contributing Consortium Members for both Fiscal Year 2008 and 2009
- Last week the Statement of Work (SOW) was submitted to USGS Contracts

- They are expecting to hear back from FEMA on the status of their commitment status and dollar amount hopefully by the end of the week
- Feedback from USGS on SOW with new cost estimates should be received by the end of next week and should provide a good idea of financial positioning of the project and what is required yet for the remainder of the FY 2009 project allotment

ACTION ITEMS FROM COORDINATION COUNCIL MEETING

Note: additional details will be added to the items below in the coming weeks.

1. Meet with GIS-related personnel at each organization
 - a. Gain understanding on data produced, maintained, used
 - b. Gain understanding of core GIS-related project responsibilities (i.e. are there any projects that produce data/results that would benefit the public or another organization through publishing them on the web?)
2. Develop data inventory
 - a. Data layers, source organization
 - b. Contact information (main department data contact as well as data steward for the layer)
 - c. Information on the update frequency of the data – how often is it updated, and is it updated in its entirety or in sections (e.g. is section A updated this year, and section B updated next year?)
 - d. Status/info on ability to redistribute data – classify each layer based on ability to share it
 - e. Receive metadata information from agencies
3. Publish a central website for GIS activity at the state level, with information on:
 - a. Data development
 - b. Upcoming/ongoing projects
 - c. Access to the data portal to view data dynamically
 - d. Links to participating agencies and the associated data stewards for more information
4. Assist/Encourage Coordination Council agencies to publish web services of core data layers they produce/maintain that can be shared
5. Identify core emergency response layers, determine if they exist and get them published as a web service if possible
6. Identify, approach, and invite additional state agencies to the Coordination Council
7. Develop relationships with local government organizations

Meeting notes compiled by Tim De Troye
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