



**MINUTES - Board of Directors Meeting**  
**10:00am MST/11:00am CST**  
**September 12, 2014**

A BHDMA board meeting was called to order by President Curtis Price at 10:10 am MST at the USGS office in Rapid City, SD and adjourned at 11:25am MST.

**1. ROLL CALL OF MEMBERS**

Curtis Price – President – Present  
 Linda Foster – Secretary/Treasurer – Present  
 Jennifer Williams – Vice President, Member-at-Large – Present  
 David Pape – Federal Representative – Present  
 Samantha Nichols – State Representative – Present  
 Tamara Randall – Tribal Representative – Absent  
 Angie Tallon – Local Representative – Present  
 Max Masters – Private Sector Representative – Present (via teleconference)  
 Jim Sanovia – Academic Representative – Present (via teleconference)  
 Steve Shivers – Liason – Present (via teleconference)

**2. MINUTES OF PREVIOUS MEETING** – Jennifer made a motion to approve minutes and Treasurer’s Report. Angie seconded the motion. Motion carried unanimously.

**3. TREASURER’S REPORT** – No change (\$5,331.84).

**4. NEXT BOD MEETING** – Friday October 10, 2014, 10:00am @ USGS or via conference call.

**5. OLD BUSINESS – BHDMA FALL CONFERENCE PLANNING**

- Curtis brought up the status of recruiting vendors/sponsors and getting an updated form completed. Linda will update and distribute the form. Curtis will be the point of contact for registration forms and Dave Pape will collect logos to be put in the program and on large posters for display during the conference.
- A preliminary list was handed out based on participants from previous years and assignments made as to whom on the Board will make initial contact. A mass call and the form will be sent when we send out a request for presentations. **Curtis** will contact the following: ESRI, USGS, Joseph w/ K-12 ESRI and USFS (Ken Marchand). **Linda** will follow-up with Ferber Engineering, Factor 360, HDR, Black Hills Power and Frontier Precision; **Angie** will reach out to Fugro and ProWest, **Samantha** will contact Compass Tools and RESPEC; **Jennifer** will contact Pictometry. **Max** indicated he would be a vendor for his company Geographic Innovations. **Jim** – Oglala Lakota College?
- The fee structure for vendors/sponsors was discussed again and it was decided that after not raising rates for several years and while maintaining a free conference

for attendees was a priority, we would increase rates to \$150.00 for a vendor space, \$100.00 for a sponsor, and \$50.00 for a non-profit vendor space.

- Discussion about student involvement commenced. Jim is going to be reaching out to OLC students and Curtis and Jim will get together to discuss details about posters and student presentations this afternoon.
- Samantha volunteered to reach out to Dr. Maribeth Price with SDSM&T and WDT. Linda offered to get contact info. for WDT to Samantha. Curtis will be contacting Dr. Rachel Headley with BHSU. The goal is to increase the level of student attendance/participation in this year's conference.
- Format of the conference was discussed. It was decided that the start time on November 12 will be 1:00pm with an ending time of 5:00pm and will consist of ESRI's content with an afternoon refreshment break.
- The second day will begin 7:30-8:00am with registration, followed by a brief membership meeting. Then the morning session will consist of talks; concurrent sessions if we have enough. Talks will be 15 minute with 5 minutes for questions, presenter can have a double slot if they need it. The afternoon will consist of two training sessions (Curtis Price – Python and Bill Rich – Open Source GIS) with concurrent talks. For the training sessions, a decision should be made how many can be accomodated and make sure that the announcements direct attendees to bring their own laptops with appropriate software installed and any files needed downloaded ahead of time.
- A call for presentations deadline was set for October 17, with the vendor/sponsor deadline being November 1.
- Food was discussed. Jennifer volunteered to call around and get pricing for one break the first day, lunch and two breaks the second day. Linda will get Jennifer rough numbers that have been used in the past. Linda also brought a box with paper products, trays, etc. that had been used in the past. Samantha is going to take them over to the facililty for storage until the conference.
- Curtis reported that he had been over to BHFCU to get signed on to the checking account. Linda left the checkbook with him since she will likely still be on maternity leave during the conference/late-stage planning.
- Preparation for the conference, set up, food, etc. will happen the morning of day one.
- Samantha will get someone else lined up at the SDGF&P facility to help with facilities, IT, etc. since she may still be on maternity leave as well.

#### **6. NEW BUSINESS**

7. Linda reported that the annual sales tax return has been submitted to the State with no tax owed.
8. **ADJOURN** – 11:25am.



**MINUTES - Board of Directors Meeting**  
**10:00am MST/11:00am CST**  
**July 11, 2014**

An informal board meeting was called to order by President Curtis Price at 10:10 am MST at the USGS office in Rapid City, SD and adjourned at 10:35am MST.

**1. ROLL CALL OF MEMBERS**

Curtis Price – President – Present  
 Linda Foster – Secretary/Treasurer – Present  
 Jennifer Williams – Vice President, Member-at-Large – Present  
 David Pape – Federal Representative – Absent  
 Samantha Nichols – State Representative – Present  
 Tamara Randall – Tribal Representative – Absent  
 Angie Tallon – Local Representative – Present  
 Max Masters – Private Sector Representative – Absent  
 Jim Sanovia – Academic Representative – Absent  
 Steve Shivers – Liason – Present

**2. MINUTES OF PREVIOUS MEETING** – Not reviewed.

**3. TREASURER’S REPORT** – Not reviewed.

**4. NEXT BOD MEETING** – Friday August 15, 2014, 10:00am @ USGS or via conference call.

**5. OLD BUSINESS – BHDMA FALL CONFERENCE PLANNING**

- Curtis reported that the conference date has been set for November 12-13, 2014, and that ESRI has confirmed that they will be attending (Mike K) and providing some programming. ESRI indicated that the Learning Lab format would not be feasible for our conference. Samantha also reported that the facility has been reserved for our use that day.
- General discussion commenced regarding other topics for training and talks that were previously discussed. Jennifer reported that Bill Rich is will to do a talk and/or some training on QGIS.
- It was decided that we should make working on sponsorship contact a priority in the upcoming weeks. Linda will put together a list of previous sponsors and distribute to the group. Curtis asked that everyone take a look at that list and think about any additional contacts they might have. Linda will also update the sponsor/vendor form so it is ready for distribution.
- Discussion commenced regarding vendor/sponsor fee and format. It was decided that it will remain the same as previous years - \$50.00 for sponsorship (logo in program and on poster) \$100.00 for booth space.

- After the next board meeting, a poster with the conference information will be sent out with a call for presentations. Curtis asked that everyone be thinking about a theme or title for the conference.
- Steve asked on behalf of the State GIS Conference planning group if BHDMA would be willing to host links to the talks presented at their conference. General consensus was yes, if Tim is willing to post for us.
- Curtis reminded everyone about the Dakota Users Group meeting that will be held in San Diego next week at the ESRI UC.

**6. NEW BUSINESS**

- Linda reported that BHFCU had sent forms for signature to get Curtis on the bank account. Curtis and Linda will work together after the conference to get this task completed.

**7. ADJOURN – 10:35am.**



**MINUTES - Board of Directors Meeting**  
**3:00pm MST/4:00pm CST**  
**November 25, 2013**

The board meeting was started at 3:00pm MST. The meeting was held by conference call and adjourned at 3:31pm MST.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Present  
 Erik Nelson – Vice President, Member-at-Large – Absent  
 Gene Bolka – Federal Representative – Absent  
 Samantha Nichols – State Representative – Absent  
 Tamara Randall – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Max Masters – Private Sector Representative - Present  
 Jim Sanovia – Academic Representative – Present

**2. MINUTES OF PREVIOUS MEETING** – No discussion, review or approval.

**3. OLD BUSINESS**

- BHDMA Conference Preparation Plans for December 9 Conference:
  - Conference Speakers:
    - a. ESRI still working on confirming (tentative at this point – will find out on Monday 11/25) **Jenny still waiting to hear back**
    - b. With ESRI seminar at 3 hours, agenda is full; if they're not able to come, will need additional speakers
  - Exhibitors/Sponsors
    - Fugro will be an exhibitor – **correction, sponsor**
    - Total as of 11/25/13 for vending income: \$450 (**\$400**)
  - Discussions:
    - Student poster session – **Jenny sent poster to Jim for distribution**
      - i. Have tickets, labels, and ballots for poster session
      - ii. Need to print up ballots (~120) – **also need a ballot box made. Jenny will make box, Jim will print. 1<sup>st</sup> \$200, 2<sup>nd</sup>, 3<sup>rd</sup> \$100 – decided**

on the 13<sup>th</sup>? Rounding up poster board, etc. unless the facility has an area to hang. Jim will also print large sponsor posters.

- Email list serve updating – emailed out for board input by end of Friday, 11/22
  - a. Jenny incorporated updates and sent to Tim Cownman along with Board meeting agendas and minutes
- Jenny will email out updated save-the-date notice – Jenny will email out on Wednesday.
- **NEW BUSINESS**
  - Conference Food:
    - Last Year:
      - a. Morning snacks – donuts (cost: \$67.41) – Linda will pick up morning of
      - b. Lunch – Pizza Ranch (cost: \$337.18)
      - c. Afternoon snacks and beverages (cost: \$176.05)
        - i. Water, pop, coffee – if anyone has coolers, that would be helpful
        - ii. Snacks: vegs, fruit, sweet treats
    - Supplies we have: creamer, hot chocolate (30 packs), coffee, cups and lids (~500), sugar packs, spoons, small paper plates (~300), 6 plastic plates for serving snacks – probably need some napkins and paper plates
    - Volunteers to assist with food setup and ordering – Jenny will contact Chad @ SDGF&P to see if we can get in on Sunday to setup; Linda & Jenny will meet Wednesday to work through numbers, get orders figured out, etc.
  - Name Tags:
    - Have plastic covers and lanyards
    - Need to get more paper nametags from RC Conventions Bureau and then have them printed with BHDMA Logo (volunteer to print?) – Linda will work on
  - Miscellaneous supplies needed:
    - Easels for student poster session – Jenny will contact Respec, Jim is going to round some up...
    - Coffee pot (last year DOT brought) – Jenny thinks SDGF&P has a small one, she will check with DOT folks to see if they can bring theirs out
    - (Projectors and computers available for use from Outdoor Campus)
    - May need additional extension cords for Vendors
    - Volunteers to take photos during event – Jim will be taking some, Jenny as time allows

**Next board meeting: Monday, December 2, 2 pm MST/3 pm CST**

**4. ADJOURN – 3:31 pm.**



**MINUTES - Board of Directors Meeting**  
**2:00pm MST/3:00pm CST**  
**November 22, 2013**

The board meeting was started at 2:00pm MST. The meeting was held by conference call and adjourned at 2:25pm MST.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Present  
 Erik Nelson – Vice President, Member-at-Large – Absent  
 Gene Bolka – Federal Representative – Absent  
 Samantha Nichols – State Representative – Absent  
 Tamara Randall – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Max Masters – Private Sector Representative - Present  
 Jim Sanovia – Academic Representative – Absent

**2. MINUTES OF PREVIOUS MEETING** – No discussion, review or approval.

**3. OLD BUSINESS**

- Planning for December 9, 2013 Conference:
  - Discussion about conference Speakers:
    - Jenny has put together a draft agenda (see attached) for the conference consisting of one morning session and two concurrent afternoon sessions. ESRI is still pending. We will know by Monday if they are confirmed or not. If not, we will have to move some speakers around or add some additional talks. Otherwise, the agenda is full.
- Discussion on sponsors:
  - Linda has payment from Ferber Engineering and Respec to date.
  - Jenny will contact all of last year's sponsors and exhibitors to see if any more are willing to participate
- Email List Update:
  - Jenny has forwarded the Listserv email list and is asking all Board members to take a look and provide any updates they may have.
- Board Position Nominations:

- Discussion commenced regarding nominations for Board positions. So far Gene Bolka (Fed), James Sanovia (Academic), Chris Nichols (Local) and David Pape have been nominated. Nominations will continue to be sought.
  - **Next board meeting: Monday, November 25, 3 pm MST/4 pm CST**
- 4. ADJOURN – 2:25 pm.**





**MINUTES - Board of Directors Meeting**  
**2:00pm MST/3:00pm CST**  
**November 19, 2013**

The board meeting was started at 2:00pm MST. The meeting was held by conference call and adjourned at 2:50pm MST.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Present  
 Erik Nelson – Vice President, Member-at-Large – Absent  
 Gene Bolka – Federal Representative – Absent  
 Samantha Nichols – State Representative – Present  
 Tamara Randall – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Max Masters – Private Sector Representative - Present  
 Jim Sanovia – Academic Representative – Present (2:15pm MST)

**2. MINUTES OF PREVIOUS MEETING** – No discussion, review or approval.

**3. OLD BUSINESS**

- Planning for December 9, 2013 Conference:
  - Discussion about conference Speakers:
    - Pending:
      - Steve Shivers is trying to get someone from EROS or gal from Spearfish? who has worked on LandSat exclusively
      - Jenny has a contact from the Geographic Names Board – she will follow up
      - Jenny will contact Fugro and ProWest to get more representation from private sector
      - Chris was going to contact Bullberry about talking
      - Jenny will contact Lee Pratt at City of Gillette about possible talk
      - Open Source GIS – Jenny will contact gentleman from last year
    - Confirmed:
      - Ted Ruffledt is willing to talk about South Dakota 911 Update he would like an afternoon time slot if possible

- Micheal Tekle is willing to talk about speaking on cartographic publishing using ArcGIS
- Steve Shivers is willing to talk about USGS National Map Data on Mobile Devices - 15 minutes
- Jenny Sorensen is willing to talk about the Cadastral Initiative – 15 minutes
- Nathan Kupfer is willing to talk about – UAVs and V10 (30 minutes)
- Matt Seidl is willing to talk about – Building the Utility of the Future (45-60 minutes)
  
- Discussion about training:
  - Decided not to have training on a separate day. Will try to have training and talks all combined into one day. The following talks are confirmed and lean more towards training/technical:
  - Jim - GPS to ArcMap training/geotagging photos training (1 hour)
  - Jenny contacted Mike Koutnik at ESRI. They may present a condensed version of the Sharpen Your GIS Skills Seminar <http://www.esri.com/events/seminars/fall-seminar-series/agenda>. She is going to work on getting them to present the full seminar which would cover ½ day.
  - Curtis Price is interested in talking about model builder / geoprocessing (approx. 45 minutes)
  - Curtis Price is interested in talking about Metadata at ArcGIS 10 (30 minutes)
  - Stacey Martin - Data Driven Pages (30 minutes)
  
- Discussion on sponsors:
  - Ferber Engineering will be a sponsor
  - Geographic Innovations will be an exhibitor
  - Black Hills Power will be a sponsor
  - Frontier Precision will be an exhibitor
  - Respec will be sponsor
  - ESRI – pending
  - Also: want to encourage agencies and other non-profits to display (no charge)
    - Jim Sanovia - OLC
  - Jenny will contact all of last year's sponsors and exhibitors to see if any more are willing to participate
  
- Discussion on student poster session:
  - Jenny will update student contest flyer and email to Jim for distribution
  - Jenny will email out another save-the-date notice with poster contest info and map display info

- Jim will be in contact with students to encourage participation from the student side
  - Discussion on general poster session:
    - Jim has lined up the following general posters: Mike Tekle - geologic map, Kevin Kovacs - Wind Cave, Jim Sanovia (TBD), Jenny Sorensen (TBD)
    - The next save-the-date notice will invite others to participate in the general poster session
  - Email List Update:
    - Jenny has forwarded the Listserv email list and is asking all Board members to take a look and provide any updates they may have
    - We will be offering PDHs with this conference – Jenny will contact the engineering community to let them know
    -
  - **Next board meeting: Friday, November 22, 2 pm MST/3 pm CST**
4. **ADJOURN** – 2:50 pm.



**MINUTES - Board of Directors Meeting**  
**2:00pm MST/3:00pm CST**  
**November 13, 2013**

The board meeting was started at 2:00 pm. The meeting was held by conference call and adjourned at 3:15 pm.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Absent  
 Erik Nelson – Vice President, Member-at-Large – Absent  
 Gene Bolka – Federal Representative – Absent  
 Samantha Nichols – State Representative – Present  
 Tamara Randall – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Present  
 Max Masters – Private Sector Representative - Absent  
 Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** – No previous 2013 board meeting minutes to review.

**3. NEW BUSINESS**

- Planning for December 9, 2013 Conference:
  - Conference Speakers:
    - Ideas:
      - Stacey Martin’s talk could fit under workshop training
      - Jenny will contact Mike Koutnik at ESRI regarding topic and possibility of a second speaker
      - Linda will confirm Ted Ruffedt’s talk
      - Jenny will contact Don Jarvinen about geographic names board talk
      - Jenny will contact Curtis Price at USGS about possible talk
      - Jenny will contact Lee Pratt at City of Gillette about possible talk
      - Jim will contact Dr. Price about doing a talk and about possible students as speakers; also IAS
      - Jim will contact Micheal Tekle about speaking on cartographic publishing using ArcGIS
      - Jenny will contact Fugro

- Chris will contact Bulberry about possible talk
- Jenny will ask USGS about possible EROS speaker
- Sam will ask GFP people if they'd like to speak
- Board will think about additional possible private sector speakers (engineering firms, GIS firms)
- 
- Sponsor Ideas:
  - Ferber Engineering will be a sponsor (confirmed)
  - Geographic Innovations will be a sponsor (confirmed); Max is looking into whether they will have a booth
  - Jenny will contact Fugro and Pro-West about potential sponsorship
  - Sam will contact Bulberry Systems about potential sponsorship
  - Matt Seidl at BHP is looking into sponsoring
  - Also: want to encourage agencies and other non-profits to display (no charge)
- Discussion on student poster session:
  - Jim volunteered to head up student poster contest
  - Board decided to run contest like last year with voting and prizes
  - Jenny will update contest flyer and email to Jim for distribution
  - Board decided to also have a place for others to display maps and GIS products (not part of student contest)
  - Jenny will email out another save-the-date notice with poster contest info and map display info
- Discussion on possible training session on Tuesday, Dec. 10
  - Jim offered to provide basic GPS to ArcMap training/geotagging photos training
  - Linda is considering possible training class she could offer
  - Board still deciding if will have training and if training will be as a session during conference or a separate event (second day)
- Email List Update:
  - Jenny will receive list serve email list from Tim Cowman and will forward to board for suggestions of people to add to the list
  - Samantha will send out the last save-the-date notice out to the GFP list serve and the state list serve
- Board nominations
  - Gene Bolka has offered to join the board again for a second term
  - Chris Nichols has offered to continue on for a second term
  - Jim Sanovia has offered to continue on for a second term
- **Next board meeting: Tuesday, November 19, 2 pm MST/3 pm CST**

4. **ADJOURN** – 3:15 pm.



**MINUTES - Board of Directors Meeting**  
**2:30pm MST/3:30pm CST**  
**December 3, 2012**

The board meeting was started at 2:35 pm. The meeting was held by conference call and adjourned at 3:15 pm.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Absent  
 Erik Nelson – Vice President, Member-at-Large – Present  
 Ryan Heaslip – Federal Representative – Present  
 Terry Erickson – State Representative – Present  
 Jhon Goes in Center – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Amy Sorensen – Private Sector Representative - Absent  
 Jim Sanovia – Academic Representative - Absent

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- a. BHDMA Conference Preparation Plans for December 5 Conference:
- Follow-up Items from last board meeting:
    - Jenny will order donuts (about \$60) and pizza/chicken at Pizza Ranch (about \$300) for snacks/lunch
    - Jenny will make reservation at Tally's for dinner evening of Dec 4
    - Ryan will buy ice and bring cooler on Dec 4 to GFP facility
    - Board will vote on whether to approve Eugene Bolka to fill Ryan Heaslip's position through 2013.
  - New Conference Items:
    - Jenny will make 100 copies of agenda
    - Jenny will bring 2 cameras to take pictures during conference
    - Jenny will put together student poster contest voting sheet
    - Jenny will put together poster for BHDMA conference and for student poster conference
    - Set up on Wednesday December 4, 1 – 5 pm.
    - Terry will bring large poster boards and Jenny will bring foam core and easels for display of student posters



**MINUTES - Board of Directors Meeting**  
**2:30pm MST/3:30pm CST**  
**November 30, 2012**

The board meeting was started at 2:35 pm. The meeting was held by conference call and adjourned at 3:40 pm.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Absent  
 Erik Nelson – Vice President, Member-at-Large – Present  
 Ryan Heaslip – Federal Representative – Present  
 Terry Erickson – State Representative – Present  
 Jhon Goes in Center – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Amy Sorensen – Private Sector Representative - Present  
 Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Planning for December 5, 2012 Conference:
  - Draft Conference Agenda:
    - Erik Nelson and Terry Erickson volunteered to be moderators for afternoon sessions
    - Update agenda (final) and have Tim Cowman put on website – Jenny will follow-up on this.
    - Agenda layout looks good – a few additions/changes:
      - Add announcement of student poster winners during afternoon break at 2:30 pm
      - Add names to list of exhibitors and update graphic on agenda (Jenny will follow-up on this)
      - Erik: comment: For future, make note on the exhibitor form that non-profits, schools, have fees waived
      - Erik: comment: Want to be in the black financially for next year's conference
        - Budget for this year's conference:
          - Vendor fees brought in: \$650
          - Student awards given out: \$400

- Food: \$? cost
- Sponsor Board:
  - GeoDigital will pay \$100 fee at conference
- Reminder Email for Conference:
  - Jenny will send out ASAP
  - Have final agenda included on website
  - Jenny will send reminder email with agenda to speakers and vendors. Jenny will ask vendors to set up on Tuesday from 1 – 4 pm and on Wednesday from 7:30 – 8 am and ask them to bring their own extension cord and electrical strip
- Jenny Visited GFP Facilities on Nov. 27<sup>th</sup>:
  - Each attendee has to sign GFP release and waiver form
  - Terry will bring additional electrical strips and cords
  - Terry will bring 2 coffee pots; Jenny will bring coffee, creamer, sugar
  - Set up day before
- Student Posters:
  - Jim will bring easels for posters and boards for map display
  - Jenny will also bring easels and foam core
  - Terry will bring four large foam core boards
- Name Tags:
  - These are ready
  - Jenny will prepare boards that have conference on them and a board for the poster session (Terry putting sponsor board together)
- Food for Conference:
  - Morning snacks: Donuts – Jenny will order and pickup
  - Lunch: Pizza and chicken from Pizza Ranch – Jenny will order
  - Afternoon snacks: ?
  - Beverages: Jenny will have coolers and purchase beverages/ice
- Membership Meeting:
  - Jenny will present
  - Topics:
    - Balance in account
    - Feedback from members
    - Board nominations
    - Give ESRI books away
    - Other?
- Attendance Sheet:
  - Amy will put together attendance sheet
  - Jenny will bring pens and paper for note taking (giveaways)

#### 4. NEW BUSINESS

- Board Nominations:
  - Need nominees for State Rep and Tribal Rep





**MINUTES - Board of Directors Meeting**  
**2:30pm MDT/3:30pm CDT**  
**November 1, 2012**

The board meeting was started at 2:35 pm. The meeting was held by conference call and adjourned at 3:30 pm.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Absent  
 Erik Nelson – Vice President, Member-at-Large – Present  
 Ryan Heaslip – Federal Representative – Present  
 Terry Erickson – State Representative – Present  
 Jhon Goes in Center – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Amy Sorensen – Private Sector Representative - Present  
 Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Planning for December 5, 2012 Conference:
  - Review Attached Sheet – Conference Preparation Status:
    - Amy Sorensen’s talk title: Overview of Use of GIS with 011 Flood Response
    - Terry Erickson can talk 15 minutes on Mobile Applications within DOT
  - Additional Speaker/Sponsor Ideas:
    - Remove Chris Marsh from list of ideas for presentations
    - Schneider Corp won’t be sponsoring (unable to attend)
    - ProWest will be a sponsor
    - Larry Shaffer – responded to email request – will talk on OS GIS
    - Jim Sanovia checking into BHSU speaker
    - Erik will send emails to David Lewis and Claude Vickers of Geodigital to ask to be sponsors
    - PremierGeo – Erik confirming
    - Surdex – Erik will contact Cornell Rowen
- Email List Update:
  - Will be completed before notice sent out

- Save the Date Email
  - Jenny sent out notices on October 31 and November 20
  - Will send out notice on Friday, December 1
- Draft Agenda:
  - Jenny will put draft agenda out and email to speakers and sponsors for their input
- Food for Lunch and Breaks:
  - Last year: Pizza from Pizza Ranch (Jenny will look at cost and report at next meeting)
  - Coolers with pop and water (from Sam's Club)
  - Breaks: cookies/donuts/coffee
  - Terry Erickson will bring two coffee makers
- RSVP for Conference?
  - Instead of an RSVP, will plan for 80 – 90 attendees
- Other Questions, Comments or Additions: None

#### **4. NEW BUSINESS**

- Next Meeting Date and Time:
- Thursday, November 8 at 2:30 MDT/3:30 CDT (Cancelled – rescheduled to Friday, November 30)
- Other Questions, Comments or Additions: None

#### **5. ADJOURN – 3:30 pm.**



**MINUTES - Board of Directors Meeting  
2:30pm MDT/3:30pm CDT  
October 24, 2012**

The board meeting was started at 2:33 pm. The meeting was held by conference call and adjourned at 3:41 pm.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
 Linda Foster – Secretary/Treasurer - Absent  
 Erik Nelson – Vice President, Member-at-Large – Present  
 Ryan Heaslip – Federal Representative – Present  
 Terry Erickson – State Representative – Present  
 Jhon Goes in Center – Tribal Representative – Absent  
 Chris Nichols – Local Representative – Absent  
 Amy Sorensen – Private Sector Representative - Absent  
 Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- December 5 Conference Planning:
  - Review Attached Sheet – Conference Preparation Status:
    - Remove Kevin Kuchenbecker as a potential speaker
    - Correction: Cathy Nietzert, USGS, UAV
    - Correction: Ryan Heaslip: FS VegSpatial (tracking vegetation and timber)
    - FUGRO confirmed as exhibitor on 10/26/12
    - Need to find contact for Sanborn (Kevin Kuhlman no longer with company)
    - Sponsor Board will be about 34" x 44". Have sponsors send high-resolution logos to Terry Erickson
    - Jenny will put together a flyer for the poster contest and email to Board
    - Prizes will be given only to student posters
    - Information on contractor for 1-foot imagery for Black Hills: Surdex, Chesterfield, MO, contact Tim Donze, 314-422-7616 (Information from Ryan Heaslip, 10/25/12)
  - Additional Speaker/Sponsor Ideas:

- Erik Nelson volunteered to speak on Statewide Address Program project
- Terry Erickson will look into speaking on mobile applications in the DOT and other state agencies
- Jenny Sorensen will speak for 15 minutes, rather than 30 minutes
- Doug Ninas – Could consider asking him to speak if need additional speakers
- Jim Sanovia will call Corey Smith to confirm that he will speak
- Jenny Sorensen will contact Cathy Nietzert to confirm her conference talk
- Also ask sponsors if they are interested in giving a presentation
- Erik Nelson will ask GeoDigital about being a sponsor/vendor (received LIDAR state contract)
- Erik Nelson will speak with Rachel Headley of EROS (located in Spearfish) regarding presenting at conference
- Erik Nelson will find out who flew SD NAIP imagery this year to ask if they want to be a sponsor
- Email List Update: Jenny Sorensen: Problems with email list updates, making progress in cleaning up list
- Save the Date Email: Jenny Sorensen: Going out as soon as BHDMA List Serve email list is updated
- Other:
  - Erik Nelson – Suggestion: Have vendors speak over lunch

#### **4. NEW BUSINESS**

- Discussion on Guidelines for Appropriate Content for BHDMA List Serve Emails (Tim Cowman requested that the Board consider setting up guidelines):
  - Board decision at this time that the content put on the list serve at this time is appropriate.
- Next Meeting Date and Time:
  - Thursday, November 1 at 2:30 MDT/3:30 CDT
    - Draft agenda to include discussion of meeting agenda and food for lunch and breaks

#### **5. ADJOURN – 3:41 pm.**



**MINUTES - Board of Directors Meeting  
2:30pm MST/3:30pm CST  
October 15, 2012**

The board meeting was started at 2:33 pm. The meeting was held by conference call and adjourned at 3:37 pm.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large – Absent  
Ryan Heaslip – Federal Representative – Present (2:46pm)  
Terry Erickson – State Representative – Absent  
Jhon Goes in Center – Tribal Representative – Absent  
Chris Nichols – Local Representative – Present  
Amy Sorensen – Private Sector Representative - Present  
Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Jenny has confirmed that the rooms are reserved at the SDGF&P Outdoor campus for December 5. They are fine with us setting up like we did last year and if we need some overflow for vendors, etc. out in the open area, that's ok. Food in the open area like last year is also fine. It was indicated that there is some overflow parking available since that was a concern last year.
- Jenny and Linda have both gone through the listserv list and updated the information. Jenny has also done some updating as far as adding local government contacts. She will send the list out to everyone tonight for others to make any revisions. Please review and turnaround in a day or so- need to get the list back to Tim for upload.
- Jim got speaker confirmation from Cathy Neitzert - USGS UAV, Corey Smith Northern Plains Epidemiology Center - GIS in Health, Maribeth Price if needed - Lightning Strikes with Black Hills Power, Linda talked to Nathan Kupfer - Frontier Precision - willing to vend and talk if not in conflict with another conference he's attending, Ryan talked to Ellen Madden - PE Co/Rapid City - they are willing to talk about the updates made to RapidMap

- Jenny will get an announcement out for the conference this week on the listserv. It will be a save the date as well as a call for vendors and speakers. The vendor form will be posted on the website for vendors to download and fill out. They will be sent back to Jenny and she'll keep track of payment. Amy will update the form and get it back to Jenny. Terry has agreed to handle the vendor appreciation poster again this year.
- Jim is working on getting posters - six graduate students and five undergraduates are lined up to date. Discussion commenced regarding prize money. Jenny proposed \$200, \$100, \$100 for the awards. Discussion commenced. General consensus to proceed with these amounts.
- Upcoming expiring Board Member Terms were discussed. Jenny will announce the positions opening up in the conference announcement.
- Jim mentioned possibly having an OLC booth set up to demonstrate Lidar. The USFS may also be interested in setting up an educational booth.
- Jim brought up another potential speaker idea - Kristi with Fugro Horizons and GeoPDFs.

#### **4. NEW BUSINESS**

- 5. ADJOURN** – 3:37 pm. Next board meeting October 22, 2012, 2:30pm MST/  
3:30pm CST.



**MINUTES - Board of Directors Meeting**  
**9:30am MST/10:30am CST**  
**October 5, 2012**

The board meeting was started at 9:30 am. The meeting was held by conference call and adjourned at 10:40 am.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large – Absent  
Ryan Heaslip – Federal Representative – Present  
Terry Erickson – State Representative – Absent  
Jhon Goes in Center – Tribal Representative – Absent  
Chris Nichols – Local Representative – Absent  
Amy Sorensen – Private Sector Representative - Present  
Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Jenny has been working on updating the listerv list and will return it back to Tim so it will be updated for the conference announcement. Linda will also take a look and make any additions/corrections she can. Jenny will check last year's attendance list against the listserv list to make sure any new participants are added.
- Jenny Talked to Keith with GF&P - Tues Nov 27 two of the rooms are available, Wed Dec 5 all rooms available all day. Discussion commenced. Unanimous consensus for Dec 5, 2012.
- Jenny will get an announcement out for the conference early next week on the listserv.
- Discussion commenced regarding vendors/sponsors - Jenny will talk to Fugro, Prowest, ESRI, USGS, Linda will talk to Frontier Precision, Amy will talk to Compass Tools. Jenny will also send out a blanket email to vendors with the form. Amy will send out last year's form.
- Jenny is looking for ideas for speakers: Amy with HDR - topic ?, City of Rapid City - new Rapidmap/parcel fabric migration (Don Jarvinen), Meade County - Bill Rich and the move from Beacon to own enterprise system, Custer County - enterprise GIS (Chris Nichols), City of Deadwood - Kevin Kuchenbecker and Mt. Moriah in the Cloud, Tribal

GIS updates - Jim Sanovia, USFS - Ryan Heaslip and veg tracking, Linda brought up changes happening in the GPS community (Glonass, narrowbanding, Lightsquared, etc) - she will contact Nathan with Frontier and see if he would be willing to present on this topic. Linda will also talk to Kevin with City of Deadwood to see if he'd speak. Jenny is contacting ESRI to see who they might have available for talks. Also Lidar presentation - one of Dr. Larry Stetler's students is working with it at Sanford Lab Jim will see if they would, USGS Huron office - UAV/Lidar, RTK data collection for bank erosion - Jim will see if they would be willing to talk.

- Jim updated on poster session - OLC, SDSU and SDSM&T were together on a grant - approx. 8 posters were submitted to AIPG, most with a GIS component. Jim will work on getting some students recruited.

#### **4. NEW BUSINESS**

- 5. ADJOURN** – 10:40am. Next board meeting October 15, 2012, 2:30pm MST/  
3:30pm CST.





**MINUTES - Board of Directors Meeting  
9:30am MST/10:30am CST  
September 28, 2012**

The board meeting was started at 9:30 am. The meeting was held by conference call and adjourned at 10:10 am.

**1. ROLL CALL OF MEMBERS**

Jenifer Sorensen – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large – Present  
Ryan Heaslip – Federal Representative – Present (9:54am)  
Terry Erickson – State Representative – Absent  
Jhon Goes in Center – Tribal Representative – Absent  
Chris Nichols – Local Representative – Absent  
Amy Sorensen – Private Sector Representative - Present  
Jim Sanovia – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - None reviewed.

**3. OLD BUSINESS**

- None.

**4. NEW BUSINESS**

- Upcoming conference planning - Jenny has contacted SDGF&P and tentatively scheduled November 13 and 14. Some feedback received discouraged having the conference over GIS Day. Jenny will check to see what's available for the last week of November or the first week of December.
- Discussion commenced regarding a second day or half day of training or maybe holding some training workshops concurrently and having a one-day conference. Will put out a notice on the listserv of the date along with a call for presentations and training ideas.
- Need to put a call out to vendors as soon as dates, etc. are set.
- Treasurer's report – Balance of \$6,386.52. State sales tax report - filed.
- Discussion commenced regarding a poster session - possibly digital. Jim will work on recruiting.

**5. ADJOURN** – 10:10am. Next board meeting October 5, 2012. Time to follow.



**MINUTES - Board of Directors Meeting**  
**1:00pm MST/2:00pm CST**  
**October 4, 2011**

The board meeting was started at 1:05 pm. The meeting was held by conference call and adjourned at 1:42 pm.

- **ROLL CALL OF MEMBERS**

Open – President – Absent

Linda Foster – Secretary/Treasurer - Present

Erik Nelson – Vice President, Member-at-Large - Present

Eugene Bolka – Federal Representative – Present

Terry Erickson – State Representative – Present 1:13pm

Jhon Goes in Center – Tribal Representative –

Bill Rich – Local Representative –

Amy Sorensen – Private Sector Representative - Present

Foster Sawyer – Academic Representative - Present

- **SPECIAL MEETING - CONFERENCE PLANNING**

- Discussion commenced regarding lining up speakers for the conference. So far there have been three abstracts submitted. Need to recruit more speakers. Foster is going to contact some folks in the academic area. Linda will contact RC/PC GIS, Black Hills Power & Light and Respec Engineering. Erik & Terry are going to work on the State agencies and planning districts.
- Discussion commenced regarding vendors. Erik is going to see if he can get a list from Steve. Otherwise, we probably need to get an announcement out calling for vendors.
- Terry is going to call Tim Cowman to see if he will post the vendor registration form to the website and change the location for the conference on the website.
- Erik is going to call ESRI to see if they are interested in giving a talk/vending/providing give-aways for GIS Day, etc.

- **ADJOURN** – 1:42 pm. Next meeting October 18, 2011.



**MINUTES - Board of Directors Meeting  
1:00pm MST/2:00pm CST  
September 20, 2011**

The board meeting was started at 1:10 pm. The meeting was held by conference call and adjourned at 2:05 pm.

- **ROLL CALL OF MEMBERS**

Open – President – Absent

Linda Foster – Secretary/Treasurer - Present

Erik Nelson – Vice President, Member-at-Large - Present

Eugene Bolka – Federal Representative – Present

Terry Erickson – State Representative – Present

Jhon Goes in Center – Tribal Representative – Absent

Bill Rich – Local Representative – Present - 1:16pm MST

Amy Sorensen – Private Sector Representative - Present

Foster Sawyer – Academic Representative - Present - 1:40pm MST

- **MINUTES OF PREVIOUS MEETING** - No additions or corrections. Terry made a motion to Erik 2nd to approve the minutes. Motion carried unanimously.

- **OLD BUSINESS**

- Steve Shivers mentioned at the last board meeting that there had been some discussion at the federal level that may restrict his ability to work with non-profits. He did receive confirmation that serving as BHDMA President is in conflict with his position and he tendered his resignation as President of Black Hills Digital Mapping Association effective August 29, 2011. Per the BHMA bylaws, the Vice-President (Erik Nelson) shall fill the remainder of Steve's term (expires December 31, 2011).
- Still chasing one vendor payment from the last conference - Linda will visit with Steve about this item.
- Discussion picked up regarding the upcoming conference to be held on November 16, 2011. Two venues were discussed - Black Hills State University in Spearfish and the GF&P Outdoor Campus West. Erik

had already reserved the GF&P facility. There will be no charge to use this space. BHSU would be an expense to us. Terry made a motion use the GF&P center for the conference and Gene 2nd the motion. Motion carried unanimously. Erik will confirm that we are reserved and he will get Linda contact information so she can go over and check on the size of the facility for seating and how much room is available for vendors.

- Need to put out a call for presentations and also a meeting reminder. Linda will draft an announcement and send it out to the membership for approval with the goal that it will go out by this Friday, September 23, 2011. Erik will make sure it gets sent out on the listserv and Terry will be the point of contact for collecting presentation abstracts. The deadline for presentation abstracts to Terry will be October 15, 2011. Linda made a motion to send out a call for presentations. Terry 2nd the motion. Motion carried unanimously.
- Terry, Linda and Gene all indicated they would be willing to present and will submit abstracts accordingly.
- Discussion commenced regarding having a membership meeting during the conference and the consensus was to hold it before or after lunch to help encourage participation.
- Erik indicated that Steve may be able to serve as conference chair. Terry made a motion to nominate Steve Shivers as conference chair. Bill 2nd the motion. Discussion commenced regarding contacting him to see what level of responsibility he can and/or is willing to take on.

- **NEW BUSINESS**

- In light of Steve's resignation, several items were discussed: where Steve was at with the IRS on the tax issue (Linda will follow up with Steve), who should be charged with picking up the mail (Linda can for now) and whether or not two signatures are required for signing checks. Linda will check on this. If so, we'll need to get someone else signed on to the account.
- Because the conference date is rapidly approaching, Erik suggested having board meetings every two weeks until the conference. The next meetings will be October 4, October 18 and November 1, all at 1:00pm MST / 2:00pm CST.
- Treasurer's report – Balance of \$6,142.99

- **ADJOURN** – 2:05pm Erik made motion to adjourn. Terry 2nd the motion. Motion carried unanimously.



**MINUTES - Board of Directors Meeting**  
**2:00pm MST/3:00pm CST**  
**July 28, 2011**

The board meeting was started at 2:04 pm. The meeting was held by conference call and local attendance, and adjourned at 2:31 pm.

- **ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large - Present  
Eugene Bolka – Federal Representative – Present  
Terry Erickson – State Representative – Absent  
Jhon Goes in Center – Tribal Representative – Present  
Bill Rich – Local Representative – Present  
Amy Sorensen – Private Sector Representative - Present  
Foster Sawyer – Academic Representative - Absent

Steve welcomed new board members Amy Sorensen and Jhon Goes in Center and asked them to introduce themselves to the group.

- **MINUTES OF PREVIOUS MEETING** - No additions or corrections.

- **OLD BUSINESS**

- Still chasing one vendor payment from the last conference.

- **NEW BUSINESS**

- Steve mentioned that there has been some activity at the federal level that may restrict his ability to work with non-profits. He wanted to make the board aware that it may impact his ability to serve as President of BHDMA.
- Steve asked about holding a one-day conference this fall. The group concluded that November 16, 2011 - GIS Day would be a good date to tentatively schedule the conference.

- Discussion commenced regarding a location. Black Hills State, SD GFP West Campus and SDSM&T were all offered as options. If we want to do a training type workshop we may need to use SDSM&T. Steve will check on Black Hills State and SDSM&T availability.
  - Erik is going to check on getting someone set up to do a training and on Black Hills State and GFP availability.
  - Bill suggested we continue to include vendors.
  - Some discussion commenced regarding formalizing the group further. Perhaps charging membership fees and providing more for the members investments. Most input indicated that in today's economic times it would probably be best to continue providing free services as long as we can.
  - A question was asked as to whether or not the taxes have been straightened out. Last year's return is fine, but Steve will visit with our Tax accountant to get the outstanding issue from several years ago figured out.
- 
- Treasurer's report – Balance of \$6,142.99
- 
- **ADJOURN** – 2:31pm



**MINUTES - Board of Directors Meeting  
2:30pm MST/3:30pm CST  
November 4, 2010**

The board meeting was started at 2:40 pm. The meeting was held by conference call and local attendance, and adjourned at 3:00 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large - Present  
Eugene Bolka – Federal Representative – Absent  
Roger Brees – State Representative – Present  
Sheldon Fletcher – Tribal Representative – Absent  
Bill Rich – Local Representative – Present (3:55pm)  
Jennifer Ward – Private Sector Representative - Present  
Foster Sawyer – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Fall Conference - Steve has been checking into food for the conference - coffee, punch, pastries, 25 pizzas totaling approximately \$600.00. Foster made a motion to approve up to \$600.00 for food for the conference. Erik 2nd the motion. Motion carried unanimously.
- Foster noted that the poster contest payout flyer states \$200.00 for first and \$100.00 for second place.
- Steve has advertised in several places for the conference. Erik will check with the DOE to see if there is an easy way to reach the teachers/schools.
- Two checks have come in so far from exhibitors - 6 have indicated they are coming.
- Steve is going to check out the Surbeck Center to find out when exhibitors can set up, etc.

#### **4. NEW BUSINESS**

- Treasurer's report – Balance of \$6,697.09
- Sales tax form needs to be filled out and sales tax paid. Steve and Linda will get together to make this happen.
- Need to have business meeting during the conference - some topics to discuss are election of officers for the positions that will be opening up at the end of the year, dates for a statewide GIS conference in the spring and input from members for direction/visioning of the group. Steve will put together an agenda and send it out to the membership prior to the meeting. Linda will prepare a budget report for the meeting.
- Linda will get past meeting minutes to Tim Cowman to update the Association's website.

#### **5. ADJOURN – 3:00pm**





**MINUTES - Board of Directors Meeting  
2:30pm MST/3:30pm CST  
September 29, 2010**

The board meeting was started at 2:35 pm. The meeting was held by conference call and local attendance, and adjourned at 3:00 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large –Present  
Eugene Bolka – Federal Representative – Present  
Roger Brees – State Representative – Present  
Sheldon Fletcher – Tribal Representative – Present  
Bill Rich – Local Representative – Absent  
Jennifer Ward – Private Sector Representative - Present  
Foster Sawyer – Academic Representative - Present

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Fall Conference and membership meeting scheduled for November 17, 2010 at SDSM&T. Steve put out a call for abstracts and has received four and some additional topics were added . So far the topics are: ArcGIS 10, statewide broadband mapping/addressing, python, precision agriculture, economic recovery and advanced elevation program study. Foster indicated an interest in finding out if we could get someone who was involved in the gulf oil spill in as a speaker as well.
- Foster asked about a poster session for students. A motion was made to offer a \$100.00 first place prize and \$50.00 second place prize. Motion carried unanimously. A motion was also made invite vendors with a \$100.00 charge. The motion carried unanimously.
- Metadata Training. The instructor has backed out. Discussion commenced regarding having ESRI come out for an ArcGIS 10 seminar.

- Lunch during the conference will not be provided, but refreshments for breaks will be.
- There will not be a charge for members to attend the conference.
- Issues with the IRS - Steve has been working to resolve issues with the IRS regarding our payments. He will keep us updated as he learns more.

#### **4. NEW BUSINESS**

- Treasurer's report – Balance of \$6,697.09

#### **5. ADJOURN – 3:00pm**



**MINUTES - Board of Directors Meeting  
2:00pm MST/3:00pm CST  
June 15, 2010**

The board meeting was started at 2:00 pm. The meeting was held by conference call and local attendance, and adjourned at 2:25 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large – Absent  
Eugene Bolka – Federal Representative – Present  
Roger Brees – State Representative – Present  
Sheldon Fletcher – Tribal Representative – Present  
Bill Rich – Local Representative – Present  
Jennifer Ward – Private Sector Representative - Present  
Foster Sawyer – Academic Representative - Present

Ryan Heaslip - Guest (U.S. Forest Service)

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- Fall Conference. Steve polled the Board to see if sometime during the last two weeks of September would work for a fall conference. The feedback was positive. Steve was thinking along the lines of a one-day conference with a metadata and/or other workshop(s) the day(s) before and/or after. Discussion commenced regarding using the SDSM&T campus. Foster suggested locking in the date and time soon so facilities can be scheduled. Steve will get together with Foster or Maribeth Price to look at what is available for space and learn more about computer lab availability. Once the date and location are finalized Steve will send out a request for presentations.
- Metadata Training. Discussion commenced regarding the hosting of metadata training. Questions were brought up regarding which standards are being used and what to focus on for training. Steve is going to seek out instructors and find out how much it will cost to get

someone in. There may be an opportunity to split the training up so part of it is FGDC geared and the other part ISO and/or other standards and how they relate to the ArcGIS 10 release. Foster made a motion to spend up to \$500.00 on getting a trainer in. Gene seconded the motion. The motion carried unanimously.

#### **4. NEW BUSINESS**

- Treasurer's report – Balance of \$6,697.09
- Issues with the IRS - Steve has been working to resolve issues with the IRS regarding our payments. He will keep us updated as he learns more.
- There is a lot of activity with Lidar acquisition in South Dakota right now. Many agencies are collaborating and pooling resources to acquire the data. Steve hopes that most of SD will have coverage in the next couple of years.

#### **5. ADJOURN – 2:25pm**



**MINUTES - Board of Directors Meeting  
2:00pm MST/3:00pm CST  
February 25, 2010**

The board meeting was started at 2:02 pm. The meeting was held by conference call and local attendance, and adjourned at 2:27 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Erik Nelson – Vice President, Member-at-Large – Present  
Eugene Bolka – Federal Representative – Present  
Roger Brees – State Representative – Present  
Sheldon Fletcher – Tribal Representative – Present  
Bill Rich – Local Representative – Present  
Jennifer Ward – Private Sector Representative - Absent  
Foster Sawyer – Academic Representative - Absent

**2. MINUTES OF PREVIOUS MEETING** - No additions or corrections.

**3. OLD BUSINESS**

- None.

**4. NEW BUSINESS**

- Treasurer's report – Balance of \$6,975.25
- Steve asked for input regarding the filing of the taxes. The consensus was to remain with TPA West. Linda will proceed with filing. Steve is still working on getting the issue from a couple of years ago resolved with IRS.
- Metadata Training - There was a positive response to Steve's inquiry for metadata training. Steve is going to pursue this further to see if there is a cost to get a trainer here, find out how long the training would take (day long, or less) and see if the ISO standard has been adopted or not. Discussion commenced regarding the possibility of incorporating it into the conference.

- Discussion commenced regarding holding a conference in Rapid City this spring. Steve was leaning towards a one-day conference with paper presentations. Linda asked about incorporating some concurrent training/workshop sessions since it was well received at the Pierre conference and members are always looking for ways to navigate the GIS learning curve. This is especially frustrating right now for many of our local users because travel and training budgets are so tight. Ideas were exchanged regarding topics that could be covered:
  - metadata
  - web gis
  - basic cartographic principles
  - introduction/refresher for map projections & coordinate systems
  - using model builder
  - versioning
  - geocoding
  - incorporating photos into feature classes
  - layered .pdfs / GeoPDFs
  - Analysis tools
  - GIS basics
  - geodatabase design
  - field data collection options/workflows
  - GISP certification
  - programming basics (python, etc.)

The last week of April, possibly the 29th, was targeted for holding the conference. Steve is going to check around to see what is available for space (hotels, SDSM&T campus, etc.). He is also going to send an email out to the listserv to see if anyone knows of major conflicts around this date. Included in this email will be a request for abstracts and input from the membership regarding the inclusion of workshops and what topics would be of interest.

- In light of the fact that the end of April is rapidly approaching, the next board meeting has been scheduled for March 11, 2010 at 2:00pmMT, 3:00pmCST.

**5. ADJOURN – 2:24pm**



**MINUTES - Board of Directors Meeting  
2:00pm MST/3:00pm CST  
December 10 , 2009**

The board meeting was started at 2:04 pm. The meeting was held by conference call and adjourned at 2:24 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Foster Sawyer – Vice President, Member-at-Large – Absent  
Eugene Bolka – Federal Representative – Absent  
Roger Brees – State Representative – Present  
Sheldon Fletcher – Tribal Representative – Absent  
Bill Rich – Local Representative – Absent  
Jennifer Ward – Private Sector Representative - Present

**2. MINUTES OF PREVIOUS MEETING -**

**3. OLD BUSINESS**

- State Conference recap: We are still waiting for a couple of presentations to be posted to the website and then Steve will send a notice out letting everyone know they are available. Steve reported that the conference brought in \$3,300.00 and the expenses totaled \$2362.33. The State conference committee has indicated a desire to keep the money as a carryover for the next state-wide conference in 2011.

**4. NEW BUSINESS**

- Treasurer's report – Balance of \$6,775.25
- Steve brought up needing nominations for the Board positions that are opening. The positions that are opening are President, Vice President, Federal Representative, Academic Representative and Local Representative. Gene and Steve are interested in continuing on the Board. Steve is going to send out an email opening up nominations. Nominations

will be open until the first week of January and elections will be held two weeks after.

- Steve proposed hosting a Black Hills conference this spring. Roger indicated that Comfort Inn Suites in Rapid City has a special offer of State rates for all attendees and will send the specifics to Steve.
- Next board meeting – Steve Shivers will schedule the next board meeting.

**5. ADJOURN – 2:24pm**





**MINUTES - Board of Directors Meeting  
2:00pm MST/3:00pm CST  
May 21, 2009**

The board meeting was started at 2:03 pm. The meeting was held by conference call and adjourned at 2:28 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Present  
Foster Sawyer – Vice President, Member-at-Large – Absent  
Eugene Bolka – Federal Representative – Present  
Roger Brees – State Representative – Absent, submitted proxy  
Sheldon Fletcher – Tribal Representative – Present  
Bill Rich – Local Representative – Present  
Jennifer Ward – Private Sector Representative - Present

**2. MINUTES OF PREVIOUS MEETING - approved**

**3. OLD BUSINESS**

- Cadastral Task Force update – Steve is planning to personally contact the remaining counties that did not respond to the survey.
- 2009 South Dakota GIS Conference update – Steve updated the group indicating that the conference is scheduled for September 1-2, 2009 at the Ft. Pierre AmericInn. No deposit has been required to hold the space, but 35 rooms will still have to be rented in order to not have to pay the \$400/day conference space rent.
- Steve asked the group if they would support using the BHDMA bank account to handle any financial transactions that are required for the conference and also proposed using a service such as Google Checkout for processing vendor registration credit cards. Discussion commenced and the consensus was that there probably isn't enough need for accepting credit cards to go through the effort of setting up the service. Bill made a motion that BHDMA handle financial transactions for the conference. Eugene seconded the motion. The motion carried unanimously.

- Steve requested sponsorship from the BHDMA to support the conference. Discussion commenced. Eugene made a motion to provide up to \$1,000.00 towards conference expenses, if needed. Bill seconded the motion. The motion carried unanimously.
- Steve visited with Tim Cowman in regards to using the BHDMA website to post conference materials and also asked the Board for support in using this site as a means of communication for the conference. Steve made a motion to use the BHDMA website for publishing conference related materials. Eugene seconded the motion. The motion carried unanimously.

#### **4. NEW BUSINESS**

- Treasurer's report – Balance of \$6,105.58
- Other Business – Steve reported that South Dakota may get flow again for imagery before 2011 due to stimulus funding. He also reported that a Black Hills area Lidar project could come to fruition since the USACE is devoting funding to study the Cheyenne River area.
- Next board meeting – Steve Shivers will schedule the next board meeting.

#### **5. ADJOURN – 2:28pm**



**MINUTES - Board of Directors Meeting  
2:30 pm MST/3:30 CST  
February 11, 2009**

The board meeting was started at 2:30 pm. The meeting was held by conference call and adjourned at 3:20 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – President – Present  
Linda Foster – Secretary/Treasurer - Absent  
Foster Sawyer – Vice President, Member-at-Large – Present  
Eugene Bolka – Federal Representative – Present  
Roger Brees – State Representative – Present  
Sheldon Fletcher – Tribal Representative – Present  
Bill Rich – Local Representative – Present  
Lisa Pingrey – Academic Representative - Absent  
Jennifer Ward – Private Sector Representative - Present

Also present: Jenny Sorensen, taking notes for Linda Foster

**2. INTRODUCTIONS**

Members of the board introduced themselves.

**3. MINUTES OF PREVIOUS MEETING - approved**

**4. OLD BUSINESS**

- Cadastral Task Force update – Jenny Sorensen
  - Need to finish up collecting survey responses from counties that have not responded so far. Steve Shivers has volunteered to contact counties that have not responded – Jenny Sorensen will provide Steve with contact info.

**5. NEW BUSINESS**

- Treasurer's report – Balance of \$6,612.56

- Banking and Taxes
  - In the process of transferring Linda Foster's name to the bank account (Steve Shivers and Foster Sawyer also need to sign document at BH Federal Credit Union)
  - In the process of making an appointment to meet with tax preparer. Linda Foster and Jenny Sorensen will attend meeting.
  
- 2009 South Dakota GIS Conference
  - Steve Shivers organizing effort to hold statewide GIS conference this fall during first week in September (1<sup>st</sup> – 3<sup>rd</sup>)
  - Also participating on conference committee: Ryan Hartley, Harry Redman, Roger Brees
  - Conference space available at Ft. Pierre AmericInn in Ft. Pierre. Fee for facility is \$400 per day, and fee is waived if 35 rooms are rented at hotel in conjunction with event. There is no in house catering at the hotel.
  - Steve Shivers requested that BHDMA help with expenses associated with the event.
  - Foster Sawyer made a motion to allow Steve Shivers to use BHDMA funds to reserve hotel facilities if needed. A decision will be made later regarding whether BHDMA will sponsor conference. Bill Rich seconded and the motion passed.
  
- Other Business - None
  
- Next board meeting – Steve Shivers will schedule the next board meeting for some time in April 2009

**6. ADJOURN** – 3:20 pm



**MINUTES - Board of Directors Meeting**  
**1:00 p.m. MDT/2:00 pm CDT**  
**September 16, 2008**

The board meeting was started at 1:15 pm MDT. The meeting was held by conference call and adjourned at 1:44 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – present  
Foster Sawyer – absent  
Eugene Bolka – present  
Jenny Sorensen – present  
Lisa Pingrey – absent  
Tim Cowman – present  
Dan Falbo – present  
Bill Rich – absent  
James Rattling Leaf – absent

**2. MINUTES OF PREVIOUS MEETING**

Approved

**3. OLD BUSINESS**

**a. Final Planning for BHDMA Conference on September 25th**

- Vendors so far: GIS Workshop, Frontier Precision, ProWest & Associates, ESRI
- Bill Rich and Steve Shivers will view the community center facilities before the event.
- Included BHDMA membership meeting in revised agenda. Steve Shivers (President) will lead membership meeting. Need to include in the membership meeting:
  - Treasurer's report
  - List what board positions will be open at the end of the year and make a call for nominations
  - Give summary report of organization activities over the last year.
    - Website improvements
    - Listserve changes

- CAP Grant activities
- Other?

- **ACTION ITEMS:**

- **Tim Cowman:** Will put revised agenda on BHDMA website
- **Steve Shivers:**
  - Will send out a reminder email to BHDMA listserv with request for RSVP to get a head count
  - USG will pay for EROS speaker's travel expenses
  - Will send email to speakers to remind them that they will be speaking and when
  - Will find out about facilities available to vendors (power, internet, reserve about 6 tables)
  - Will check regarding availability of microphone
  - Putting together thank-you certificates for speakers
  - Will bring two coolers with ice
  - Will bring laptop and projector for presentations
  - Will bring name tags and markers
  - Will put together list of restaurants to announce before the lunch break
- **Eugene Bolka:**
  - Will bring two coolers with ice
- **Jenny Sorensen:**
  - Will email Steve Van Aartsen regarding reimbursement by BHDMA for his travel expenses
  - When facility info is available, Jenny will email vendors with specifics
  - Will email vendors regarding helping to sponsor snacks. If we don't get enough interest, BHDMA will cover snacks.
  - Will print sign-in sheets and agenda for distribution at meeting
- **Bill Rich:**
  - Will confirm that the Mayor of Sturgis will give welcome

- **Revised agenda:**

- 8:00 – 9:00 Refreshments/Exhibitors
- 9:00 – 9:10 Welcome
- 9:10 – 9:40 Meade County GIS – Bill Rich
- 9:40 – 10:15 ESRI – Dan Falbo
- 10:15 – 10:30 Break
- 10:30 – 10:50 BHDMA Website – Tim Cowman
- 10:50 – 11:50 EROS – Sandra Poppenga  
Sioux Falls LIDAR – Steve Van Aartsen
- 11:50 – 1:15 Lunch
- 1:15 – 1:45 Cadastral Initiative Update/ Results of Statewide Parcel Survey, Jenny Sorensen, FourFront Design, Annette Theroux, ProWest & Associates
- 1:45 – 2:15 BHDMA Membership Meeting
- 2:15 – 2:45 RESPEC – GIS Land Use Development Suitability Model, Matt Minnick

- 2:45 – 3:15 Federal Update – USGS – Steve Shivers
- 3:15 – 4:00 Refreshments/Exhibitors

**4. ADJOURN – 1:44 pm MDT**



**MINUTES - Board of Directors Meeting**  
**2:00 p.m. MDT/3:00 pm CDT**  
**August 18, 2008**

The board meeting was started at 2:00 pm MDT. The meeting was held by conference call and adjourned at 3:10 pm.

**1. ROLL CALL OF MEMBERS**

Steve Shivers – present  
Foster Sawyer – present  
Eugene Bolka – present  
Jenny Sorensen – present  
Lisa Pingrey – absent  
Tim Cowman – absent  
Dan Falbo – absent  
Bill Rich – absent  
James Rattling Leaf – absent

Guest: Kyleen Garrigan, USFS

**2. MINUTES OF PREVIOUS MEETING**

Approved

**3. OLD BUSINESS**

**a. Cadastral Task Force update**

- Jenny Sorensen provided update to the activities of the cadastral committee:
  - Pro-West & Associates hired to complete parcel data survey for SD. Used remaining grant dollars to fund survey.
  - Committee edited, reviewed, and approved parcel data questions. Survey will begin shortly and Annette Theroux will present preliminary results at next BHDMA conference in September.
  - CAP grant completed (as of 7/31/08), final financial report submitted, final report needs to be completed and submitted.



**b. Next association meeting (September 25, 2008)**

• **ACTION ITEMS:**

- Foster Sawyer will post meeting agenda on SDSM&T campus.
  - Foster Sawyer will contact Tim Cowman regarding speaking at the meeting.
  - Steve Shivers will contact Bill Rich regarding whether vendors will be able to exhibit at the Sturgis Community Center, whether tables will be available, and whether snacks are approved. Steve will also ask Bill to speak at conference.
  - Steve Shivers will contact Steve Van Aartsen regarding speaking at the meeting.
  - Steve Shivers will email agenda to BHDMA listserve.
  - Steve Shivers will contact other agencies in area by phone regarding attending (BHSU, others).
  - Tim Cowman will update website with agenda.
  - Jenny Sorensen will contact potential vendors by email after agenda is sent out to invite them to exhibit and to ask for sponsorship for snacks/refreshments.
- Draft agenda:
- 8:00 – 9:00 Refreshments/Exhibitors
  - 9:00 – 9:10 Welcome
  - 9:10 – 9:40 Meade County GIS – Bill Rich
  - 9:40 – 10:30 ESRI – Dan Falbo, Sam Klimoski
  - 10:30 – 10:50 Break
  - 10:50 – 11:50 EROS – Sandra Poppenga  
Sioux Falls LIDAR – Steve Van Aartsen
  - 11:50 – 1:15 Lunch
  - 1:15 – 1:45 Cadastral Initiative Update/ Results of Statewide Parcel Survey, Jenny Sorensen, FourFront Design, Annette Theroux, ProWest & Associates
  - 1:45 – 2:15 BHDMA Website – Tim Cowman
  - 2:15 – 2:45 RESPEC – GIS Land Use Development Suitability Model, Matt Minnick
  - 2:45 – 3:15 Federal Update – USGS – Steve Shivers
  - 3:15 – 4:00 Refreshments/Exhibitors

**4. NEW BUSINESS**

**a. Treasurer's report**

- Balance in checking account: \$6,624.33
- Will have to file and pay state sales tax in September

**b. Next board meeting – Tuesday, September 16, 1 pm MDT, 2 pm CDT**

**5. ADJOURN – 3:10 pm MDT**

## **Black Hills Digital Mapping Association – Board Meeting Minutes 7/17/08**

Board meeting was started at 1:10 pm MDT. The meeting was held by conference call and adjourned at about 2:50 pm MDT.

### **1. ROLL CALL OF BOARD MEMBERS**

Steve Shivers, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Bill Rich, Local Representative – present  
 Tim Cowman, State Representative – present  
 Eugene Bolka, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – present  
 Dan Falbo, Private Sector Representative – present  
 Lisa Pingrey, Academic Representative – present  
 Foster Sawyer, Member-at-Large; Vice-President – present

### **2. MINUTES OF PREVIOUS MEETING** – reviewed and approved, with comment to change meeting date to 5/9/08.

### **3. OLD BUSINESS**

- Cadastral Task Force update
  - Jenny Sorensen provided summary of activities – consultant chosen to assist with parcel data survey, survey questions being compiled, grant ends 7/31/08.
  - Foster Sawyer – thank you to Jenny for organizing the cadastral initiative efforts.
  
- Review of the new web site design
  - Tim Cowman has put the existing info that was on the old website into a more contemporary, streamlined design. Picture will be a changing picture at the top of the site – please submit pictures to include if you have ideas
  - Foster Sawyer – thank you to Tim for all his hard work on putting together and maintaining the organization’s website
  - **ACTION ITEM:** Committee members look at the site and send comments and suggestions to Tim (comment period until August 1).
  
- Next association meeting (September 24, 2008)
  - Bill Rich is checking out the availability of the Sturgis Community Center and what costs will be
  - Jenny Sorensen – second option is FourFront Design, Inc. facilities
  - Steve Shivers – could schedule a Cadastral Committee meeting before or after the association meeting (while people are in town)
  - Dan Falbo – Still considering setting up an ESRI user group meeting day before the association meeting (Jenny Sorensen – could use FourFront office for this instead)
  - Idea: Provide student award for student GIS poster or map
  - Possible talks:
    - Tim Cowman – talk on updated website

- Cadastral Committee update/stakeholder discussion
- ArcGIS 9.3 update
- Federal update
- NASA (SDSMT staff)
- EROS
- Census
- MN bridge collapse
- Rapid City drainage – GIS data development
- RESPEC – GIS susceptibility model (Jenny Sorensen will contact Matt Minnick)
- Jewel Cave (Eugene Bolka will contact)
- USFS – Travel Management Mapping (Eugene Bolka will contact)
- **ACTION ITEM:** Steve Shivers will send out announcement of meeting date and will put draft agenda together
- Note: Discovered after meeting that September 24 is the last day of the SD County Commissioner's meeting in Sioux Falls
- Black Hills Federal Credit Union change of address
  - Bank has not changed mailing address
  - **ACTION ITEM:** Steve Shivers will call the bank to get the mailing address changed to the correct address

#### 4. NEW BUSINESS

##### A. Treasurer's report

- Balance as of 5/31/08 was \$6,624.33. Money has been spent for the grant, but will be reimbursed.

##### B. Foster Sawyer – employment change

- Foster Sawyer will be changing employment from SD DENR to SDSMT. Congratulations on the new position as assistant professor. Foster hopes to increase awareness with Tech students of the activities of BHDMA. Foster's last day at DENR will be August 12, 2008; He starts at SDSMT on August 22, 2008.

##### C. Next board meeting

- **August 11, 2008, 2 pm MDT/3 pm CDT**

#### 5. ADJOURN at 2:50 pm.

## **Black Hills Digital Mapping Association – Board Meeting Minutes 2/29/08**

Board meeting was started at 2:05 pm. MDT. The meeting was held by conference call and adjourned at about 3:25 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

Steve Shivers, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Bill Rich, Local Representative – absent  
Tim Cowman, State Representative – absent  
Eugene Bolka, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – present  
Lisa Pingrey, Academic Representative – absent  
Foster Sawyer, Member-at-Large; Vice-President – present

- Steve Shivers will call James Rattling Leaf to touch base.

### **2. MINUTES OF PREVIOUS MEETING** – reviewed and accepted

### **3. OLD BUSINESS**

#### A. Cadastral Task Force update

- Jenny Sorensen: concerns regarding transferring leadership. Want to see more state leadership - problem with leading an initiative through a volunteer organization vs. a state agency. In addition, Jenny's time commitment is limited, which has been the primary reason for recent slow activity.
- Dan Falbo suggested that this issue be brought up at the next cadastral committee meeting. He also offered to assist in putting the next cadastral committee meeting agenda together.
- Foster Sawyer suggested taking the approach of developing case studies among stakeholders as a way to create a cost/benefit analysis and as a way to justify data development.
- Jenny Sorensen: Department of Homeland Security (DHS) document (Homeland Security Grant Program Supplemental Resource: Geospatial Guidance, February 2008) available at: <http://www.nationalcad.org/showdocs.asp?docid=1036&navsrc=Organization&navsrc2=MeetingDoc>. This document discusses that DHS now recognizes the importance of parcels: "Tax parcels and other local-source content produced at similar scales (water, sewer, power distribution, facilities information, telecommunications, etc.) are perhaps the most important geospatial assets for disaster response. Although other data are no less useful, parcels establish the critical link between who, what, and where that can help guide many forms of response and recovery."

B. Web site status

- Tim Cowman updated Steve Shivers regarding the web site.
- Tim ordered new website design software (Dreamweaver) to use to update the BHDMA website. Tim plans to have a draft web site set up this summer.

C. Post office box/address change

- The following organizations need to be contacted regarding changing our organization's address.
  - USGS – Jenny Sorensen will contact regarding address/contact info that the USGS has for the CAP grant.
  - Federal IRS – will change address when the 2008 taxes are submitted next year.
  - State IRS – Foster Sawyer will contact
  - Black Hills Federal Credit Union – Foster Sawyer will contact
  - SD Secretary of State (approve/renew BHDMA's non-profit status) – Steve Shivers submitted address change form and 2008 renewal

**4. NEW BUSINESS**

A. Treasurer's report

- Balance as of 5/15/08 is \$6697.33. There is a pending withdrawal of \$73 for administrative expenses.

B. State non-profit report

- Steve Shivers filed the non-profit report to the SD Secretary of State's office and paid the annual fee and address change fee.

C. Future cadastral activities

- Jenny Sorensen will be scheduling next meeting soon (also discussed above under Cadastral Task Force update)

D. Next association meeting

- Tentative date set for September 24, 2007. Steve Shivers will send out an email to the board to see if there are any known conflicts with this date.
- Dan Falbo suggested the idea of having an ESRI user meeting the afternoon before the BHDMA meeting.
- Steve will contact Bill Rich regarding setting up a meeting place in Sturgis.

E. Cooperation with other regional organizations

- Steve Shivers suggested the possibility of having a State GIS meeting – bringing together STC/BHDMA/State to put a State GIS meeting together. Also suggested the possibility of a Dakotas meeting (SD/ND).
- Steve will follow up with organizations to gauge their level of interest.

F. Future grants – nothing to update at this time

G. Next board meeting

- **July 17, 2008, 1 pm MT**
- Steve Shivers will check with Lisa Pingrey to make sure this date and time works for her.

**5. ADJOURN** at 3:25 pm.

## Black Hills Digital Mapping Association – Board Meeting Minutes 2/29/08

Board meeting was started at 1:05 pm. MDT. The meeting was held by conference call and adjourned at about 2:25 pm.

1. ROLL CALL OF BOARD MEMBERS and Introduction of New Board Members
  - Steve Shivers, President – present
  - Jenny Sorensen, Secretary/Treasurer – present
  - Bill Rich, Local Representative – present
  - Tim Cowman, State Representative – present
  - Eugene Bolka, Federal Representative – present
  - James Rattling Leaf, Tribal Representative – absent
  - Dan Falbo, Private Sector Representative – present
  - Lisa Pingrey, Academic Representative – absent
  - Foster Sawyer, Member-at-Large; Vice-President – present
2. MINUTES OF PREVIOUS MEETING - accepted
3. OLD BUSINESS
  - A. Election results – Foster Sawyer indicated that about 50 to 60 individuals voted in the election.
  - B. January 17<sup>th</sup> Cadastral Task Force meeting – Will be using [www.freeconferencecall.com](http://www.freeconferencecall.com) in the future to set up calls. Also, Jenny Sorensen plans to use Open Plans website (<http://www.openplans.org/>) to organize and disseminate info related to the cadastral initiative to the committee members. It is a free planning website.
  - C. Mailed letters of appreciation to employers of board members – sent end of last year
  - D. Conference presentations on the web site
    - Tim Cowman is updating the website. He will ask the board for input before the website goes live. He will have the updates done around the beginning of April.
    - Tim purchased two domain names for the website: [www.bhdma.org](http://www.bhdma.org) and [www.bhdma.com](http://www.bhdma.com). The board agreed to use [www.bhdma.org](http://www.bhdma.org) as the primary website name.
    - Tim will reduce the size of the BHDMA logo by resampling it and will distribute the resampled logo to the board.
4. NEW BUSINESS
  - A. Treasurer's report
    - BHDMA account balance was \$6,744.27 at the end of November 2007
    - Balance in the CAP grant account, following disbursements for expenses, is \$3,885.55.
    - Jenny Sorensen will reimburse Foster Sawyer by check for recent expenses (\$15.89).
  - B. Federal tax returns – Jenny Sorensen will submit the federal taxes and will mail a check to the tax preparer. Federal taxes for 2007 were \$186.00 and the tax preparer's charges were \$102.82.

C. Recent list server problems

- Tim Cowman made the BHDMA email list serve a moderated list now. This means that messages will be approved by Tim before they are distributed to the entire list. This will prevent unnecessary emails from being sent.
- Tim will add a footer to outgoing list serve emails, so people know how to unsubscribe.
- There were 341 people on the list serve. Seven requested removal recently, so there are now 334 people subscribed.
- Tim will look into archiving the list serve emails (newly installed software may enable this).

D. BHDMA files and information

- Foster Sawyer will turn over BHDMA records that he has to the incoming President today. There is one box of conference supplies and one box of files related to the organization.

E. Post office box

- Board voted and agreed to secure a US Postal Service box. This will replace using the DENR address as the official address for the organization. Steve Shivers will rent the PO box.

F. BHDMA official address (bank, IRS, etc.)

- Foster Sawyer will change the organization's address to the PO box once it is rented.

G. Future cadastral activities – upcoming meeting to be scheduled.

H. Future meetings/conferences/activities

- Steve Shivers will select dates for a one-day conference later this year and will send them around to the board for feedback.
- Board discussed having the meeting in June, July, or September. Dan Falbo stated that if the meeting is held in September, ESRI can provide a user conference update (held in August) and an update on the new ArcGIS release (9.3).
- Bill Rich will see if the meeting can be held in Sturgis at the Community Center. Also, Bill will look into getting a banner made for BHDMA.

I. Future grants – no report

J. Next board meeting – **Thursday, May 8<sup>th</sup>, at 1 pm MT, 2 pm CT**

5. ADJOURN at 2:25 pm.



## **Black Hills Digital Mapping Association – Board Meeting Minutes 11/27/07**

Board meeting was started at 9:05 a.m. MDT. The meeting was held by conference call and adjourned at about 10:10 a.m.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large –present  
Also present: Curtis Price, Nomination Subcommittee member

### 2. MINUTES OF PREVIOUS MEETING - accepted

### 3. OLD BUSINESS

- A. Received a check for \$270 from Pennington County on 11/26/07. Jenny Sorensen will deposit it in the account.
- B. Bank account balance – update provided by Jenny Sorensen
  - BHDMA account balance is \$6744.27
  - BHDMA made about \$3,720 on the September conference
  - Balance in the CAP grant account, following disbursements for expenses, is \$3885.55.

### 4. NEW BUSINESS

- A. Report from Nomination Subcommittee
  - i. Board nominations to date:
    - President – Steve Shivers, USGS – Jenny will contact to see if he will accept the nomination.
    - Vice President/Member at Large – Foster Sawyer, DENR – has accepted nomination.
    - Federal Representative
      - Bob Ader, BLM – Jenny will contact to see if he will accept the nomination.
      - Gene Bolka, USFS – Foster Sawyer will contact to see if he will accept the nomination.
    - Local Representative
      - Bill Rich, Meade County – has accepted nomination
      - Tom Sandvick, Lawrence County – Brett Runge will contact to see if he will accept the nomination.
      - Mike McMahan, Box Elder – Jenny Sorensen will contact to see if he will accept the nomination.

- Academic Representative
    - Lisa Pingrey, Custer School District – has accepted nomination.
    - Maribeth Price, SDSM&T – Don Jarvinen will contact to see if she will accept the nomination.
  - ii. Foster Sawyer will send by email the conference registration excel spreadsheet to the BHDMA board and Nomination Subcommittee members. They are to review the list and see if anyone has additional ideas for board member nominees. Please email ideas to Foster by the end of this week.
- B. Messages to BHDMA membership
- i. Foster Sawyer will send an email via the BHDMA listserv making a final request for board member nominations from the membership.
  - ii. Foster Sawyer will send an email via the BHDMA listserv at the beginning of December for the BHDMA board member election. Two weeks will be allowed for voting. Final submittal date for votes will be December 21 or earlier. Votes will be counted on December 31, 2007.
- C. Cadastral Initiative
- i. A date of January 10, 2007 has been tentatively set for the next Cadastral Advisory Group meeting by conference call. Time of call is tentatively 1 – 3 pm MT. Jenny Sorensen will contact the committee to set up the meeting. Foster Sawyer will arrange the conference call.
- D. Letters of Appreciation to Employers of Board Members
- i. Denise Miller drafted a letter of appreciation. Please return comments regarding letter to Denise by email by the end of this week. The goal is to have the letters sent out by December 14. Letters will be signed by Foster Sawyer, President, BHDMA. Foster's letter will be signed by Jenny Sorensen.
  - ii. All board members – please email Denise Miller your supervisor's name and address. Also, the letter will include each board member's role on the board and their tenure. BHDMA logo paper will be used for the letters.
- E. Conference Presentations on BHDMA Website
- i. Tim Cowman will purchase vanity URLs for the BHDMA website.
  - ii. Tim will put the conference presentations he has on the website soon.
  - iii. Jenny will send Tim Cowman the USGS CAP SD website and will provide a link to this site on the BHDMA site.
- F. 2008 CAP Grant Possibilities
- i. Jenny Sorensen has contacted Erik Nelson via email regarding the possibility of applying jointly with the state for a 2008 50 States Initiative grant. Jenny Sorensen will contact Erik Nelson regarding specifics on how the state and BHDMA could partner up. Grant application is due December 18, 2007.
- G. Federal Tax Return Due March 15 – no action at this time

H. Next Board Meeting

- i. Next BHDMA board meeting is scheduled for January 17, 2008 at 9 am MT.

I. Additional Topics

- i. Need to get a PO box for BHDMA.
- ii. GNIS – no action. Don Jarvinen said that we should get a state committee together at some point, but nothing is happening at this time.

5. ADJOURN about 10:10 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 9/13/07**

Board meeting was started at 9:00 a.m. MDT. The meeting was held by conference call and adjourned at about 10:00 a.m.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – present  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large –present

### 2. MINUTES OF PREVIOUS MEETING - accepted

3. OLD BUSINESS - Deposited \$2,050 on 9/10/07; State sales taxes due 10/1/07 – Foster Sawyer and Jenny Sorensen will file paperwork.

### 4. NEW BUSINESS

A. Conference Agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup> (attachment of agenda provided with meeting agenda)

- Denise will add the poster session info to the agenda in the conference brochure.

B. Cadastral Committee Meetings September 20 and 21 – Jenny Sorensen put together draft agenda for meeting add distributed it by email. Cheryl Chapman will work on this over the weekend. Cheryl and Jenny will meet Monday to discuss.

C. Registration

- Denise Miller and Don Jarvinen will work the registration table 7-8 am. Will need to have registration forms for walk-ups.
- Folders for registration table distribution will be put together on Monday by Denise Miller and Foster Sawyer.
- Tim Cowman will send list of the list serve and a list of the errors to Jenny Sorensen and she will update the list serve after the conference.

D. Vendor Sessions – no action

E. Program, Abstracts, Biographical Information – Need bio and abstract from Jeanne Foust. Need abstract from Harry Redman, Darlene Piekkola, and Hank Garie. Need bio from Annette Theroux. Will print conference brochure on Monday.

- F. Poster Session
    - James Rattling Leaf will forward the flyer to Silvio Mannel at OLC.
    - Foster Sawyer will put form together for judging posters.
  - G. Conference Announcements – no action
  - H. Luncheons and Breaks – About 80 people registered the first day and 100 registered the second day. Use to determine food numbers.
  - I. Equipment – no action
  - J. Icebreaker – no action
  - K. Door Prizes – no action
  - L. Logo Contest – Jenny Sorensen emailed form for ballot. Foster Sawyer will modify and print. Jenny Sorensen brought voting ballot box to use at the conference.
  - M. Trip to Mt. Rushmore – no action
  - N. Additional Topics – no action
5. ADJOURN about 10:00 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 9/7/07**

Board meeting was started at 9:00 a.m. MDT. The meeting was held by conference call and adjourned at about 10:00 a.m.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – absent  
 James Rattling Leaf, Tribal Representative – absent  
 Dan Falbo, Private Sector Representative – present  
 Kelly Lane, Academic Representative – absent  
 Brett Runge, Member-at-Large –absent

Guest: Berne Jackson – Berne is the Senior GIS Analyst for the Coeur d’Alene Tribe and their GIS covers over five million acres over several states (regional coverage for areas with tribal ties)

### 2. MINUTES OF PREVIOUS MEETING - accepted

### 3. OLD BUSINESS - Foster Sawyer and Jenny Sorensen deposited \$3,200 on 8/30/07

### 4. NEW BUSINESS

A. State sales taxes due October 1 – not sure if conference will be included in this or not.

B. Conference Agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>

- Johnson office sent email turning down welcome invitation.
- Jenny Sorensen will request bio from Malcom Chapman and Cheryl Chapman.
- Darlene Piekkola and Malcom Chapman have agreed to provide welcomes.
- Jenny Sorensen will add vendor names to vendor application session and luncheons and send revised conference agenda to board.
- Jenny Sorensen will contact Holiday Inn regarding power to vendor tables, table size and table cloths.
- Foster Sawyer will email info to vendors on September 10.

C. Cadastral Committee Meetings September 20 and 21 – Jenny Sorensen will put together draft agenda for meetings and have reviewed next week (Dan Falbo, Brett Runge, Cheryl Chapman, Bob Ader) and will present to the board at next board meeting.

D. Vendor registrations – if we have an extra break, will have it sponsored by BHDMA.

- E. Program, Abstracts, Biographical Information – Jenny Sorensen will update agenda and email to board. Need to add moderator names.
- F. PDF's – There will be 11 contact hours for the conference.
- G. Poster Session
- Don Jarvinen will put together a flyer and send to Dr. Price to distribute to students
  - Denise Miller will indicate on a final email to speakers that they will be able to judge the poster sessions. When will judging occur?
- H. Conference Announcements
- Foster Sawyer will send a reminder email extending registration with updated agenda on Monday September 10.
- I. Luncheons and Breaks – Jenny Sorensen will contact the Holiday Inn regarding arrangements next week.
- J. Equipment – Jenny Sorensen will confirm rolling boards for posters.
- ESRI will bring back up projector.
- K. Moderators
- Brett Runge – first day
  - Foster Sawyer – keynotes and luncheon speakers
  - Jenny Sorensen – where needed
  - Dan Falbo – first day
  - Denise Miller – second day
  - Linda Foster – available both days
- L. Icebreaker – Jenny Sorensen will organize with Holiday Inn.
- M. Door Prizes – Foster Sawyer will include requests for door prizes in next vendor email.
- N. Logo Contest – Winner will be announced at the luncheon on the second day. Jenny Sorensen will print logos for display on rolling poster boards for voting.
- O. Trip to Mt. Rushmore – Jenny Sorensen will confirm bus reservation with Greyline – total is \$656.65, including parking fee.
- P. Additional Topics
- Next board meetings will be Thursday September 13 at 9 am MDT.
  - Foster Sawyer will count up registration forms and will have a head count for the next board meeting.
  - Jenny Sorensen will review grant budget and do quarterly financial report.
  - Jenny Sorensen spoke with Gail Boddicker, note taker, regarding her services.
5. ADJOURN 10:00 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 8/30/07**

Board meeting was started at 9:05 a.m. MDT. The meeting was held by conference call and adjourned at about 10:05 a.m.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – absent  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – present  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large – present

### 2. MINUTES OF PREVIOUS MEETING

- Minutes from last board meeting not typed up yet.

### 3. OLD BUSINESS

- Tim Cowman has fixed the problem with the list serve so that state employees can receive emails through list serve.
- SDAAO GIS Workshop on Developing a Digital Statewide Cadastre was successful. Jenny Sorensen wrote a check to the Ramkota for \$238.50 for room rental – a donation to SDAAO to help sponsor the event.
- Foster Sawyer emailed Michelle Saxman a personal invite to the BHDMA cadastral conference.

### 4. NEW BUSINESS

#### A. Conference Agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>

- i. Welcome – Invitations sent to Thune, Johnson and Herseth. Foster Sawyer will make follow-up call on September 6. Denise Miller will send Foster Sawyer contact info for the Johnson office.
  - Jenny Sorensen will ask Darlene Piekkola, President of SDAAO if she will provide a short welcome.
  - Jenny Sorensen will ask Malcom Chapman if he will provide a short welcome.

#### B. Cadastral Committee Meetings September 20 and 21 – no action

#### C. Professional Development Hours – Jenny Sorensen will put PDH form together



D. Registrations

E. Program, Abstracts, Biographical Information – Slow response from speakers and vendors. Denise Miller will send out an email reminder for info requests.

- Denise Miller will add Chris Liske, ESRI to the 3-4 pm talk on the conference agenda.

F. Vendor and Poster Sessions

- Jenny Sorensen will contact Jeff at KT Connections and Dan Hoyer at RESPEC.
- Jenny Sorensen and Foster Sawyer will deposit checks received. Jenny Hegg is compiling registration spread sheet.
- Denise Miller has purchased a shaded relief of SD and will get the poster framed.
- Don Jarvinen spoke with Maribeth Price and she will announce the poster session in classes.
- Who is going to vote on the poster session? Ideas – Bob Ader, David Cowen, Maribeth Price.

G. Conference Announcements – Foster Sawyer will send a follow-up email announcement before the conference. Jenny Sorensen will update the list serve and Foster Sawyer will send reminder announcement out September 12.

H. Luncheons and Breaks – Jenny Sorensen will contact the Holiday Inn regarding arrangements.

I. Equipment – Jenny Sorensen will confirm rolling boards for posters.

- Foster Sawyer will purchase two laser pointers and other supplies.
- Will want to include vote ballot for logo contest in folders.

J. Moderators

- Brett Runge – first day
- Foster Sawyer – keynotes and luncheon speakers
- Jenny Sorensen – where needed
- Dan Falbo – first day
- Denise Miller – second day

K. Icebreaker – no action

L. Door Prizes – Foster Sawyer will purchase gift cards from Safeway. Dan Falbo will send ESRI stuff to Don Jarvinen's office.

M. Logo Contest – Winner will be announced at the luncheon on the second day.

N. Trip to Mt. Rushmore – Jenny Sorensen will make transportation reservation. Bus fee at Mt. Rushmore is \$50 for parking.

O. Additional Topics

- Next board meetings will be Friday September 7 at 9 am MDT and Thursday September 13 at 9 am MDT.
- Jenny Sorensen will get airline ticket for Berne Jackson and reimburse Stu Kirkpatrick.
- Jenny Sorensen will review grant budget and do quarterly financial report.
- Foster Sawyer will send a reminder announcement on September 4 and extend date for registration.

5. ADJOURN 10:05am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 8/22/07**

Board meeting was started at 9:00 a.m. MDT. The meeting was held by conference call and adjourned at about 10:15 a.m.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – present  
 Dan Falbo, Private Sector Representative – absent  
 Kelly Lane, Academic Representative – absent  
 Brett Runge, Member-at-Large – absent

Guests Present: Bob Ader, BLM

- Bob will be attending both the conference and the cadastral committee meeting.
- BHDMA will waive registration fee for Bob. Bob will pay his room fee and other travel expenses. Jenny Sorensen will email Bob with the room reservation number and hotel phone number.

### 2. MINUTES OF PREVIOUS MEETING

- Minutes accepted.

### 3. OLD BUSINESS - None

### 4. NEW BUSINESS

#### A. Conference Agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>

##### i. Cadastral Initiative Session

- Harry Redman of District III added as speaker.

##### ii. General Interest Session

- Welcome: Other speaker options may include sending invites to U.S. senators and representatives.

#### B. Cadastral Committee Meetings September 20 and 21 – no action

#### C. Professional Development Hours – Jenny Sorensen will put PDH form together

- D. Program, Abstracts, Biographical Information – Denise Miller has received info back from about six people – 4 speakers and 2 vendors. The level of sponsorship by vendors will be acknowledged in the conference brochure. Denise will ask for the PowerPoint presentations from speakers.
- E. Vendor and Poster Sessions – FosterSawyer will call Horizons and Schneider Corporation regarding vending. Denise Miller will follow up on getting an image to frame for the professional prize for the poster session. Don Jarvinen will call Maribeth Price regarding student posters for the poster session.
- Posters will be submitted by Berne Jackson, Linda Foster, Tim Cowman, Denise Miller, City of Rapid City, SDSM&T (maybe).
- F. Conference Announcements – DENR sponsored last week's hard copy mailing (copying and postage). Foster Sawyer will send out the hard copy mailing list digitally to the board. Foster Sawyer will ask Jenny Hegg, DENR secretary, to set up spread sheet for registration.
- G. Luncheons – Jenny Sorensen will meet with Holiday Inn to make arrangements
- H. Audio/Visual Equipment – Denise Miller can bring a laptop and maybe a projector. Foster Sawyer can bring a laptop and projector. Tim Cowman can bring a laptop and projector. Don Jarvinen may be able to bring a projector.
- I. Moderators – Denise Miller and Don Jarvinen will run the registration table. Need to assign moderators.
- J. Refreshment Breaks – no action
- K. Icebreaker – no action
- L. Door Prizes – Foster Sawyer will purchase gift cards.
- M. Logo Contest – no action
- N. Trip to Mt. Rushmore – Jenny Sorensen will make transportation reservation
- O. Additional Topics
- Next board meeting will be Thursday August 30 at 9 am MDT.
  - Jenny Sorensen will get airline ticket for Berne Jackson and reimburse Stu Kirkpatrick.
  - Foster Sawyer will send personal email invitation to Michelle Saxman of SD Emergency Management.
  - BHDMA list serve presently does not work for state employees. Foster sent out email announcement separately to the state employees on the list serve.

5. ADJOURN 10:15am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 8/10/07**

Board meeting was started at 9:05 a.m. MDT. The meeting was held by conference call and adjourned at about 10:55 a.m.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – absent  
 Dan Falbo, Private Sector Representative – absent  
 Kelly Lane, Academic Representative – absent  
 Brett Runge, Member-at-Large – absent

Guests Present: Scott Madsen, Brown County, SD GIS Coordinator  
 Erik Nelson, SD State GIS Coordinator  
 Cheryl Chapman, Matrix Consulting, meeting facilitator

- Scott Madsen discussed how he is using cadastral data in Brown County, specifically for emergency management, public safety, flood event, assessment. Recently, county rebuilt their parcel data.
- Erik Nelson discussed how the state wants parcel data yet but can't use because don't have the data yet. Major tasks will be collection/creation of parcel data, standards/accuracy/attributes, timeliness of data, sharing and privacy issues. Do not know at this time the number of counties that have GIS or the number of counties that are creating parcel data. County GIS rep may be Directors of Equalization for each county. Otto Doll's perspective is that he is a GIS supporter and wants to see the creation of more GIS layers. BIT is the facilitator for statewide GIS. Erik also said that BIT is not funded by the state legislature. BIT does have a mechanism for funding, but it is based on state agency needs, not local government needs. Foster Sawyer asked how our organization can help to facilitate BIT. Erik said to focus on the goal, rather than make funding requests.
- Cheryl Chapman discussed how she is a past Pennington County Commissioner and that at the time she was active, the Commission brought Sidwell in for parcel data development. She is familiar with federal programs and how to leverage dollars that the counties are spending on equalization. She also said that to keep momentum going after the cadastral committee has finished its task, she suggests that a group be established that will be an ongoing collaborative effort to continue to pursue statewide GIS initiatives. Cheryl requested a list of names of people to call prior to the statewide cadastral committee meeting to get a feel for GIS in South Dakota from various levels of government. Jenny Sorensen will send Cheryl a list of contact names and phone numbers.

## 2. MINUTES OF PREVIOUS MEETING

- Minutes accepted.

## 3. OLD BUSINESS

- Jenny Sorensen will ask Joel Wendall as to when and how to make the sponsorship payment to Joel Wendall for the SDAAO cadastral GIS workshop on August 23<sup>rd</sup>.

## 4. NEW BUSINESS

### a. Organization of Fall Conference

- i. Conference agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>
  - a. Cadastral Initiative Session
    - Jenny Sorensen will draft letter to tribes and tribal schools and mail out.
    - Berne Jackson has been confirmed as a speaker. Will need to talk with him soon about purchasing a plane ticket.
    - Stu Kirkpatrick needs to be reimbursed for the plane ticket he has purchased. Jenny Sorensen will follow up.
  - b. General Interest Session
    - Governor Rounds has not responded on our request to speak.
    - Don Jarvinen will check on Mayor Hank's status regarding providing a welcome.
- ii. Cadastral committee meetings Sept. 20-21 – Jenny Sorensen met with Cheryl Chapman to discuss the contents of the meeting and Jenny will be providing Cheryl with some documents that will help her further understand the meeting topic.
- iii. Registration fees
  - Lunches for students and K-12 teachers will be \$15 each.
  - Jenny Sorensen and Foster Sawyer have put registration form together.
- iv. Professional Development Hours
  - SDES will sponsor PDH's. Also asked SDSPLS, but have not heard anything back.
- v. Program, abstracts, biographical information
  - Jenny Sorensen and Foster Sawyer have sent contact info for vendors and speakers to Denise Miller

- vi. Vendor and poster sessions
  - Jenny Sorensen will call Hank Garie of GeoAnalytics to see if he plans to vend.
  - Jenny Sorensen or Foster Sawyer will look into framing a poster for the prize for the professional session of posters. Plan to use either a USFS poster or posters available from the Journey Museum.
  - Someone needs to follow up regarding posters from SDSM&T.
  - Have posters confirmed from Berne Jackson, Linda Foster, NRCS, City of Rapid City, Scott Madsen.
  
- vii. Conference announcements
  - Jenny Sorensen and Foster Sawyer will finalize agenda, registration forms, and announcement letter. Will include this info and logo flyer in hard copy announcement.
  - Jenny Sorensen will update hard copy mailing list to include chairs of county commissions and county directors of equalization.
  
- viii. Motel room reservations – no action
  
- ix. Luncheon(s)
  - Free lunches to keynote speakers, invited speakers – will have to specify who is getting free registration and contact them.
  
- x. Audio/Visual equipment – no action
  
- xi. Moderators: plenary sessions, workshops – no action
  
- xii. Refreshment breaks – no action
  
- xiii. Icebreaker – no action
  
- xiv. Door prizes – no action
  
- xv. Logo Contest – no action
  
- xvi. Trip to Mt. Rushmore. – no action

xvii. Additional topics

- Next board meeting: Wednesday August 22nd, 9 am MDT. Will invite speakers again to participate in meeting.

5. ADJOURN 10:55am



## **Black Hills Digital Mapping Association – Board Meeting Minutes 8/2/07**

Board meeting was started at 9:00 a.m. MDT. The meeting was held by conference call and adjourned at about 10:00 a.m. Minutes recorded by Denise Miller, BHDMA Federal Representative.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – absent  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – absent  
 Dan Falbo, Private Sector Representative – present  
 Kelly Lane, Academic Representative – absent  
 Brett Runge, Member-at-Large – present

Guest Present: Dr. Dave Cowen, Columbia, SC

- Discussion regarding Dr. Cowen's trip to Rapid City: Jenny Sorensen will reserve a hotel room for Dave for Monday and Tuesday night. Dave and his wife will be flying in late Friday night. He will be buying his own ticket and will get reimbursed for it. He is planning on renting a car for a couple of days as well, which will be paid for by the grant.

### 2. MINUTES OF PREVIOUS MEETING

- Minutes accepted. Kudos to Jenny for doing such a good job writing them up.

### 3. OLD BUSINESS

- None

### 4. NEW BUSINESS

#### a. Organization of Fall Conference

- i. Conference agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>
  - a. Cadastral Initiative Session (see attachment)
    - Need to follow up with James Rattling Leaf about the tribal participation he was working on from last meeting.
    - Berne Jackson has been confirmed as a speaker. Will need to talk with him soon about purchasing a plane ticket.

- b. General Interest Session – no action
- ii. Cadastral committee meetings Sept. 20-21 – no action
- iii. Invitations to Governor Rounds, Otto Doll, and Erik Nelson
  - o Jenny Sorensen talked with Joe Lowe, State Fire Coordinator – he’s planning on attending and also confirmed that getting the governor to commit to an event is difficult.
  - o Pat Cummins, ESRI, talked with Governor Rounds at a meeting in Michigan recently, with conference agenda in hand. The Governor was very responsive to our agenda.
- iv. Invitation to Rapid City Mayor Hanks
  - o Foster Sawyer sent a formal letter of invitation to the Mayor – he has tentatively agreed to attend.
- v. Luncheon(s) – no action
- vi. Announcements – will send out announcements out after next meeting (Aug 10<sup>th</sup>) once fees are hammered out.
- vii. Attendance fees –
  - o Maintain free for students/teachers with lunch purchase option – similar to last year’s conference.
  - o Suggestion to have two different attendance fees
    - Single day
    - Both days
  - o Suggested prices – somewhere between \$50-100. Brett Runge suggested \$60 for one-day, \$90 for 2-day attendance. Need to make sure cost covers the two meals, and other expenses.
  - o Invited speakers will have no cost for registration.
  - o Vendor fee to include conference registration.
  - o Once fees are set, announcements will be sent out. Both hard copy and email announcements will be distributed.
- viii. Professional Development Hours – Jenny Sorensen spoke with South Dakota Engineering Society President and got endorsement from SDES to sponsor the PDHs. Also, Jenny emailed the Executive Director of the South Dakota Society of Professional Land Surveyors regarding sponsorship through their organization as well. The Executive Director will bring it up at their next board meeting. In addition, an announcement will be included in their August newsletter regarding the BHDMA conference this fall.

- ix. Program, abstracts, biographical information –Foster Sawyer provided information to Denise Miller. Will need to get other speaker info from Jenny Sorensen to put in the booklet and for contacting speakers for abstracts and bios.
- x. Vendor and Poster sessions
  - o Added Houston Engineering under corporate sponsors
  - o Discussed vendor fees.
    - Suggestion to have tiered levels with different items available for each level:
      - o Sponsor lunch/icebreaker
      - o Sponsor a break
      - o Base rate – table only
      - o Table and 20 min presentation
      - o Etc.
    - Jenny Sorensen motioned to have herself and Foster determine the tier levels (suggested min of \$150, max of \$500). 2<sup>nd</sup> by Brett. No discussion. Motion carried.
  - o Foster will follow up with Schneider Corporation as a vendor.
  - o Jenny Sorensen has reserved for rental 8 rolling boards (two-sided) for poster display from SDSM&T. Rental will cost \$320 plus labor for delivery and pickup. SDSM&T will be emailing a contract shortly. This will provide capacity to display 16+ posters.
- xi. Audio/Visual Equipment – no action
- xii. Moderators: plenary sessions, workshops – no action
- xiii. Refreshment breaks – no action
- xiv. Icebreaker – no action
- xv. Door prizes – no action
- xvi. Logo Contest – no action
- xvii. Trip to Mt. Rushmore. – no action

xviii. Additional topics

- Dave Cowen commented that we have a “gang-buster” agenda for this conference. Need to make sure to build state and local case for the cadastral initiative. Also to make sure the “nay-sayers” have time to voice opinions in the committee work.
- Jenny Sorensen brought up/motioned the idea of sponsoring the SD Association of Assessors workshop on August 23<sup>rd</sup>. The workshop is entitled “Developing a Statewide Digital Cadastre.” The \$250 sponsorship will pay for the workshop room at the Ramkota in Pierre. The cost can come out of the grant from BHDMA funds. 2<sup>nd</sup> by Brett. No discussion. Motion carried.
- Need to follow up with James Rattling Leaf regarding the invitation letters he was going to work on from last meeting
- Next board meeting: Friday August 10th, 9 am MDT. Will invite speakers again to participate in meeting.

5. ADJOURN 10:00am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 7/18/07**

Board meeting was started at 8:00 am MDT. The meeting was held by conference call and adjourned at 8:55 am.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – present  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large – absent

Guest Present: Bob Ader, BLM, Lakewood, CO

### 2. MINUTES OF PREVIOUS MEETING

- Minutes accepted with one change to email address for Tanna Zabel.

### 3. OLD BUSINESS

- Updated by-laws are on the BHDMA website.

### 4. NEW BUSINESS

#### a. Organization of Fall Conference

- i. Meeting facilitator
  - 1<sup>st</sup> two days – Cheryl Chapman - confirmed
  - 2<sup>nd</sup> two days: Cheryl Chapman - confirmed
- ii. Conference agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>
  - a. Cadastral Initiative Session (see attachment)
    - James Rattling Leaf will continue to make contact with tribal representatives regarding conference.
    - James Rattling Leaf will write a note about the importance of the cadastral initiative and his support to the tribes.

- Berne Jackson, Senior GIS Analyst for the Coeur d'Alene tribe, Idaho, will be speaking in place of Frank Roberts.

## 2. General Interest Session

- a. Otto Doll and Erik Nelson – Tim Cowman has spoken with Erik and was encouraged by Erik's enthusiasm for involvement in the cadastral initiative. Tim will call Erik to discuss Erik's involvement in the Statewide Cadastral Committee meetings and to encourage Otto Doll to attend both days of the cadastral conference.
- iii. Cadastral committee meetings Sept. 20-21 – no action
  - iv. Invitations to Governor Rounds, Otto Doll, and Erik Nelson
    - Letters of invitation mailed July 7, 2007.
    - Otto Doll and Erik Nelson have confirmed to speak on Sept 19 at 1:15.
    - Letter of response from Tanna Zabel, Governor's office, said we will be notified about 30 days before the conference as to the Governor's availability.
    - Discussed ways to get message to Governor of the importance of this event and his involvement. Discussed contacting Joe Lowe, State Fire Coordinator and discussing with him the possibility of talking with the Governor regarding the importance of GIS for fire planning. Jenny Sorensen will pursue this avenue of contact.
  - v. Invitation to Rapid City Mayor Hanks
    - Kelly Lane has gotten a verbal commitment and has had event put on Mayor's calendar.
    - Foster Sawyer will send a formal letter of invitation to the Mayor as well to confirm and remind him and will include conference agenda as reference.
  - vi. Luncheon(s) – no action
  - vii. Announcements – Foster Sawyer will send out the agenda and information on the conference location via the BHDMA sometime after the next board meeting when further arrangements (hotels with state rates, attendance fees, vendor fees, etc.) have been established. Also, Foster will send out a hard copy mailing about the 1<sup>st</sup> week of August and will note that we know the SDACC meeting is at the same time and to encourage public figures to send representatives to the conference.
  - viii. Attendance fees – no action

- ix. Professional Development Hours – Jenny Sorensen will talk with SDES about sponsoring PDHs. Also will talk to SD Land Surveyor Association about sponsoring PDHs.
- x. Program, abstracts, biographical information – Jenny Sorensen will put together contact info for speakers and send to Denise Miller. We will also want to include BDHMA board representative’s info in the conference brochure. Foster will provide info to Denise.
- xi. Vendor and Poster sessions – board will need to decide on vendor fees and attendance fees at the next board meeting in order to send out mailing to membership and vendors.
  - o Vendors requesting reservations:
    - a. GeoAge
    - b. GIS Workshop
    - c. Pro-West
    - d. Frontier Precision/Trimble
    - e. ESRI
    - f. Compass Tools
    - g. KT Connections
    - h. USGS – Ron Wencil has agreed to contribute \$200 to the conference
    - i. RESPEC
  - o Other potential vendors – also had discussion of vendor fees, but no decision made.
    - a. Horizons
    - b. Schneider ProMap
    - c. GeoAnalytics
  - o Poster prize – Decided on having two categories of prizes: professional and student. Professional prize will be framed geospatial picture. Student prize will be cash scholarships. Decided on either one \$200 prize or three levels of cash prizes. Jenny Sorensen has not gotten information yet on rental of poster boards.
    - a. One confirmed poster from Denise Miller.
    - b. Others? Kelly Lane will contact Dr. Maribeth Price regarding poster involvement.
    - c. Kelly has one poster confirmed.
    - d. Jenny Sorensen will ask Berne Jackson if he will bring a poster.
- xii. Audio/Visual Equipment – no action
- xiii. Moderators: plenary sessions, workshops – no action

- xiv. Refreshment breaks – \$250 donation from Pro-West offered; Frontier has offered to sponsor a break.
  - xv. Icebreaker – no action
  - xvi. Door prizes
    - a. Vendors – ask them to provide door prizes.
    - b. Board voted to spend \$100 on gift certificates or cards for door prizes.
  - xvii. Logo Contest – no action
  - xviii. Trip to Mt. Rushmore. \$200 from Ron Wencil? – Jenny Sorensen will look into arrangements for bus trip to Mt. Rushmore following icebreaker.
  - xix. Additional topics
    - o Bob Ader commented that we are making good progress with the conference planning. He said the best way to get legislators to buy-in to the idea of cadastral data development is to emphasize how it will provide benefit to the citizens.
    - o Next board meeting: Thursday August 2<sup>nd</sup>, 9 am MT. Will invite speakers again to participate in meeting.
5. ADJOURN 8:55 am



## **Black Hills Digital Mapping Association – Board Meeting Minutes 6/28/07**

Board meeting was started at 9:00 am. The meeting was held by conference call and adjourned at 10:45 am.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – present  
 Dan Falbo, Private Sector Representative – absent  
 Kelly Lane, Academic Representative – present  
 Brett Runge, Member-at-Large – absent

Guest Present: Kevin Hyde, METI, WFDDS/RAVAR Technical Lead

### 2. MINUTES OF PREVIOUS MEETING

- Minutes accepted without changes.

### 3. OLD BUSINESS

- Question of whether updated by-laws are on the website. Foster Sawyer will talk to Tim about posting the bylaws.
- Don Jarvinen talked with NWS and confirmed as conference speaker.

### 4. NEW BUSINESS

#### a. Organization of Fall Conference

##### i. Meeting facilitator

1. 1<sup>st</sup> two days – John Chell? – Have confirmed that Cheryl Chapman will replace John Chell as conference facilitator. John Chell wanted to participate in conference rather than facilitate
2. 2<sup>nd</sup> two days: Cheryl Chapman - confirmed

##### ii. Conference agenda, Sept. 18<sup>th</sup> and 19<sup>th</sup>

- a. Cadastral Initiative Session (see attachment) – discussed agenda and speaker topics. Jenny Sorensen put together new version of conference agenda that included all sessions. Jenny Sorensen confirmed Dr. David Cowen, Scott Madsen, and Steve Van

Aartsen as speakers. Bob Nutsch will not be speaking. Dan Falbo has contacted John Chell and Dennis Kron to confirm their attendance. Brett contacted Stu Kirkpatrick regarding travel arrangements. Stu has purchased a ticket and will be reimbursed soon (he needs to forward receipt). Kevin Hyde joined meeting and told about his work. Board introduced themselves and discussed conference goals.

## 2. General Interest Session

- a. Tribal participation – James Rattling Leaf and Jenny Sorensen are working on getting Frank Roberts, Coeur d’Alene tribe GIS Manager as speaker. BHDMA will pay his travel expenses. James will continue to make SD tribal contacts for involvement in the conference and cadastral committee meeting.
- b. RESPEC, NWS confirmed and added to agenda.

iii. Cadastral committee meetings – no action

### iv. Invitation to Governor Rounds

1. Foster Sawyer called Governor’s office – Tanna Zabel is the Governor’s scheduler, receptionist requested contact via letter or email. Mail address: 500 E. Capitol Avenue, Pierre, SD 5750. Email: [tanna.zabel@state.sd.us](mailto:tanna.zabel@state.sd.us). Jenny Sorensen revised letter to Governor.
2. Need to enclose preliminary agenda – Jenny Sorensen will finalize for submittal.
3. Want to get letter out by end of next week. Also, Kelly Lane brought up the point of notifying Otto Doll of the invitation. In later discussion, it was decided to invite Otto Doll as a welcome speaker as well, and to send formal letters of invitation to Governor Rounds, Otto Doll, and Erik Nelson. Jenny Sorensen will prepare the materials to be sent, including the letters, copies of the grant, a list of the BHDMA board representatives, and an updated conference agenda. She will provide this material to Foster for signatures and mailing.

v. Luncheon(s) – no action

vi. Announcements – no action

vii. Attendance fees – no action

viii. Professional Development Hours – no action

ix. Program, abstracts, biographical information – no action

x. Vendor and Poster sessions

1. Vendors requesting reservations:
  - a. GeoAge
  - b. GIS Workshop
  - c. Pro-West
  - d. Frontier Precision/Trimble
  - e. ESRI
  - f. Compass Tools
  - g. KT Connections
  - h. USGS – Ron Wencil has agreed to contribute \$200 to the conference
  - i. RESPEC
  
2. Other potential vendors – also had discussion of vendor fees, but no decision made.
  - a. Horizons
  - b. Schneider ProMap
  - c. GeoAnalytics
  
3. Poster prize – Decided on having two categories of prizes: professional and student. Professional prize will be framed geospatial picture. Student prize will be cash scholarships. Decided on either one \$200 prize or three levels of cash prizes. Jenny Sorensen has not gotten information yet on rental of poster boards.
  - a. One confirmed poster from Denise Miller.
  - b. Others? Kelly Lane will contact Dr. Maribeth Price regarding poster involvement.
  - c. Kelly has one poster confirmed.
  
- xi. Audio/Visual Equipment – no action
  
- xii. Moderators: plenary sessions, workshops – no action
  
- xiii. Refreshment breaks – \$250 donation from Pro-West offered; Frontier has offered to sponsor a break.
  
- xiv. Icebreaker – no action
  
- xv. Door prizes
  1. ESRI
  2. Restaurants, businesses, others?
    - a. Foster Sawyer has request into Firehouse regarding a door prize.
    - b. Jenny Sorensen will contact Paddy O’Neill’s.
  
- xvi. Logo Contest – no action

xvii. Trip to Mt. Rushmore. \$200 from Ron Wencil? – Jenny Sorensen will look into arrangements for bus trip to Mt. Rushmore following icebreaker.

xviii. Additional topics

1. Educational workshop – decided to drop in lieu of having vendor application presentations.
2. State rates – not able to get \$45 state hotel rate at Holiday Inn, so will have to arrange rooms at other hotels. Possibilities in downtown area: Howard Johnson's, Alex Johnson, Radisson, Townhouse Motel.
3. Next term BHDMA board positions – this will be an issue to deal with at the membership meeting at the conference.
4. BHDMA email list is now all updated onto list serve by Tim Cowman.
5. Board discussed need to have a letter from key members/participants of conference to business sponsors and to the sponsors of the board (board employees) to thank them for their contributions and to emphasize the importance of board member involvement. Several board members have received inquiries as to the significance of level of involvement. Will discuss further after conference.
6. Jenny Sorensen and Dan Falbo presented at a regional assessor's conference in Sioux Falls on "Developing a Statewide Cadastre", with good response from audience.
7. Jenny Sorensen joined 50 states grant conference call on June 19<sup>th</sup> and heard about what other grant recipients are doing and talked about our progress.
8. Jenny Sorensen and Dan Falbo learned that the South Dakota Association of County Commissioners will be meeting from September 17<sup>th</sup> (1 pm) to September 19<sup>th</sup> (12 pm) in Spearfish.
9. Discussed inviting new Rapid City Mayor, Alan Hanks, to join the Governor in the welcome. Kelly Lane will contact Alan Hanks to discuss possibility.
10. Next board meeting: Wednesday July 18, time to be decided. Will invite speakers again that we have not had a chance to talk to yet.

5. ADJOURN 10:45 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 6/13/07**

Board meeting was started at 9:00 am. The meeting was held by conference call and adjourned at 10:40 am.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – absent  
 Dan Falbo, Private Sector Representative – present  
 Kelly Lane, Academic Representative – absent  
 Brett Runge, Member-at-Large – present

Guests Present:   Bob Ader, BLM  
                           Hank Garie, GeoAnalytics

### 2. MINUTES OF PREVIOUS MEETING

- Minutes accepted without changes.

### 3. OLD BUSINESS

- Received final grant documents from USGS.

### 4. NEW BUSINESS

#### a. Organization of Fall Conference

- i. Meeting facilitator – Jenny Sorensen will continue to try and contact Malcom Chapman to act as facilitator for the cadastral committee meeting. Dan Falbo will ask John Chell to act as facilitator for the conference.
- ii. Conference agenda
  1. Cadastral Initiative (see attachment) – discussed agenda and speaker topics. Agenda is close to being finalized although a few speakers need to be contacted regarding whether they can speak and their topics. Jenny Sorensen will contact Dr. David Cowen, Scott Madsen, and Steve Van Aartsen, and Bob Nutsch. Jenny Sorensen will put the cadastral and general track agenda in MS Publisher form on one page. Dan Falbo will contact John Chell and Dennis Cron to confirm their attendance. Brett will contact Stu Kirkpatrick regarding travel arrangements.
    - a. September 18, 2007
    - b. September 19, 2007

- c. Grant will pay expenses for Dr. David Cowen and Stu Kirkpatrick. Grant will pay ½ of Dennis Cron’s expenses. Question on payment of Hank Garie’s expenses. John Chell, Kevin Hyde, Bob Nutsch, ESRI, and Bob Ader will pay their expenses through their organizations.
  - 2. General track agenda – Will have agenda finalized for next meeting. Foster Sawyer will contact Kelly Lane regarding the educational workshop. Would like to have more time for vendor application presentations.
    - a. September 19, 2007
- iii. Cadastral committee meetings – no action
  - 1. September 20, 2007
  - 2. September 21, 2007
- iv. Invitation to Governor Rounds – Foster Sawyer wrote and distributed draft letter for review to board members and Bob Ader and Hank Garie. Foster solicited comments and people will contact him by email or phone to provide input. Letter will be finalized by next board meeting and presented to board. Bob Ader will look at the Western Governor’s policy resolution and how to include mention of this in the letter. Foster Sawyer will contact Governor’s scheduler to see about availability.
- v. Luncheon(s) – no action
- vi. Announcements – no action
- vii. Attendance fees – no action
- viii. Professional Development Hours – no action
- ix. Program, abstracts, biographical information – no action
- x. Vendor and Poster sessions
  - 1. Vendors requesting reservations:
    - a. GeoAge
    - b. GIS Workshop
    - c. Pro-West
    - d. Frontier Precision/Trimble
    - e. ESRI
    - f. Compass Tools
    - g. KT Connections
    - h. USGS – Ron Wencil has agreed to contribute \$200 to the conference
  - 2. Other potential vendors
    - a. Horizons

- b. Schneider ProMap – Dan Falbo will send contact person info to Foster Sawyer
      - c. RESPEC
      - d. GeoAnalytics
      - e. GeoComm
      - f. Cartegraph
      - g. Pixxtures
    - 3. Poster prize – no action
  - xi. Audio/Visual Equipment – no action
  - xii. Moderators: plenary sessions, workshops – no action
  - xiii. Refreshment breaks – no action
  - xiv. Icebreaker – Jenny Sorensen suggested having a bus trip to Mt. Rushmore after the icebreaker. Jenny will look into arrangements for this.
  - xv. Door prizes
    - 1. ESRI
    - 2. Restaurants, businesses, others?
      - a. Foster Sawyer will contact the Firehouse regarding a door prize.
  - xvi. Logo Contest – no action
  - xvii. Additional topics
    - 1. Date for next board meeting: Thursday June 28, 2007 at 9 am MDT, 10 am CDT, 11 am EDT. Bob Ader and Hank Garie have been invited and agreed to try and attend the upcoming board meeting. Jenny Sorensen and Dan Falbo will invite additional speakers to join the conference call to discuss their presentations.
5. ADJOURN 10:40 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 5/29/07**

Board meeting was started at 9:05 am. The meeting was held by conference call and adjourned at 9:50 am.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – absent  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large – present

Guest: Bob Ader, BLM

- Bob is with the cadastral survey program for the BLM and is the Chair of the FGDC Subcommittee for Cadastral Data. The Subcommittee has federal, state, and county people on it and works at addressing cadastral issues from a local government perspective. The Subcommittee has also been inventorying western counties as to the availability of cadastral data and is interested in pursuing this for SD and his agency can provide resources. He has worked with cadastral data for the last 10 years, and his background is in GIS. He located in Lakewood, CO (Denver area).

### **2. MINUTES OF PREVIOUS MEETING**

- Minutes accepted without changes.

### **3. OLD BUSINESS**

- Signed USGS grant contract and submitted to USGS for their signature.

### **4. NEW BUSINESS**

#### **a. Organization of Fall Conference**

- i. Conference location – Jenny Sorensen has reserved space at the Rushmore Plaza Holiday Inn. Jenny will work on figuring out rough costs for breaks, lunches, ice breaker, etc. so we can start estimating costs for vendor sponsorship, membership fee, etc. Jenny will work at getting a signed contract with the facility.
- ii. Meeting facilitator – Malcom Chapman has not been confirmed yet. Jenny Sorensen will have an answer by the end of this week as to his availability. Bob



Ader has volunteered to participate as the meeting facilitator if Malcom is unavailable, and Bob will be able to attend both the conference and cadastral committee meeting.

iii. Conference agenda

1. Cadastral Initiative (see attachment)
  - a. September 18, 2007
  - b. September 19, 2007
  - c. Dan Falbo has contacted Dennis Kron and Dennis is checking his schedule. Dan will have an answer by the end of this week.
  - d. Jenny Sorensen will contact Kevin Hyde as a possible speaker.
  - e. Hank Garie has confirmed as a speaker.
  - f. Roger Brees has confirmed as a speaker.
  - g. ESRI confirmed as a speaker – System Architecture Considerations
  - h. ProWest confirmed as a speaker – EM and Public Safety Mobile Solution
  - i. Bob Ader – BLM – confirmed as a speaker.
  - j. ESRI – Jeannie Faust – confirmed as a speaker on Standards and Interoperability.
  - k. Lawrence County Equalization confirmed as a speaker.
  - l. Brett Runge has contacted Stu Kirkpatrick from MT – he is available to speak on September 18.
2. General track agenda
  - a. September 19, 2007
  - b. Ideas for speakers:
    - i. ESRI – Jeannie Faust – confirmed
    - ii. GNIS - Don Jarvinen – confirmed
    - iii. USGS – Ron Wencl and new liaison - confirmed
    - iv. Foster Sawyer will contact RESPEC as a possible speaker.
    - v. Don Jarvinen will contact NWS as a possible speaker.
    - vi. Tribal perspective – would like to have a speaker, but do not have contact to call.
  - c. Workshops in the afternoon:
    - i. 1:15 – 2:30 pm and 3:00 – 3:45 pm
    - ii. Potential ideas:
      1. Kelly Lane provide a GPS training session for students and educators – Foster Sawyer will contact Kelly regarding this.
      2. Vendor application presentations (~15 minutes each)
        - a. Potential speakers – GeoAnalytics, GeoAge, Frontier/Trimble, others that we want to choose?

- iv. Cadastral committee meetings – no action
  - 1. September 20, 2007
  - 2. September 21, 2007
- v. Invitation to Governor Rounds – Foster Sawyer will draft letter for review at next board meeting.
- vi. Luncheon(s) – no action
- vii. Announcements – Foster Sawyer will send out a general announcement this week to the membership on conference dates, hosting potential etc. Conference title chosen: All Things Cadastral (Thank you to Brett Runge for this idea).
- viii. Attendance fees – no action
- ix. Professional Development Hours – no action
- x. Program, abstracts, biographical information – no action
- xi. Vendor and Poster sessions – Dan Falbo will look for more vendor potentials from a cadastral perspective.
  - 1. Potential vendors:
    - a. GeoAge
    - b. Pro-West
    - c. Frontier Precision/Trimble
    - d. ESRI
    - e. Compass Tools
    - f. Horizons
    - g. Schneider ProMap
    - h. RESPEC
    - i. GeoAnalytics
    - j. GeoComm
    - k. GIS Workshop
    - l. Cartegraph
    - m. Pixxtures
    - n. Pictometry
    - o. Panasonic
  - 2. Poster prize – Decided to have two categories for posters and prizes: professional and student.
- xii. Audio/Visual Equipment – no action
- xiii. Moderators: plenary sessions, workshops – no action
- xiv. Refreshment breaks – no action

- xv. Icebreaker
  - xvi. Door prizes
    - 1. ESRI
    - 2. Restaurants, businesses, others?
      - a. Foster Sawyer will contact the Firehouse regarding a door prize.
      - b. Looking for about 4 door prizes – if we do not receive donations, we can buy gift certificates.
  - xvii. Logo Contest – no action
  - xviii. Additional topics
    - 1. Educational geospatial users group meeting? – Need to get more information from Kelly Lane. Foster Sawyer will contact Kelly Lane regarding this.
    - 2. BHDMA email list onto list server – Foster Sawyer has sent the email addresses to Tim Cowman and Tim will add emails directly to list serve and we will eliminate email list in the future.
    - 3. Date for next board meeting: Wednesday June 13, 2007 at 9 am MDT, 10 am CDT. Bob Ader has been invited and agreed to attend the upcoming board meeting.
5. ADJOURN 9:50 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 5/10/07**

Board meeting was started at 9:05 am. The meeting was held by conference call and adjourned at 10:30 am.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large - present

### **2. MINUTES OF PREVIOUS MEETING**

- Changes made to board meeting notes from 4/24/07: 1) Changed date of previous meeting minutes from 1/17/07 to 4/17/07, and 2) removed Don Jarvinen from the list of people helping to solicit door prizes.

### **3. OLD BUSINESS**

- Amended by-laws – reviewed changes to by-laws.
- Approved amended by-laws.

### **4. NEW BUSINESS**

#### **a. Organization of Fall Conference**

- i. Conference location – Jenny Sorensen has reserved space at the Rushmore Plaza Holiday Inn. Jenny will work on figuring out rough costs for breaks, lunches, ice breaker, etc. so we can start estimating costs for vendor sponsorship, membership fee, etc.
- ii. Meeting facilitator – Malcom Chapman has not been confirmed yet.
- iii. Conference agenda
  1. Cadastral Initiative (see attachment)
    - a. September 18, 2007
    - b. September 19, 2007
    - c. Dan Falbo has contacted Hank Garie. Hank is checking his schedule and we would plan on having him here two days. He also had a question on expenses we can pay. Jenny Sorensen stated that expenses could be covered under the grant.

- d. Dan Falbo has contacted Dennis Kron and Dennis is checking his schedule.
- 2. General track agenda
  - a. September 19, 2007
  - b. Ideas for speakers:
    - i. ESRI – Jeannie Faust – confirmed
    - ii. Geographic names – Don Jarvinen will contact State GNIS representative to see if he is available.
    - iii. Tribal perspective
    - iv. National Weather Service – Don Jarvinen will contact potential speaker
    - v. USGS – New geospatial liaison could speak
    - vi. RESPEC
  - c. Workshops in the afternoon:
    - i. 1:15 – 2:30 pm and 3:00 – 3:45 pm
    - ii. Potential ideas:
      - 1. Kelly Lane provide a GPS training session for students and educators
      - 2. Vendor application presentations (~15 minutes each)
        - a. Potential speakers – GeoAnalytics, GeoAge, Frontier/Trimble, others that we want to choose?
- iv. Cadastral committee meetings – no action
  - 1. September 20, 2007
  - 2. September 21, 2007
- v. Invitation to Governor Rounds – no action
- vi. Luncheon(s) – Discussed potential for hosting or subsidizing cost by vendors in exchange for 10-15 minutes to present during lunch.
- vii. Announcements – Foster Sawyer will send out a general announcement to the membership on conference dates, hosting potential etc. (He will first send out to board for review).
- viii. Attendance fees – Previous conference fee was \$50, with free registration for students and teachers and \$10 for their lunches. Discussed potential of raising fee because have more meals (2 lunches, breakfast) and drink ticket for icebreaker. Dan Falbo suggested that we may want to have a one-day and two-day registration cost, for those who do not want to attend the first day.
- ix. Professional Development Hours – no action

- x. Program, abstracts, biographical information – Denise Miller has MS Project files from past conferences as template.
- xi. Vendor and Poster sessions
  - 1. Potential vendors:
    - a. GeoAge
    - b. Pro-West
    - c. Frontier Precision/Trimble
    - d. ESRI
    - e. Compass Tools
    - f. Horizons
    - g. Schneider ProMap
    - h. RESPEC
    - i. GeoAnalytics
    - j. GeoComm
    - k. GIS Workshop
    - l. Cartegraph
    - m. Pixxtures
    - n. Pictometry
    - o. Panasonic
    - p. Dan Falbo will look for more vendor potentials from a cadastral perspective
  - 2. Poster prize – no action
  - 3. Poster session – Tim Cowman estimated that we could get at least 8 posters from a variety of organizations if we solicit for their involvement. Tim will help recruit 2 posters from the state. Denise Miller will recruit 2 posters from the federal government. Kelly Lane will solicit poster submissions from educational institutions. Jenny Sorensen will ask the facility about poster displays. Posters will be displayed in the same location as the breaks and vendors.
- xii. Audio/Visual Equipment – no action
- xiii. Moderators: plenary sessions, workshops – no action
- xiv. Refreshment breaks – no action
- xv. Icebreaker
- xvi. Door prizes
  - 1. ESRI
  - 2. Restaurants, businesses, others?
    - a. Foster Sawyer will contact some businesses regarding door prizes.
- xvii. Logo Contest – Foster Sawyer will mention in his conference announcement to membership.

xviii. Additional topics

1. Educational geospatial users group meeting? – Need to get more information from Kelly Lane.
2. BHDMA email list onto list server – Tim Cowman will add the membership email addresses to the list serve. Foster Sawyer will send the email addresses to Tim in a Word document. In the future, Tim will add emails directly to list serve and we will eliminate email list.
3. State GIS Coordinator may be starting about mid-July. Four people interviewed at this point and an offer will be made in about 3-4 weeks.
4. Date for next board meeting: Tuesday, May 29, 2007 at 9 am MDT, 10 am CDT.

5. ADJOURN 10:30 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 4/17/07**

Board meeting was started at 9:15 am. The meeting was held by conference call and adjourned at 10:35 am.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - present

### **2. MINUTES OF PREVIOUS MEETING**

- No questions about board meeting notes from 1/4/07.

### **3. OLD BUSINESS**

- None

### **4. NEW BUSINESS**

#### **a. Amend by-laws to include a Vice President**

- This year, when renewing the associations non-profit status, the State denied the application because there was no Vice President within the organization. In order to file the paperwork, Jenny Sorensen was listed as VP in addition to Secretary-Treasurer. A motion was made and seconded to change the bylaws so that the Member-at-Large Representative will also be the Vice President. Foster Sawyer will make a change to the bylaws and present them to the board at the next board meeting.

#### **b. Organization of Fall Conference**

- i. Conference dates
  - Conference on Tuesday and Wednesday, September 18-19; Cadastral Committee meeting on Thursday and Friday, September 20-21.
- ii. Conference location
  - Jenny will look into a location, including the Rushmore Holiday Inn
  - Make sure parking is available, wherever the event is held
- iii. Meeting facilitator
  - Asked Malcom Chapman if he is available – not sure yet
- iv. Meeting documentation/stenographer
  - Asked Gail Boddicker – she agreed to do the job



- v. Presentations
  - See Brief on Fall Cadastral Conference Planning, dated 12/11/06, for a rough outline of the conference events. Dan Falbo will flesh out cadastral track on first day.
- vi. Workshops
  - Cadastral training on afternoon of first day – Dan Falbo will organize; other ideas include standards, interoperability, tech training, parcel data model, funding, what other states are doing
- vii. Cadastral committee meetings
  - Jenny will pull material together and put agenda together for the cadastral committee meeting
- viii. Keynote speaker
  - Ideas: Governor
  - Will need to send letter(s) of request
- ix. Luncheon(s) - undetermined
- x. Announcements – none at this time
- xi. Attendance fees (students free?)
  - Student attendance will be free again
- xii. Professional Development Hours – will make available
- xiii. Program, abstracts, biographical information
  - Denise, Jenny, and Kelly will organize this
- xiv. Vendor and Poster sessions
  - Foster will contact vendors
- xv. Audio/Visual equipment – no action
- xvi. Moderators: plenary sessions, workshops – no action
- xvii. Refreshment breaks – will hold in conjunction with vendor sessions
- xviii. Icebreaker
  - Idea: include drink tickets with attendance fee to entice people to come to icebreaker; provide snacks
  - Ideas for entertainment?
- xix. Door prizes – can ask vendors for prizes
- xx. Additional topics?
  - Roger Brees hired by Rapid City as GIS Coordinator
  - State will hire new GIS Coordinator about July 1
  - Meet next week Tuesday April 24 at 9 am to further discuss conference agenda
  - Kelly Lane: consider inviting realtors to meeting – how to contact?
  - Can announce Logo Contest winner at the membership meeting during the conference. Will need to have a membership meeting in order to elect new board officers/representatives. Looking at an early morning meeting on the 2<sup>nd</sup> day of the conference.

5. ADJOURN 10:35 am

## Black Hills Digital Mapping Association – Board Meeting Minutes 4/24/07

Board meeting was started at 9:40 am. The meeting was held by conference call and adjourned at 10:40 am.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – absent  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – absent  
 James Rattling Leaf, Tribal Representative – absent  
 Dan Falbo, Private Sector Representative – present  
 Kelly Lane, Academic Representative – present  
 Brett Runge, Member-at-Large - present

### 2. MINUTES OF PREVIOUS MEETING

- No questions about board meeting notes from 1/17/07.

### 3. OLD BUSINESS

- None

### 4. NEW BUSINESS

- a. Amend by-laws to include a Vice President; determine Vice President duties; review changes to bylaws
  - Foster Sawyer will make changes to by-laws to include description of Vice President duties, voluntary leave of absence, and what happens to funds upon dissolution of association. Foster will make the changes as underlined/in color so that board can readily review, discuss, and adopt changes.
- b. Organization of Fall Conference
  - i. Conference location
    - Jenny Sorensen will make reservations at an available facility. Rushmore Plaza Holiday Inn is preferred location.
  - ii. Meeting facilitator: Malcom Chapman
    - Jenny Sorensen will contact Malcom to confirm availability.
  - iii. Conference agenda
    - Split the work of outlining the agenda and speakers into two groups:
      1. General track – second day:
        - a. Foster Sawyer
        - b. Don Jarvinen
        - c. Kelly Lane
        - d. James Rattling Leaf

2. Cadastral agenda first day and cadastral track second day:
  - a. Jenny Sorensen
  - b. Brett Runge
  - c. Dan Falbo
3. These groups will meet before the next board meeting to rough out agenda and identify/confirm speakers. Each group will report on this at the next board meeting.
- iv. Cadastral committee agenda
  - o Jenny Sorensen will put the agenda together for the 1.5 day cadastral committee meeting that follows the conference. The agenda and points of discussion will be based on USGS documents published for the 50 states initiative for developing statewide GIS strategic and business plans.
- v. Invitation to Governor Rounds
  - o We will send invite after agenda is roughed out and location is secured.
  - o Plan to schedule Gov talk at the beginning of the second day, when we have full conference attendance and can invite students.
- vi. Luncheon(s)
  - o Plan now to have a luncheon with speaker on each day of the conference.
  - o ESRI will help sponsor a lunch.
- vii. Announcements
  - o An email announcement will be sent out to membership following next board meeting to announce conference, date and location and to make a request for speakers and vendor volunteers.
- viii. Attendance fees
  - o Foster Sawyer will report at next board meeting what our 2006 conference fee was.
- ix. Professional Development Hours – no action
- x. Program, abstracts, biographical information
  - o Denise Miller will compile the conference program and secure abstracts and biographies from speakers.
- xi. Vendor and Poster sessions
  - o Foster Sawyer will line up vendors.
  - o Kelly Lane will line up poster session and contact potential groups to display posters.
- xii. Audio/Visual Equipment – no action
- xiii. Moderators: plenary sessions, workshops – no action
- xiv. Refreshment breaks – no action
- xv. Icebreaker
  - o Plan to hold in the hotel lounge and have as an informal gathering.
  - o Provide snacks; perhaps offer beverage tickets with attendance packet to encourage people to attend icebreaker.
  - o Have icebreaker on first day, directly following last presentation. End presentations early (about 4 pm) to allow people time to socialize before heading home.

- xvi. Door prizes
  - Foster, Don, and Kelly will put together a list of potential sources of door prizes and split up the work of asking businesses.
  
- xvii. Additional topics?
  - Kelly Lane wants to start an educational geospatial users group. May look at holding in conjunction with the BHDMA conference, as a way to encourage teachers, students to attend conference.
  - Foster Sawyer will talk to Tim Cowman about getting the whole BHDMA email list onto the list server.
  - Dan Falbo: speaker ideas:
    - Dan has got confirmation that an ESRI expert on cadastral standards and interoperability will be available to speak, and will address issues like data sharing.
    - Dan has made a request for a technical resource to talk on data editing, etc. They will also be available then to give a talk under the general track on ArcGIS 9.2.
    - Pro-West has agreed to give a presentation.
  - Jenny Sorensen speaker idea: GeoAge has agreed to present.
  - Cadastral Committee – need to start looking at whom to invite to be on committee. Want to include tribal, county, municipal, federal, regional, state, and at-large members.
  - Tentative date for next board meeting: Thursday, May 10, 2007.

5. ADJOURN 10:40 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 1/4/07**

Board meeting was started at 1:05 pm. The meeting was held by conference call and adjourned at 2:25 pm.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large - present

### 2. MINUTES OF PREVIOUS MEETING

- No questions about board meeting notes from 11/17/06

### 3. OLD BUSINESS

- Foster Sawyer and Jenny Sorensen will talk to the tax accountant about the 2006 tax return in the next month. Also will discuss filing for tax exempt status.

### 4. NEW BUSINESS

#### a. March 2007 Membership Meeting

- Date of meeting will be Tuesday, March 6, 2007.
- Meeting will be held at the Rapid City-School Administration Building (rooms are reserved from 7:30 am – 4 pm).
- BHDMA will buy snacks for poster sessions.
- Email announcement for meeting will include an open invitation to vendors and others to vend or bring posters. Poster session will be in the Third West Room, upstairs from the Council Chambers.
- Don Jarvinen will provide coffee pot and coffee for meeting.
- ESRI is confirmed as speaker from 9 – 9:30 am.
- Don will call Lisa Seaman at Black Hills Power to invite her to be a speaker. Time slot from 9:30 – 10 am.
- Ron Wencl and Dave Bortnem from USGS are confirmed as speakers from 10 – 10:30 am.
- Open forum will be scheduled from 10:30 – 11:30 am.
- Don Jarvinen will check on availability of AV equipment. Foster will bring a back up laptop and projector.

- Jenny Sorensen will call Mike McMahon to invite as a speaker. Time slot from 1 – 1:30 pm.

b. BHDMA Membership Meeting at March Meeting

- Membership meeting will go from 1:30 – 3 pm.
- Jenny Sorensen will introduce fall conference concept and CAP grant, and get feedback from members regarding plans.
- Jenny Sorensen will discuss topics related to the budget, state tax returns, and federal tax returns.
- Foster Sawyer will discuss tax exempt status for organization.
- Foster Sawyer will initiate a discussion regarding possible membership fee
  - Develop a list of membership fee options to present at the membership meeting.
- SD Geographic Names Authority
  - Don Jarvinen will look into this issue further and will present the issue and examples of naming errors in the GNIS for SD during the membership meeting.
  - Goal of discussion is to provide a letter to the state from BHDMA regarding the need for a naming board at the state level.
  - Need to look into the process of setting up a naming board – how does the board have authority? What is the state naming board’s relationship to the federal naming board?
- Web site development
  - Tim Cowman will add: board meeting and membership meeting minutes, GIS websites links, listserv (Tim is testing now), and links to past conference presentations.
- Black Hills list server
  - Foster Sawyer will add a paragraph in the March meeting announcement that that discusses the list server and encourages members to sign up.
  - Instead of a job bulletin, will use the list server for job announcements and training announcements.

c. Fall Conference

- Reviewed/discussed brief from cadastral subcommittee.
- Unanimous vote by board to submit a USGS CAP grant in 2007. Jenny Sorensen will write the grant and administer the grant if it is awarded.

5. OTHER DISCUSSION TOPICS

- No discussion

6. ADJOURN 2:25 pm

## **Black Hills Digital Mapping Association – Board Meeting Minutes 2/27/07**

Board meeting was started at 1:05 pm. The meeting was held by conference call and adjourned at 2:35 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – present  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large - absent

### **2. MINUTES OF PREVIOUS MEETING**

- Reviewed last meeting's minutes. No questions about board meeting notes from 1/4/07.

### **3. OLD BUSINESS**

- The 2006 federal income taxes have been filed by TPA West. The BHDMA paid \$650 in income taxes for 2006 and \$97.52 fee for filing.
- Foster Sawyer will visit with Charlotte, the TPA West accountant, again regarding tax exempt status, but in talking with her briefly last month, it did not sound like it would be cost effective for the BHDMA to try to apply for federal tax-exempt status at this time.

### **4. NEW BUSINESS**

- a. March 2007 Membership Meeting
  - i. Comments on the agenda
    - Tracy Fuller, USGS Denver, will be giving the welcome. Terry is the head of the NSDI partnership offices.
    - Compass Tools, Inc. from Minnesota will talk in place of Lisa Seaman who was unable to attend.
  - ii. Vendors
    - Vendors will include Frontier Precision, Compass Tools, and ESRI.
    - Frontier Precision will also be a sponsor for the snacks. Foster Sawyer will pick up the snacks and will request reimbursement from Nathan from Frontier.

- ESRI will bring ArcGIS 9.2 materials for display.

iii. Business Meeting

- Jenny Sorensen and Dan Falbo will talk on the cadastral theme of the fall conference, and the establishment of a cadastral subcommittee. Jenny will discuss the CAP grant.
- Jenny Sorensen will provide treasurer info – bank account balance and payment of state and federal tax returns.
- Foster Sawyer will discuss the potential for federal tax exempt status.
- Tim Cowman will discuss BHDMA web site expansion. The web page will be up by the meeting date. Tim will demo the web page during the meeting if there's web access and will show how to get access to the past presentations and how to use the list server. Tim will bring a list of who is presently signed up on the list serve. He will also tell people that the list serve can be used to announce job and training opportunities.
- Foster Sawyer will talk on the sustainability of the association, including funding and board positions coming open at the end of 2007.
- Don Jarvinen will talk on the SD Geographic Names Authority, providing the association with a status update.
- Foster Sawyer will introduce the association's logo contest. ESRI has volunteered a prize of a 12-volume set of ESRI publications to the winner of the contest, to be announced at the fall conference. Rules for the logo contest will be posted on the BHDMA website and directions for submitting the logos will also be on the website.

iv. Format of the Sign-In Sheet

- Don Jarvinen will provide a laptop with an Access database to sign up members for the list server. One question to include is whether we can list their organization's contact info and primary contact on the BHDMA web site.
- Foster Sawyer will bring paper sign-in sheets as well for meeting attendance. One question to include is whether we can list their organization's contact info and primary contact on the BHDMA web site.

v. Recognition for Ron Wencil

- BHDMA will give a recognition plaque to Ron Wencil for his service as the SD Geospatial Liaison. Jenny Sorensen will order and bring the plaque.
- BHDMA will also provide a \$50 Cabelas gift card to Ron. Foster Sawyer will pick the gift card up.
- Also, there will be a gathering at Sanford's after the meeting at 4 pm to celebrate Ron's tenure. Announcement for this will be made when Ron's recognition is made.

vi. Refreshments

- Don Jarvinen will provide coffee and coolers for beverages.



- Dan Falbo will bring beverages (pop and water) and ice for the coolers.

**5. OTHER DISCUSSION TOPICS**

- Steve Daw's last day of work will be March 2<sup>nd</sup>. Steve Daw is the SD State GIS Coordinator.

**6. ADJOURN 2:35 pm**

b. Fall Conference

- Discussion of using fall conference to provide a forum for discussion regarding a statewide cadastral initiative. Unanimously agreed to fall conference having a cadastral theme
- Tim Cowman: parcels are a top priority layer for the state
- Include tribal role in conference and have state and local government represented
- Conference ideas:
  - ½ day on cadastral editing and management using ArcGIS (as part of first day)
  - Include perspectives from surveying, public works, assessments, application development, and state perspective
  - Include talks/discussion that includes best practices, standards, funding, what other states have done/are doing
- Subcommittee formed to draft a two-day conference agenda – Foster Sawyer, Jenny Sorensen, Dan Falbo
- Jenny Sorensen: CAP grant not open yet (end of November). Topics this year do not really fit our needs, so may not apply.

c. Membership Fees

- Discussion of fee options:
  1. Continue as is
  2. Formal member but with no fee
  3. Paid membership
- Could have annual membership fee included in annual conference fee
- What will be member benefits?
- Could use membership funds to set up a Black Hills data portal or for annual workshops

d. Web Site Development

- Site now geared toward upcoming conference and past conference presentations
- What do we want to see added to the website?
  - Contact list
  - Bulletin board for job listings
  - Agendas/meeting minutes
- Can ask membership during February membership meeting what they would like to see on web site
- Tim Cowman will set up list server by February membership meeting. Can use web site to sign up for list server online.

5. TREASURER'S REPORT

- a. Budget – Balance \$4,457.15
- b. Federal Tax Returns in March 2007 – due in March; Passed motion for Foster Sawyer and Jenny Sorensen to meet with tax accountant to get filing of 2006 going
- c. Tax Exempt Status – Passed motion for Foster Sawyer and Jenny Sorensen to meet with tax accountant to look into filing for tax exempt status and if under \$1,000, go forward with filing for tax exempt status.

6. OTHER DISCUSSION TOPICS

a. GNIS – Don Jarvinen:

- There is no geographic names board for South Dakota
- Suggests that we should discuss this at next membership meeting and as a group contact the state regarding setting up a board

b. Foster Sawyer will set up a board meeting for January

7. ADJOURN 10:55 am

## **Black Hills Digital Mapping Association – Board Meeting Minutes 6/2/06**

Board meeting was started at 1:15 pm. The meeting was held by conference call and adjourned at 2:15 pm.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – absent  
Tim Cowman, State Representative – present (left early)  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – absent  
Brett Runge, Member-at-Large - absent

### 2. SOUTH DAKOTA SALES TAX

- Organization owes \$243 in September 2006 from conference revenues. Form is filled out and ready to file when contacted by State IRS.

### 3. CONFERENCE ITEMS

- a. Revenues from conference
  - \$4,050 in income from the conference
- b. CAP Grant payment of Civic Center bill
  - Civic Center not paid yet (have to request funds from government grant through online payment management system)
- c. Unpaid registrations (\$300)
  - Foster Sawyer is following up on unpaid registrations.
- d. Conference information on the web site
  - Tim Cowman has put the conference agenda on our website with hyperlinks to presentations. Some presentations are missing and Tim brought up question of getting this other presentations if possible.
- e. Additional topics?
  - Possible membership fee

- Foster Sawyer: a membership fee would help to establish a membership structure for the organization
  - \$10 annual fee suggested
- Board positions
  - Discussion of terms – one-half of the terms end at the end of the odd year and one-half of the terms end at the end of the even year. Thus, one-half of the board positions are up for nomination at the end of 2006.
  - Jenny Sorensen is stepping down at the end of this year, so will be looking for a nominee for the secretary/treasurer position.
- Feedback on conference
  - Dan Falbo: would be good to have a way for people to evaluate the conference (provide feedback) – by email or using a form at the conference itself.
  - Foster Sawyer would like to put the attendance list on our web site
  - Foster Sawyer will solicit comments regarding next years conference by email
  - Icebreaker was poorly attended – want to do event different next year
- Current GIS issues at state level (update provided by Dan Falbo)
  - Otto Doll has told Steve Daw that the state must get a GIS web presence (web portal) ASAP
  - Governor has declared that a statewide digital parcel layer is critical infrastructure layer from a homeland security perspective and wants to see this made a priority data layer
  - BHDMA can play a vital role in this – methodology, standardization, etc.
  - Question of how the BHDMA will support Steve Daw in the web portal structure (how are the associations and members best interests served?)
- Fall State GIS meeting
  - Could schedule a board meeting at this GIS meeting in Pierre, to plan for next BHDMA conference and to discuss state/BHDMA feedback regarding state GIS issues that are beginning to develop

#### 4. CURRENT BUDGET

- Foster Sawyer reimbursed himself for expenses he hadn't yet been paid for.

#### 5. NEXT MEETING

- Meet again in August or September (after Labor Day). No date set.

#### 6. ADJOURN 2:15 pm

## **Black Hills Digital Mapping Association – Board Meeting Minutes 11/17/06**

Board meeting was started at 9:35 am. The meeting was held by conference call and adjourned at 10:55 am.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present (joined late)  
 Tim Cowman, State Representative – present (left early)  
 Denise Miller, Federal Representative – absent  
 James Rattling Leaf, Tribal Representative – present  
 Dan Falbo, Private Sector Representative – present  
 Kelly Lane, Academic Representative – absent  
 Brett Runge, Member-at-Large - present

### 2. MINUTES OF PREVIOUS MEETING

- Reviewed board meeting notes from 6/2/06
- Will not need to have an election this fall for board members

### 3. OLD BUSINESS

- a. South Dakota Sales Tax Paid in September (\$243)
- b. Other topics?
  - All conference fees paid from last May except SD GIS Coordinator

### 4. NEW BUSINESS

- a. Possible One-Day Meeting in February or March 2007
  - Unanimous vote to have a winter meeting in 2007
  - Location chosen – Rapid City Administration building. Foster will talk with Don Jarvinen regarding reserving rooms for a meeting in February
  - Ideas for speakers (for either winter meeting or fall conference):
    - ESRI – 9.2 technology overview
    - Custer County – parcel data development
    - USGS – introduce new contact person
    - RC – Jon Jarvinen – Geographic Names Information System
    - SD State – Tim Cowman – History of Development of Missouri River
    - Statewide parcel data initiative – introduce fall conference concept to members in February
    - Tribal/Education – James Rattling Leaf – GIS technologies summer camp 2007
    - EAFB – Facilities Management Inventory

## **Black Hills Digital Mapping Association – Board Meeting Minutes 4/27/06**

Board meeting was started at 2:10 pm. The meeting was held by conference call and adjourned at 3:10 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – absent  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - present

### **2. CONFERENCE ORGANIZATION TOPICA**

- a. Head count for luncheon
  - Have to get back to Civic Center with luncheon head count
  - Regarding speakers: will go through registration list and see who is registered and estimate extra lunches
  - Tickets: will purchase two colors – one for lunch, one for door prizes
- b. Registration table: people, name tags, PDH forms, receipts, programs, etc.
  - Brett and Don will be at registration table
  - PDH form, receipt book, programs, name tags, registration forms, and Chamber literature will be at table
- c. Tracking for paid/unpaid participants
  - Will have everyone register and use the database to track payment
- d. Deposit registration/vendor fees
  - Will take checks to bank for deposit today
- e. Audio/visual equipment cable splitter, timers, pointers, etc.
  - Tim Cowman, Foster Sawyer, and Kelly Lane will bring laptops and projectors
  - Use cable splitter for two projectors and screens during plenary session
  - Microphones provided by Civic Center
  - Reset codes on remotes for second day

- f. Program, abstracts, biographical information
  - Kelly Lane has nearly completed
- g. Announcements, acknowledgments, etc.
  - Acknowledge vendors and sponsors
  - Kelly Lane estimates 10-15 teachers and 30-50 students will attend
- h. Moderators: plenary session, workshops
  - Plenary session – Foster Sawyer
  - Moderators for workshops set at last board meeting
- i. Michelle Anthony
  - Don Jarvinen made hotel reservation
  - We will pay meals, hotel, lunch, and no registration fee for speaker
- j. Vendors
  - No notes
- k. Poster session
  - Teachers, SD Geological Survey, USGS, and Rapid City plan to put up posters
- l. Luncheon, A/V equipment for keynote speaker
  - Foster Sawyer and Tim Cowman will help set up A/V on Tuesday morning
  - Keynote speaker will show lots of maps and talk on broad topics
- m. Lunch for keynote speaker
  - BHDMA will pay for lunch for keynote
- n. Refreshment breaks
  - May up numbers, depending on budget
- o. Icebreaker
  - No notes
- p. Door prizes



- Kelly Lane is bringing landsat map, Jenny Sorensen has donated GIS books, Tim Cowman is bringing state geologic map
  - Registrants will receive door prize tickets and prizes will be given away during breaks
- q. Final email announcement has been sent
- No notes
- r. Presentations
- Agenda set
- s. Workshops
- Agenda set
- t. Additional Topics:
- No date set for next board meeting.
3. ADJOURN 3:10 pm

## **Black Hills Digital Mapping Association – Board Meeting Minutes 4/13/06**

Board meeting was started at 1:10 pm. The meeting was held by conference call and adjourned at 2:15 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – absent  
Tim Cowman, State Representative – absent  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - absent

### **2. 2005 FEDERAL TAX RETURN**

- Federal taxes have been completed. Done by TPA West for \$93.34. Foster Sawyer paid fee for this and will be reimbursed after the upcoming conference. No taxes were due by the organization this year.

### **3. SOUTH DAKOTA TAXES**

- Foster Sawyer will speak with state contact again regarding state sales taxes. Annual reporting will be required.
- Foster Sawyer submitted paperwork so organization can be vendor with the state (so can accept purchase orders).

### **4. CONFERENCE ORGANIZATION TOPICS**

#### **a. Revised Agenda**

- Revised agenda now available.
- Foster Sawyer will send confirmation email/call to speakers that he has not had contact with yet regarding their scheduled times for presenting, presentation titles, abstracts and biographies.

#### **b. Deposit Registration Fees**

- Checks received will be deposited today – total \$960.
- One sponsor, 24 people have registered to date.

#### **c. Grant Payment Procedure and Budget**

- Grant can be drawn down either using an estimation of costs or with a sum of receipts.
- d. Audio/Visual Equipment, Timers, Pointers, etc.
- Have laptop, projector, pointer, timers and cards
  - Need: pointers, two more laptops, one projector
  - Foster Sawyer will check with Tim Cowman regarding bringing an extra laptop and projector.
  - Kelly Lane will ask Mary O'Neill to bring extra projector and pointer.
- e. Program Abstracts, Biographical Information
- Kelly Lane has six bios and abstracts so far.
  - Kelly Lane will have a draft of the program to the board at the next board meeting, April 27.
- f. Moderators – Plenary Session, Workshops
- Moderators were selected:
    - Foster Sawyer: plenary session
    - Jenny Sorensen: workshop session I
    - Kelly Lane: workshop session II
    - Tim Cowman: workshop session III
    - Denise Miller: workshop session IV
- g. Registration Table; Name Tags, PDH Forms, Receipts, etc.
- Volunteers for registration table:
    - Brett Runge
    - Don Jarvinen
- h. Michelle Anthony
- Has problem with driving to Rapid City.
  - Foster Sawyer will discuss with Don Jarvinen and email regarding a vote on getting a airline ticket or having her drive.
- i. Vendors
- Pro-West confirmed.
  - Jenny Sorensen will contact other vendors: Respec, ESRI, Horizons, Frontier
- j. Poster Session
- Kelly Lane confirmed that two people will bring posters.

- Jenny Sorensen will ask Civic Center about where to hang posters.
- k. Luncheon, A/V Equipment for Keynote Speaker
- Set up at Civic Center will be discussed at meeting with CC next Tuesday.
- l. Email to Presenters for Titles
- Foster Sawyer will send email requesting titles from presenters.
- m. Icebreaker
- ESRI will sponsor.
  - Set up at Civic Center will be discussed at meeting with CC next Tuesday.
- n. Door Prizes
- Tickets needed for door prizes.
  - Jenny Sorensen will ask vendors for door prizes.
- o. Email Final Announcement, Hard Copy Mailing Has Been Sent
- Hard copy mailing sent out April 4<sup>th</sup> and included revised agenda (cost sponsored by SD DENR).
  - Foster Sawyer will send out final email announcement two weeks prior to conference.
- p. Presentations
- No discussion.
- q. Workshops
- No discussion.
- r. Next Board Meeting: April 27, 2006, 1 PM MT
- s. Additional Topics:
- Kelly Lane has confirmed that at least 40 students will be attending.
  - Rapid City Convention and Visitors Bureau will send 100 folders and blank name tags for our use during registration.
5. ADJOURN 2:15 pm

## **Black Hills Digital Mapping Association – Board Meeting Minutes 3/23/06**

Board meeting was started at 1:05 pm. The meeting was held by conference call and adjourned at 2:35 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – absent  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - present

### **2. 2005 TAX REQUIREMENTS**

- Deadline March 15; Jenny Sorensen and Foster Sawyer will look into what needs to be filed.

### **3. 2006 NON-PROFIT CORPORATE REPORT DUE: \$10.00 FEE**

- 2006 SD non-profit corporation report due – Foster will file paperwork, pay fee, and get reimbursed when organization has money

### **4. SOUTH DAKOTA TAX ID NUMBER**

- BHDMA must have SD tax id # and file sales taxes
- Don Jarvinen volunteered with filing BHDMA sales tax forms

### **5. CONFERENCE ORGANIZATION TOPICS**

- a. Reservations at Rushmore Plaza Civic Center
  - Reservations at CC confirmed (contract signed).
- b. Conference Information on Web Site
  - Once the web site is updated in the next few days, Foster Sawyer will send Tim Cowman registration form and agenda
  - Don Jarvinen will put together a location map
  - BHDMA website is [www.sdgs.usd.edu/bhdma](http://www.sdgs.usd.edu/bhdma)
- c. Speaker for Welcome Address
  - Ideas for welcome address speaker presented:

- SDSG&P person on State GIS task force is not available
- Tim Cowman will call Otto Doll
- Foster Sawyer will contact President of Chamber of Commerce
- Kelly Lane will call Bob Demerzman (Office of Economic Development) if we need someone (if others fall through)

d. Keynote Speaker

- Kelly Lane will ask Ellsworth base commander today regarding Keynote speaker and will contact Tim Cowman so he will know whether he needs to contact USFS
- Tim Cowman will try to contact BHNH supervisor for Keynote address

e. Vendors

- Jenny Sorensen will send out email to potential vendors (look on ESRI website for contacts)
- Ask vendors to donate prizes for poster session
- Board decided on \$100 sponsorship for vendors
- ESRI will sponsor icebreaker. Jenny Sorensen will write letter to ESRI on cost estimate, request for funds.

f. Poster Session

- Jenny Sorensen will contact Civic Center regarding where to display posters and maps
- Door prizes for posters (from vendors)

g. PDH Hours

- Jenny Sorensen will make form and figure out PDH's once agenda is established

h. Icebreaker

- Icebreaker will be in Rushmore/Alpine rooms at Civic Center

i. Agenda Format

- Kelly Lane will put conference program together using M.S. Publisher file made for Fall 2004 conference
- Jenny Sorensen will send Publisher file to Kelly Lane
- Will need to get abstracts and bibliographies for speakers and workshops

j. Hard Copy Announcements

- SD DENR sponsors hard copy mailing – Foster Sawyer will do mailing next week

k. Notification of Teachers/Students

- Kelly Lane wrote notification announcement to teachers/students and will be sending out by email. Will include web site address and reference the registration form and agenda which will be on the web site.
- All students K-12 and college students receive free registration

l. Email to Presenters for Titles

- Foster Sawyer will email presenters for titles, bios, abstracts

m. Current Status of Workshops

- Metadata workshop: Don Jarvinen is working to schedule Michelle Anthony from EROS (SAIC) to present. Association will need to pay her travel expenses and hotel. Decided on \$30/day for meals and make reservations at the Howard Johnsons (2 nights). Don Jarvinen will make reservation. Mileage rate will be 40 cents per mile. There may be an expense for handouts also.
- Money for expenses can be withdrawn from grant money ahead of payment (make estimate of expenses)
- Jenny Sorensen will get extra vendor tables for government entities to display (no fee charged for them to display)
- Switch times for Data Sharing and Internet workshops
- Geodatabase workshop: Dan Falbo stated that he is not sure if he will have staff available to put on this workshop. Dan Falbo will call ProWest to see if they can present. Kelly Lane will ask Maribeth Price if she would like to present. Don Jarvinen volunteered to be the back up presenter.
- Advanced GPS/GIS workshop: Frontier confirmed they will put on this workshop (Nathan Kupfer)
- Internet workshop: Harry Redman and Ryan Hartley confirmed that they will conduct this workshop

n. Speakers

- Foster Sawyer needs email for Rick Lehmann from Pennington County Search and Resue
- Foster needs email for Bill Phillips from Alliance
- James Rattling Leaf – not confirmed

o. Additional Topics

- Next board meeting dates:
  - April 13, 2006, 1 pm MT
  - April 27, 2006, 1 pm MT

6. ADJOURN 2:35 pm.

## **Black Hills Digital Mapping Association – Board Meeting Minutes 2/16/06**

Board meeting was started at 1:10 pm. The meeting was held by conference call and adjourned at 2:30 pm.

### 1. ROLL CALL OF BOARD MEMBERS

Foster Sawyer, President – present  
 Jenny Sorensen, Secretary/Treasurer – present  
 Don Jarvinen, Local Representative – present  
 Tim Cowman, State Representative – absent  
 Denise Miller, Federal Representative – present  
 James Rattling Leaf, Tribal Representative – absent  
 Dan Falbo, Private Sector Representative – absent  
 Kelly Lane, Academic Representative – present  
 Brett Runge, Member-at-Large - present

### 2. CONFERENCE ORGANIZATION TOPICS

- a. Reservations at Rushmore Plaza Civic Center
  - We have a contract to sign from the Rushmore Plaza Civic Center. Board agreed to civic center as venue and to sign the contract.
- b. Workshops
  - Metadata workshop: Don Jarvinen is working to schedule Michelle Anthony from EROS (SAIC) to present. Association will need to pay her travel expenses and hotel. Decided on \$30/day for meals and make reservations at the Howard Johnsons. There may be an expense for handouts also.
  - Geodatabase workshop: ESRI has agreed to provide a person to present this workshop.
  - Advanced GPS/GIS workshop: Tim Cowman needs to make contacts and set this workshop up. Will ESRI be helping with this workshop (ArcPad?). Kelly Lane will contact Nathan Kupfer from Frontier regarding this workshop.
  - Digital data sharing workshop panel: Foster Sawyer will contact James Rattling Leaf regarding tribal representative for panel.
  - On-line interactive data viewers workshop: Harry Redman will present. Question regarding internet connection at civic center – will it be able to support this workshop (only dial-up connection)?
  - Sport GPS/GIS workshop: Kelly Lane may need hotel room for Joseph Kerski (USGS).
- c. Speakers
  - Confirmed speakers: Steve Daw, Doug Ninas, Mary O’Neill, Denise Miller, Pennington Co. Search and Rescue (Rich Lehmann), Bill Phillips, Joseph Kerski
  - Unconfirmed speakers: Dan Falbo – user conference update (new products and services) or other topic (Jenny Sorensen will contact to confirm); Nebraska GIS Coordinator (Tim Cowman will contact to confirm); Van Aartsen – Don will call again to confirm.



- Foster Sawyer will contact the governor or Otto Doll to see if they can do opening intro to conference.
  - d. Vendors
    - Jenny Sorensen will contact potential vendors: Ferber Engineering, Graphics Plus, Horizons, KLJ, ProMap, ESRI, Trimble
  - e. Poster Session
    - Jenny Sorensen will ask civic center what we could hang posters on for display.
    - Plan to put vendors and posters in same location.
  - f. Education Component/Invitation to Teachers
    - Kelly Lane will send out invitation to educational contacts when the draft agenda is put together.
  - g. PDH Hours
    - South Dakota Engineering Society agreed to sponsor Professional Development Hours certificate.
  - h. Keynote Speaker
    - Nebraska GIS Coordinator?
    - Other ideas?
  - i. Meeting Announcements
    - Jenny Sorensen and Foster Sawyer will put together draft agenda
    - Will include registration form with meeting announcement (Foster Sawyer will send out)
    - Foster Sawyer will do hard copy mailing to government officials (mailing sponsored by DENR)
  - j. Web Site
    - Web site: Tim Cowman will put info for conference on website (draft agenda, registration form, location map (Don Jarvinen will put together))
  - k. Additional Topics
    - Next board meeting scheduled for March 23, 2006, 1 pm MT – conference call
3. 2005 TAX REQUIREMENTS
- Association has to pay state sales tax on any revenue. Jenny Sorensen will apply for SD sales tax license online.
  - Jenny Sorensen will contact Federal IRS regarding 2005 taxes
4. ADJOURN 2:30 pm.

## **Black Hills Digital Mapping Association – Board Meeting Minutes 1/19/06**

Board meeting was started at 1:05 pm. The meeting was held by conference call and adjourned at 3:10 pm.

### **1. ROLL CALL OF BOARD MEMBERS**

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – present  
James Rattling Leaf, Tribal Representative – present  
Dan Falbo, Private Sector Representative – absent  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - present

### **2. MINUTES OF PREVIOUS MEETING – Previous meetings were summarized for those attending.**

### **3. OLD BUSINESS**

#### **a. NSDI CAP Grant**

- A kickoff meeting for the grant was held by the USGS 9/13-9/14/05 in Reston, VA, and attended by Jenny Sorensen.
- Contact was made with Sharon Shin, Metadata Coordinator for FGDC, and Henry Garie, Executive Director, Geospatial Onestop
- An interim report for the grant will be due soon, although it has not been requested yet by the USGS.
- End of the project is 9/1/06.
- Auto deposit to our bank account has been set up for receiving grant funds. Can either request an estimate of required funds or spend money and then request reimbursement.
- Money not spent will not be given to us (it stays with the government).
- This conference meeting will fulfill our grant requirements as long as we include training, specifically metadata and data standards.
- Our organization did not fit with the 2006 CAP Grants, so we have not applied.
- Jenny will call CAP Coordinator to ask about having a conference fee and getting grant money – make sure there is not a conflict of interest.

#### **b. Other topics - none**

#### 4. NEW BUSINESS

##### a. Spring 2006 Digital Mapping Association Conference

1. Conference dates
  - Decided on Tuesday May 2 and Wednesday May 3 as the dates for the BHDMA spring conference.
  - Conflicting events: MAGIC Symposium week of April 24; NRCS training week of April 24; Western SD Hydrology Conference, April 18; GIS-T, late March; April 7-9, Deadwood Planning, Maps, and Photographs conference
2. Location
  - Civic Center has been scouted as a location, and costs are reasonable. Must check whether the facility will be available on the dates of the conference
  - Other facilities that can be checked include Hampton Inn, Radisson, Ramkota, SDSM&T
3. Format
  - Board decided to have the plenary session on the first day (5/2/06) and the workshops on the second day (5/3/06)
4. Workshops
  - Board tentatively set up 6 workshops for the conference. The workshops will be in two concurrent sessions in both the morning and the afternoon. In both the morning and afternoon, one session will consist of two 2-hour workshops; the other concurrent session will be 4 hours long.
  - Workshops:
    1. Metadata Training
      - Training offered by government person (USGS)
      - Length: 4 hours
      - Also, could do ESRI ArcMap Metadata training
      - Don Jarvinen will make contact with government rep
    2. Field Data Collection Techniques Using GIS/GPS
      - ESRI/Trimble/Frontier Precision
      - Length: 4 hours
    3. Geodatabases
      - ESRI
      - Length: 2 hours
    4. Panel Discussion – Data Sharing
      - Potential panel members: Don Jarvinen, Ron Wencl, ESRI, tim Coman, Tribal Representative
      - Length: 2 hours
    5. Online Interactive Data Viewers
      - Demo Google Earth, NASA World Wind
      - Length: 2 hours
    6. Sport GIS/GPS

- Kelly Lane volunteered to teach this workshop
  - Don Jarvinen has a GPS presentation that could be used
  - Could demo software that converts Garmin data to shapefile
  - Length: 2 hours
5. Fees, meals, equipment, etc.
- Board voted and approved a flat fee of \$50 for the conference. Conference fee will include registration and lunch on one day.
  - Board agreed to offer free lunch and registration to the first 50 teachers and students. Unlimited conference registration to all students and teachers.
6. Speakers and vendors – Suggestions and who will contact each potential speaker is listed. The issue of vendors and poster session will be dealt with at the next BHDMA board meeting. Length of presentations will be 45 minutes. Plan is to have 1 session in the morning and 2 concurrent sessions in the afternoon.
- Steve Daw – presentation on state data standards – Foster Sawyer will contact
  - GIS Coordinators from other states (ND, NE) – Tim Cowman will contact Jim Merchant, GIS Institute, University of Nebraska, Lincoln
  - ASPRS – new chapter in SD – Foster will contact
  - NRCS Web Soil Survey presentation – Denise Miller will contact
  - Steve Van Artsen, Sioux Falls – Don Jarvinen will contact
  - Bill Phillips, Alliance – Don Jarvinen will contact regarding Bill speaking on GPS surveying
  - Pennington County Search and Rescue – Kelly Lane will contact
  - WEB Water – Jenny Sorensen will contact
  - ESRI – Jenny Sorensen will contact
  - City of Gillette, Doug Ninas – Foster Sawyer will contact
  - BHDMA membership meeting
7. PDH hours
- Jenny Sorensen will contact South Dakota Engineering Society to see if they will sponsor Professional Development Hours for the conference.
8. Keynote speaker
- No ideas yet.
9. Educational component – offering workshops of interest to teachers and offering free conference registration for teachers and students
- b. Other new business
- Brett Runge announced that the City of Deadwood will be holding a Planning, Maps, and Photographs conference on April 7-9, 2006. Foster Sawyer will send conference announcement out to BHDMA membership.

5. TREASURER'S REPORT

- Balance under \$20

6. OTHER DISCUSSION TOPICS

a. State GIS Meeting

- Steve Daw is looking for help in setting up an annual state GIS meeting. He is organizing a formal planning committee. It will include people from STC, state, and BHDMA. Foster Sawyer will represent BHDMA. Don Jarvinen has also volunteered as a representative if needed. Conference is scheduled for October 2006.

b. Fall Black Hills Digital Mapping Association Meeting – no discussion

c. 2005 Taxes – Jenny will look into and report at next meeting.

d. Next BHDMA board meeting – February 16, 2006, 1 pm MST

7. ADJOURN 3:10 pm.

## **Black Hills Digital Mapping Association – Board Meeting Minutes 7/19/05**

Board meeting was held at 1:15 pm during the Black Hills Digital Mapping Association (BHDMA) membership meeting at the Rapid City/School Administration Center, 300 6<sup>th</sup> St, Rapid City, South Dakota. All members present were invited to attend.

### 1. Roll Call of Board Members

Foster Sawyer, President – present  
Jenny Sorensen, Secretary/Treasurer – present  
Don Jarvinen, Local Representative – present  
Tim Cowman, State Representative – present  
Denise Miller, Federal Representative – absent  
James Rattling Leaf, Tribal Representative – present  
Dan Falbo, Private Sector Representative – present  
Kelly Lane, Academic Representative – present  
Brett Runge, Member-at-Large - present

### 2. Minutes of Previous Meeting - none

### 3. Old Business

- a. Board of Directors Election Results – Foster Sawyer presented the election results for the officers and board members and introduced the board to the membership.
- b. Articles of Incorporation - Since the last membership meeting in October, 2004, the organization became incorporated as a South Dakota non-profit organization and was renamed the Black Hills Digital Mapping Association. The articles of incorporation and bylaws of the association were made available to the board members and other members who were interested.
- c. Employer Identification Number – The association has also received an employer identification number (EIN).
- d. Bank Account Established - Since the last membership meeting, the organization has established a bank account at the Black Hills Federal Credit Union.

### 4. New Business

- a. 2005 NSDI Cooperative Agreement Program – Presented by Jenny Sorensen

The Black Hills Digital Mapping Association applied for a National Spatial Data Infrastructure Cooperative Agreement Program grant on June 16, 2005. The organization filed under Category 3: Geographic Information Coordination. This grant is offered once per year.

Stated goals of the grant:

1. Serve as a model for other geospatial organizations in South Dakota regarding interagency coordination and cooperation.
2. Increase membership.
3. Provide a forum for multi-agency cooperation regarding spatial technologies.
4. Improve data access and use by disseminating information on available data sources.
5. Increase participation in national geospatial data programs by presenting information on these programs.
6. Provide education and training opportunities, specifically in areas of metadata documentation and standards implementation.

The project to be funded under the grant is a two-day membership meeting offering presentations and training during spring 2006. Collaborating organizations include the South Dakota Bureau of Information Technology, the South Dakota Geological Survey, and the Pennington County/Rapid City GIS Division. The grant application included letters of support from Steve Daw, Tim Cowman, Don Jarvinen, and Ron Wencl (USGS). The grant budget is for \$6,000 in awarded grant funds and \$6,000 in matching funds. Of the matching funds, \$5,000 are in labor, equipment, and supplies, and \$1,000 is in anticipated vendor and sponsor fees. Grant awards will not be announced until July 25 at the earliest, and when the announcement is made, an email notice will be sent to the membership.

#### 5. Treasurer's Report

Account balance after the last meeting was \$84.01. Recent expenditures included \$25.00 for incorporation fees, \$31.78 for overnight mailing of grant application, and \$10.50 for new checks. Current account balance is \$17.23.

#### 6. Discussion Items

##### a. Goals and Ideas of Board

Tim Cowman – Would like to set up a web page that has presentations from our meetings on the site for people to access (convert to .pdf format). The S.D. Geological Survey could host the site on their current website and Mr. Cowman volunteered to maintain the website. Motion was made and seconded to establish a BHDMA website. Motion passed.

##### b. Date of Next Board Meeting – to be decided later

##### c. Date and Format of Next Association Meeting

The State (Steve Daw) is thinking about a state GIS meeting on November 17, 2005 (GIS Day). BHDMA could participate in this state meeting.

Comment by Tim Cowman: Need coordination between GIS groups in the state as to when we hold meetings. Summer is a problem because it is difficult for state employees to receive state rates at motels. Spring and fall are good times for membership meetings

## 7. Adjournment



**4. NEW BUSINESS**

- Next Proposed Meeting Date and Time:
  - Week of December 17, 2012 at 2:30 MST/3:30 CST

**5. ADJOURN – 3:15 pm.**

- Linda has agreed to be nominee for Secretary/Treasurer
- Private Sector Rep: nominees from Brandon Tourtelotte (Compass Tools, Inc.) and Max Masters (Geographic Innovations) (11/30)
- Have replacement for Ryan Heaslip (Eugene Bolka) for next year until term expires
  - Jenny will check by-laws regarding whether we need to have election or can nominate someone to fill slot
- Is there interest in getting together for dinner on Tuesday, December 4<sup>th</sup>?
  - Jenny will send email to board and vendors as to their interest
- Next Meeting Date and Time:
  - Monday, December 3 at 2:30 MST/3:30 CST

**5. ADJOURN** – 3:40 pm.