

DRAFT
DGDC Executive Council Meeting Minutes
January 24, 2012
10:00 a.m.
Room 133, Haslet Armory
122 William Penn Street, Dover, DE

ATTENDANCE

Executive Council Members

- Connie Holland, OSPC,
- Andrea Godfrey, Proxy for Ann Visalli, OMB
- Matt Laick, Proxy for Terry Whitham, DSHS
- Mike Petit de Mange, KC
- David Wunsch, UD/DGS
- Deborah Sullivan, DNREC
- Darin Dell, for Marti Dobson, DelDOT
- Mark Nowak, City of Dover

Other Attendees

- Dorothy Morris, OSPC
- Kim Cloud, DTI

Welcome and Introductions

Connie Holland started the meeting at approximately 10:00 a.m. with a welcome and a round of introductions. Connie thanked everyone present for working to get the money for the aerials.

Approval of October 20, 2011 Meeting Minutes

Matt Laick made a motion to approve the [October 20, 2011 minutes](#) (PDF)

Andrea Godfrey seconded the motion and it passed unanimously.

DGDC Committee Reports

No reports were given at the meeting

Old Business
Path forward

Connie stated that after reviewing Del Code, the restructuring of the committees can be done. Connie intends to propose the following to the Cabinet Committee on State Planning Issues at their February meeting:

- DGDC becomes more of a users group which meets quarterly.
- A steering committee is formed, from those who have been attending the Executive Council as proxy, and meets to discuss ideas brought about at the DGDC meeting to determine what should be taken to the Executive Council for a vote.
- The Executive Council meets before or after the Cabinet Committee on State Planning Issues and only meets when a vote is needed for funding or project approval.

It was also discussed that not all of the subcommittee chairs are attending the meeting and making a report.

A motion was made by Matt Laick to have Debbie Sullivan review the subcommittee lists and determine which committees are still relevant and who the chairs each committee. Darin seconded the motion and it passed unanimously.

New Business

Connie discussed Del Code and the fact that GIS should be funded by all State agencies and coordinated by our office. Connie discussed how the funding happened for the most recent round of aerals and noted that a more efficient process needed to be found.

Matt Laick stated that E-911 is setting up a funding line to allow State Agencies and others to contribute to the fund so that we can ensure regular updates. His office is willing to do contracts with those agencies to contribute so it is clear what the money is being used for and Dean Stotler of GSS has offered to help in any way possible with contracting. Matt noted that a committee or a person in State Planning should be available to provide the business leadership for the effort.

Connie stated that she has to give a report to the Cabinet Committee on State Planning Issues to show how using a person for this effort can be cost efficient and actually save the State money. Connie said she might be calling for help in determining the cost savings of GIS coordination.

Mark Nowak stated that the City would need to see deliverables before adding it to the budget for the first time so timing was an issue for him. Once it is in the budget, it should be easy to keep in the budget.

Kim Cloud stated that she would like to see the State put out an RFP for 3 cycles of data collection in hopes of a better prices and a guaranteed update so we are not scrambling ever couple of years.

Debbie Sullivan stated that the money would have to be in place first or at least the promise of the funding should be in place before RFPs are done. In addition, the group needs to consider other types of data other than aerals, such as LiDAR and land use/land cover.

Mike Petit de Mange stated that he did not see and issue with contributing to the updates but that he would need a figure to use during budgeting.

Kim Cloud noted that in the Governor's state of the State there were two pages of initiatives that needed GIS in some way.

Mike Petit de Mange asked about making the contribution more like a cost share or a maintenance fee that is expected from each agency each year to keep the information up-to-date.

Mike Petit de Mange made a motion to form a steering group with the purpose of determining the frequency of product development, the cost approximations, and identify the cost sharing components assigned to users. Matt Laick seconded the motion and it was passed unanimously.

Seth Van Aiken with ESRI gave a presentation regarding the GIS Discover Workshop that ESRI offers. After the discussion, it was decided that the presentation should be given to the Cabinet Committee on State Planning Issues in February.

Matt Laick made a motion to adjourn the meeting. The motion was seconded by Darin Dell and passed unanimously.