

ST. TAMMANY GEOGRAPHIC INFORMATION SYSTEMS DISTRICT

AGENDA – REGULAR MEETING

DECEMBER 8, 2015 – 1:30 P.M.

JUSTICE CENTER CONFERENCE ROOM

- I. MEETING CALLED TO ORDER
- II. ROLL CALL
- III. APPEARERS – None.
- IV. CONSENT CALENDAR
 - a. Regular Meeting Minutes – November 10, 2015
- V. REGULAR AGENDA
 - a. Unfinished Business
 - i. Items to be voted on: None.
 - ii. Items for discussion:
 - 1. Critical metadata component framework
 - 2. Status of replacement of Gorrondona with Worchel
 - b. New Business
 - i. Items to be removed from consent calendar: None.
 - ii. Items to be voted on: None.
 - iii. Items for discussion: None.
- VI. COMMENTS AND REPORTS
 - a. Beer
 - b. Spansel
 - c. Hayes
 - d. Liner

Adjournment

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2016 CALENDAR

All meetings are scheduled to be held at 1:30 p.m. in the Justice Center Conference Room.

Tuesday, January 12th

Tuesday, February 16th (*moved back 1 week due to Mardi Gras*)

Tuesday, March 8th

Tuesday, April 12th

Tuesday, May 10th

Tuesday, June 14th

Tuesday, July 12th

Tuesday, August 9th

Tuesday, September 13th

Tuesday, October 11th

Tuesday, November 8th

Tuesday, December 13th

Meeting dates, times and location are subject to change. Please check agenda regularly, or for immediate assistance, please call Gina Hayes at (985)789-4714.



ST. TAMMANY GEOGRAPHIC INFORMATION SYSTEMS DISTRICT

Board Members:
Ian Beer, Chair
Sean Spansel, Vice Chair
Gina Hayes, Secretary/Treasurer
Rusti P. Liner

REGULAR MEETING MINUTES

DECEMBER 8, 2015

DISTRICT VICE CHAIR, SEAN SPANSEL, called the meeting to order at 1:30 p.m.

ROLL CALL was as follows:

PRESENT: Sean Spansel
Rusti P. Liner
Gina Hayes

ABSENT: Ian Beer

APPEARER: Bobby Worchel (Anticipated future member)

CONSENT CALENDAR: Regular Meeting Minutes

There was a discussion that a draft agenda should be sent to all members prior to the meeting. A **Motion** that all members should **Submit Agenda Items** on or before 4:00 pm on Tuesday – one week prior to the meeting was made by **Gina Hayes**. The motion was **seconded** by **Rusti Liner** and was **unanimously adopted**.

A **Motion** was made that a **Draft of the Minutes** should be emailed to all members within 10 days of the meeting was made by **Rusti Liner**. The motion was **seconded** by **Sean Spansel** and was **unanimously adopted**.

Time was allotted for the silent reading of the minutes of the previous meeting.

A **Motion to Adopt the Minutes** was made by **Rusti Liner**. The motion was **seconded** by **Gina Hayes** and was **unanimously adopted**.

REGULAR AGENDA

Unfinished Business

Items to be vote on: None

Items for discussion:

1. Critical metadata component framework

Rusti Liner informed the board that the subcommittee has gone through the spreadsheet of basic base mapping layers. She hopes to have a draft version complete by early next week (the week of December 14th).

Bobby Worchel informed the board that the Fire Districts are currently providing raw data to 911 and **Sean Spansel**.

(As a side note: **Gina Hayes** informed the board that her computer was infected by a virus the previous week. Anything sent to her was lost, and she requested that it be resent.)

Rusti Liner informed the board that once the metadata is listed then the subcommittee will be able to begin comparing the data to determine and correct inconsistencies.

Sean Spansel stated that he will add their data to the **Rusti Liner's** excel spreadsheet and forward it to her for the subcommittee's use.

Rusti Liner discussed the possibility of using **ARC GIS Viewer** online. All agreed that this should be placed on next month's agenda for full discussion.

2. Status of replacement of Gorrondona with Worchel

No one had any information on the status of the replacement to the board. **Bobby Worchel** volunteered to contact St. Tammany Parish Councilman Gene Bellasario for a status update.

New Business

Items to be removed from the consent calendar: None

Items to be vote on: None

Items for discussion: None

COMMENTS AND REPORTS

A. **Beer** – absent

B. **Spansel** – no comments

- C. **Hayes** - stated that she will have a Draft Agenda to all board members by the Wednesday prior to each meeting. Once approved by all, a final copy will be emailed the Friday prior to each meeting. Also, stated that approved minutes will be emailed out usually the day after the meeting but always within ten days. Reviewed upcoming meeting dates for the 2016 calendar year and discussed the moving of meeting date back one week due to Mardi Gras. All agreed.
- D. **Liner** - Announced that Parish Government has received a grant from the Army Corps. Of Engineers for training in document versioning. The first round of training has already taken place. The second round will likely be held in March. Will send evites.
- E. **Worchel** - Discussed product versioning. Suggested that the board consider eventually issuing recommendations to all users in the district to be on a certain version by a certain date to ensure compatibility. All agreed that recommending a 6-month version update window is something that should be put on next month's agenda to be more fully discussed by the entire board.

There being no further business, a Motion to Adjourn was made at 2:30 p.m. by Gina Hayes. It was seconded by Rusti Liner. All were in favor.


1/12/16
SEAN SPANSEL, Board Vice Chair


1/12/16
GINA HAYES, Board Secretary/Treasurer