

VERMONT CENTER FOR GEOGRAPHIC INFORMATION, INC.
BOARD OF DIRECTORS
Minutes of Meeting 8:11 AM - 10:22 AM on December 11, 2012

Executive Director David Brotzman called the meeting to order at 8:11 a.m. The membership was represented as follows:

Richard Boes (Agency of Administration)	Present
Aaron Worthley (Private Sector – GIS Community)	Present
Peter Fellows (Regional Planning Commissions)	Present
Thomas Hurd (Agency of Transportation)	Present
VACANT (House of Representatives)	Absent
Senator Kevin Mullin (Vermont Senate)	Present
Leslie Morrissey (Higher Education)	Absent
Melissa Prindiville (Agency of Commerce & Community Development)	Present
Peter Telep (Agency of Natural Resources)	Present
Bruce Urie (VT Municipalities)	Present
Beverly Wemple, Ph.D. (Higher Education)	Present

Executive Director David Brotzman and Senior Project Manager Ivan Brown represented the staff.

Approval of Minutes

Melissa Prindiville stated that the minutes of the September 25, 2012 meeting had missing information in the Operational Review section. David Brotzman agreed to correct that component.

Senator Kevin Mullin moved to approve the minutes of the September 25, 2012 meeting. Thomas Hurd seconded the motion. The motion was approved unanimously.

Financial Report

Balance Sheet – A lot of cash is in Capital Reserve.

Income Statement – We have been sitting well due to the NTIA contract and unanticipated project income.

NTIA Contract – An “NTIA Contract Breakdown” was presented; It depicts the amount of unobligated funding.

Revenue Projections Report – Revenue is going well.

Budget Adjustments –

- Project income has been adjusted upward by \$11,670 per revenue projections.
- Project miscellaneous expense was increased by \$1000 due to project expenses, which are higher than anticipated.
- Changes to labor, benefits, FICA, dental, etc.
 - A new employee was hired. A revenue generator was added.
 - The Business Manager position is now part time.
 - The organization has a new configuration.
 - The net effect is \$30,000 in savings.
 - Medical insurance is expected to increase by 10%. A final number is not yet available.

Bruce Urie moved to accept the revised budget. Senator Mullin seconded the motion. The revised budget was approved unanimously.

Operational Review

- Vermont Emergency Management, VCGI, and partners are addressing the need to have a single road closure data source.
- *Homeland Security Unit – Virtual Vermont* – Project must be resolved by March 31, 2013.
- *Hosting Services for E911* – VCGI has entered into an agreement with E911 for data services that will be hosted by VCGI.
- *State Broadband Initiative* – PSD employee does not have web editing capability.
- *Imagery* – The Spring 2012 flight is now in quality control. Delivery is expected just after the first of the year. Imagery from the storm-driven flight of 2011, which is composed by 22 data tiles, is now available.
- *EGC* – Geocortex was upgraded.
- *Virtualization* – We now have servers running on virtual machines at DI&I. We are working toward making those servers go live on January 15.

Strategic Planning

- We can't carry out our mission without core services 20, 21, 22, and 23.
- Our business model needs to be changed.
- VCGI is facing the problems of being a small business.
- Significant savings would occur if VCGI merges into state government.
 - VCGI would be partially funded by appropriation and partially funded by one or more DI&I funding models.
 - A merge into state government would require a change to legislation. The VCGI statute would be moved into the DI&I statute.
 - The budget component of the merge will be addressed now. A formal plan will be developed over the next two months.
 - The appropriation of \$378,000 would be included in the DI&I budget.
- Given the trend of other states, GIS is going to be very busy in the coming years.
 - Other states are significantly expanding GIS capability.
 - Demand for GIS services is increasing and will increase three or four fold.
- VCGI would have severe budget problems by the end of 2014 if its business model remains the same.
- Melissa Prindiville was concerned that entities outside state government would receive less service and attention from VCGI if the organization moves within DI&I. All agreed that VCGI should continue to support the general public, RPCs, businesses of all kinds, and nonprofits, especially since the organization's legislative language directs this service (and that language will not change).

Dr. Beverley Wemple moved that the “board give the ED permission to pursue a merge into DI&I and that the ED maintain core services 1 through 15 to serve and benefit the community”. Thomas Hurd seconded the motion. The motion carried, with all voting in favor except for Melissa Prindiville, who voted as opposed, and Richard Boes, who abstained.

Schedule of Next Board Meeting

A status-update meeting is planned for early February, which will be followed by a board meeting in March. Dr. Wemple and Peter Fellows suggested a start time of 8:30 AM for meetings.

There being no further business the meeting adjourned at 10:22 AM.