ITAC Conference Call

March 21, 2012

Attendance:

Bob Lent
Scott Gain
Terri Moore
Pete Cinotto
Boyce Blanks
Bob Kimbrough
Kate Flynn
Susan Trapanese
Bob Avery
Kris Lund
David McCulloch
Gary Krammes
Gary Fisher
Kim Martz

Agenda Review

- Agenda items for June F2F
- Succession planning

Minutes:

Logistics for June F2F

- Brief discussion about the hotel and flights for the next F2F.
    - Bob L. emphasized that the group needs to make flight reservations as soon as possible so we can try and coordinate rides if necessary.
    - It may be less expensive to fly into Omaha, however, Omaha is about 1 ½ hours from Lincoln.
    - Kris noted that she will be driving to Lincoln and can meet members in Omaha if needed.

ACTION: Coordinate carpooling as soon as possible. Send itinerary for posting to Sharepoint.

- Bob commented that on Thursday, the group should commit to meeting for 4-5 hours. He requested that members be there for that time. The decision was made that the meeting will adjourn no later than 1:00 pm on Thursday for those who wish to fly home that day.

New Members

- Bob welcomed new members Scott Gain, Gary Krammes, and Bob Avery to the group.

Agenda Review

- Bob reviewed the agenda for the VA WSC meeting so that new members will have an idea of the format meetings take.
    - Day 1 – WSC overview, WSC presentations, Town Hall, Field Trip
    - Day 2 – Topical discussions, OI Special Projects updates
    - Day 3 – ITAC business meeting

Issues

- **Town Hall Meetin**g - Bob L. commented that the Town Hall meetings can be a very successful way of getting current "hot" issues out quickly to the WSCs. It has become challenging to get Paul Exter and others to meetings to give updates. The Town Hall meeting is a good way to reach out to constituents.

- Bob noted that several mechanisms have been used to guide Town Hall meetings. The latest method, question/answer format generated a lot of questions, but to address them all did not all time for free-flow discussion. Bob suggested that we pare the questions down to a manageable number to allow time for discussion.

Terri suggested that we compile the questions ahead of time as before and get answers to the questions, however, focus on selected topics/questions at the F2F.

Build FAQs that can be handed out or referenced on-line.

- **Webinar Series** – Bob noted the importance of the webinar series. It is important to discuss a plan for transitioning this role to Gary Krammes. Ramona will work with Gary to transition her role. Gary responded that he and Ramona have talked and will be in contact again on March 23. Bob suggested that Ramona call in for the NE WSC meeting as Gary will be unable to attend the meeting.

- **Special Projects (Gary Fisher)** – Bob L. wrote a white paper and forwarded it to Katherine for further distribution and review. Bob gave a brief overview to new members. Gary will attend the NE F2F

  ACTION – Bob L. will follow-up with Katherine on the status of the white paper.

- **Programming Forum (Pete Cinotto) –** Pete gave an overview of this topic to the new members. The goal is to draft a proposal for what the programming group can do for ITAC and USGS - develop consistency with web-based applications across WSCs

  - The goal will have a quantifiable endpoint
  - Create a depository/archive for templates
  - Support group for WSCs
  - Identify future goals as this progresses and decrease redundancy

  A brief discussion ensued regarding the benefits of bringing programmers together. It was agreed that this is worth time on the agenda for further discussion. Kate commented that this has been attempted in the past, but has not been accepted. Pete responded that this effort is not going to be about mandates, but to develop guidelines on saving time and money – make templates available for others to use.

For the next agenda –

ACTION – Terri and Bob will talk next week about how to handle the Town Hall questions/answers

- Terri asked the group to think about special guests for the upcoming meeting. Who do we need to invite?
  - IT Liaison – Ryan Stevens (**ACTION –** Terri will contact Ryan Stevens)

ACTION – Bob Lent will contact the Area Rep.

- Boyce suggested having the agenda or topics settled prior to soliciting questions from constituents.

ACTION – Bob asked the group to submit special topic requests in the next couple of weeks.

- Terri will provide an update on QoS
- Bob will contact Katherine about Special Projects
- Webinars (Ramona will call in to assist since Gary will not be available.)
- Kate – Basins application. **ACTION -** Kate will send Bob a title for her talk.
- Gary F. will update the group on Special Projects (David McCulloch will be unable to attend the meeting)
- The Group agreed an update on Web Reengineering Project would be helpful. Terri will talk to Katherine about who to contact to provide an update.
- Mobile Application Development Update. **ACTION -** Terri will contact Lorna Schmid to see if she can participate. Terri was told Lorna was working on the Terms of Agreement draft to send to the department for development on apple products (iPhones/iPads).

ACTION – Bob will talk to Bob Swanson about field trips

Potential Topics:

Webinar transition
Programming forum
QoS update
OI Special Projects
Town Hall
Basins and Statistics Application
Web Mapping Webinars
Update on Mobile Applications Development
Web Re-engineering Update