

ICIT Business Meeting Agenda/Minutes

1:30 p.m. Thursday, November 20, 2008

Wallace Room, Coralville Marriott and Conference Center
Coralville, Iowa

ICIT Executive Board Members (X - in attendance)

- X President: Matt Boeck, GIS Coordinator (Story)
- X Vice President: Kim Veeder, IT Director (Black Hawk)
- X Sec./Treas.: Mark Castenson, GIS Coordinator (Warren)
- X Past President: Micah Van Maanen, IT Director (Sioux)
- X Tech. Advocate: Kirby Winter, IT Director (Hardin/Franklin)
- X District 1 Rep: Sandra Hunter, IT Director (Story)
- X District 2 Rep: Joel Rohne, IT/GIS Director (Worth)
- District 3 Rep: Shawn Olson, IT/GIS Administrator (Plymouth)
- X District 4 Rep: David Bayer, GIS Coordinator (Pottawattamie)
- X District 5 Rep: Gina Erickson, IT Director (Des Moines)
- X District 6 Rep: Jean Schultz, IT Director (Johnson)

ICIT Committee Chairs

- X ISAC Board Representative: Wayne Chizek (Marshall)
- X Education and Schools: Kirby Winter (Hamilton/Franklin)
- X Legislative: Jeff Rodda (Polk)
- X Membership & Awards: Micah Van Maanen (Sioux)
- X On-Line Services: Scott Williams (Marshall)
- X Cadastral: Jason Siebrecht (Linn)
- X Web-User: Mitch Tollerud (Scott)
- X Infosec: Tom Crimmins (Pottawattamie)
- X Robin Harlow (ISAC)

Agenda

1. Call meeting to order
The meeting was called to order at 1:32 p.m.
2. Financial and Membership Report
There is \$22,747.23 in the checking account. There are 87 paid members. Dean Neal suggested that we send out a reminder to the ICIT group.
3. ICIT Committee activities
 - a. Education and Schools
Kirby reported that yesterday's presentations went well. Hope to have security presentations at the Spring School.
 - b. Legislative
Jeff gave a report on the legislative info. He said there might be some bills related to property tax and TIF. There might be a bill regarding redaction of information on recorded documents. Jeff also reported that there could be some bills related to emergency management. There will be a 'county' day at the legislature.
 - c. Membership and Awards

Nothing to report.

d. On-Line Services

e. Cadastral

Jason reported that the group has not met for some while. There is a living document on google.

f. Web Technology group

Mitch reported that there was a National Government webmasters conference in Chicago. There was much discussion on the ABC Virtual and Treasurer's association for online payments. There was talk of having discussions with the Treasurers and ABC Virtual in regards to this.

g. Infosec

Tom reported that they had their training on Tuesday and there were 25 people in attendance. They are having a website at icitsec.org and icitsec.com. They also hope to have another training on the Tuesday before Spring School. They are also going to be building a survey.

4. Organization updates

a. ISAC Executive Board

Wayne reported that they have spent a lot of time on legislative issues.

b. GISDR

Wayne reported there was another grant application sent in earlier this month in association with IGIC. Wayne suggested that counties upload data to the GISDR. The site is working.

c. CLRIS

Scott reported that they are accepting images again. The recorders are waiting on the legislature to determine what they should do in regards to redacting information on the website. Scott reported the recorders are getting ready to send out an RFP in regards to redacting sensitive information.

d. CREW

Matt reported that Marsha Carter was appointed as chair and Ken Kline is project Manager. Iowa Interactive cannot work on the project until January 15th so the project is currently on temporary hold.

e. IGIC

Micah reported that their conference will be in Waterloo. It will be held in April. One of their priorities is to be a one-stop GIS information portal. She also mentioned the IGI project that they are working on.

f. EIGIS

Nothing to report.

5. Affiliate Technology Projects Update - Robin Harlow, ISAC Technology Project Manager

Robin was absent.

5a. By-Law Changes.

Wayne sent out copies of the proposed by-law changes. There was a motion by Mary McLaughlin to approve the proposed by-law changes. Second by Micah Cutler. The approved changes are attached.

6. Vice President and Secretary/Treasurer election
Joel was elected for VP by a motion from Wayne, second by Micah V..
Mark was elected for Sec/Treasurer by a motion from Mary M., second by Tom Crimmins.
Kriby was elected for Technology Advocate by a motion from Wayne, second by Jeff Rodda
7. District Representative meetings and election
District 2 elected Jon Lubke.
District 4 elected Anthony C. Kava.
District 6 elected Jean Schultz.
8. Mid-Year Conference 2009 update
Wayne reported on the planning of the conference. The committee sent out 208 'Save the date' postcards. There is a website <http://icitmidyear.com> There will be 2 presenters, one a comedian and the other professor. The conference is at the West Des Moines Marriott, June 10-12, 2009. The committee is reaching out to the League of Cities. Julie Harris mentioned that if anyone has a vendor contact to send her that information. The committee has set up fees for registration options. Matt reported that he is in charge of the sessions and will be looking to the membership.
9. Old Business
None
10. New Business
None
11. Next meeting and adjournment.
The meeting was adjourned at 2:48 p.m

Proposed Changes to the Iowa Counties Information Technology (ICIT) Organization By-Laws

ARTICLE XI. NOMINATION AND ELECTIONS

Section 1. Officers

- a. The Membership, Nominating and Awards Committee shall make nominations of Officers during the Spring Meeting **or during the ICIT Mid-Year Conference**. Additional nominations may be made from the floor of the Annual meeting.
- b. The attending members at the Annual Meeting of the organization shall elect officers. Elections shall be determined by simple majority of the attending members. In the event there are three or more candidates for an office and none receive a simple majority of the votes cast, the two candidates receiving the most number of votes will be the official nominees and a new vote taken.
- c. Officers' terms shall commence on the first day of January after the election.

Section 2. Executive Board

- a. The representative from each District shall be nominated from the District by members of said District during the Spring meeting **or during the ICIT Mid-Year Conference**. Additional nominations may be made from the floor of the Annual Meeting.
- b. Representatives from each District shall be elected as follows:
 1. Districts 1, 3, and 5 shall elect their representatives in the odd years at the Annual Meeting for a term of two (2) years.
 2. Districts 2, 4, and 6 shall elect their representatives in the even years at the Annual Meeting for a term of two (2) year.
- c. The representative from each District shall be elected from the District by members of said District present at the Annual Meeting. Elections shall be determined by simple majority of the attending members. In the event there are three or more candidates for an Executive Board position from a single District and none receive a simple majority of the votes cast, the two candidates receiving the most number of votes will be the official nominees and a new vote taken.
- d. Representatives' terms shall commence on the first day of January after the election.

Section 3. At-Large Technology Advocate

- a. The Membership, Nominating and Awards Committee shall make nominations for Technology Advocate during the Spring Meeting **or during the ICIT Mid-Year Conference**. Additional nominations may be made from the floor of the Annual meeting.
- b. The attending members at the Annual Meeting of the organization shall elect the Technology Advocate. Elections shall be determined by simple majority of the attending members. In the event there are three or more candidates for an office and none receive a simple majority of the votes cast, the two candidates receiving the most number of votes will be the official nominees and a new vote taken.
- c. The Technology Advocate shall be elected in even-numbered years for a term of two (2) years.
- d. The Technology Advocate term shall commence on the first day of January after the election.

ARTICLE XIII. COMMITTEES

Section 1. There shall be the following standing committees:

- a. Legislative Committee
It shall be the duty of the Legislative Committee to consider all legislation and each resolution with its recommendations at each business meeting.
- b. Membership, Nominating and Awards Committee
It shall be the duty of the Membership, Nominating and Awards Committee to coordinate membership activity, to coordinate and/or nominate active members for elected positions within the ICIT organization and to recognize individuals that have provided distinguished service to ICIT and/or the advancement of technology in Local Government.
- c. Education and School Committee
It shall be the duty of the Education and School Committee to coordinate training sessions or workshops, **and** work with ISAC on issues concerning education., ~~and creating and mailing an organization newsletter.~~
- d. Online Services Committee
It shall be the duty of the Online Services Committee to consider all content and services provided over the Internet, and to insure that all online services are properly developed and maintained.

Section 2. The President, with the approval of the Executive Board, will appoint the chairperson of each committee. Each chairperson is an ex-officio member of the Executive Board.

Section 3. The chairperson of each committee will appoint the members of his or her committee. Each standing committee shall consist of no less than three (3) members. Members may participate in more than one committee.

Section 4. It shall be the duty of each standing committee to keep abreast of all topics relevant to their committee to recommend to the Executive Board appropriate responses to the current topics.

Section 5. The President or the Executive Board may name ad hoc committees.

ARTICLE XIV. MEETINGS

Section 1. This organization will meet during the Iowa State Association of Counties (ISAC) Fall **School of Instruction** and **either at ISAC's Spring Schools of Instruction or during the ICIT Mid-Year Conference**. The Annual Meeting will be the Fall meeting and all elections will take place at this time. Nominations for Officers and Executive Board members will take place at the Spring meeting **or during the ICIT Mid-Year Conference**.

Section 2. The President will call all other necessary meetings.

ARTICLE XVII. AMENDMENTS

Section 1. Any amendments to these by-laws must be proposed to **the Executive Board**. The Executive Board must have a 2/3 majority supporting the proposed amendment to present it to the members at the Annual Meeting, with thirty (30) days advance notice to the membership.

Section 2. Upon a 2/3-majority approval by the Executive Board, the active members attending the Annual Meeting will vote on the proposed amendment to these by-laws. A sixty (60) percent vote of all active members present at the Annual Meeting is required to amend, alter, or repeal all or part of these by-laws. There must be at least twenty (20) "aye" votes.