

PROJECT KICK-OFF MEETING AGENDA

Business Planning for ISDI Regional Resource Center Development and Operation

Objectives of Meeting: a) Clarify and ensure consensus on project scope, responsibilities, and timing, b) Reach consensus on business plan format and content, c) Get input on key organizational, technical, operational, and financial issues impacting RRC development and operations

Meeting Time and Date: Wednesday, June 23, 2:00 to 5:00 (Mountain Time)

Meeting Location: ISU GIS Center, Pocatello

Directions for Remote Participation: Remote video conferencing is available in both Boise (BCAL) and CDA (UI CDA). Please contact Keith T. Weber at webekeit@isu.edu.

Key Meeting Organizers and Participants:

- Consultant Moderators: Peter Crowell, Crowell-Schulte IT Consultants, Inc.
Bill Masters, GIS Quality Design & Consulting, Inc.
- Keith Weber, ISU GIS Center
- Eric Smith
- Sherry Lufkin, EIRGIS President, Jefferson County Assessor's Office
- Dennis Hill, SEIGUG, City of Pocatello

Agenda Items:

1. Introductions (introduce participants and describe meeting purpose)
2. Review project tasks, timing, and roles
3. Describe current status of the EIRGIS and SEIGUG (current operations, types of services, facilities, financial management) [designated RRC leaders]
4. Discuss anticipated types of RRC services and "customers" (discuss current services and customers and ideas for RRC, identify general priorities on services and customers)
5. Explore facility and system needs (location, type of facility, space and equipment requirements, system needs)
6. Organizational model options (discuss ideas and preferences for type of organization, university affiliation, external relationships, and management practices)
7. Resourcing and financing sources and options (get ideas for funding sources, staffing options, etc.)
8. Meeting Wrap-up and identification of next steps

Preparation by Meeting Participants:

- Re-read the April 28th Request for Applications (RFA) and Crowell-Schulte Proposal (May 17)
- Review the Business Plan outline provided by Crowell-Schulte
- Review this agenda and the attached topics and questions. Give some thought to the topics, jot down some notes, and be ready to contribute at the meeting
- Bring any pertinent materials: status or historical reports, planning documents, description of facilities/services, etc.