

## Oregon GIS Cultural Framework Implementation Team Meeting May 21, 2002

**Present:** Joe Bernert, OED; Dennis Scofield (ODOT); Erin Nugent (OPRD) – OEM, Starr Room  
8:30-10:00 am

**Follow-up Meeting:** Ed Arabas, DAS-IRMD; Cy Smith, DAS-IRMD; Joe Bernert, OED – DOR, Rm  
470. 1:00-2:00

**Scribe:** Joe B

Topic	Discussion Summary	Result	Action Req'd Yes/No	Resp. Party
<b>Cemeteries</b>	Dennis and Erin lead a general discussion of data exchange and inter-relationships between ODOT and OPRD. Explore possibilities for collaborative funding opportunities.	ODOT and OPRD will coordinate future work on cemeteries	Yes – will continue	Erin and Dennis
<b>Agenda</b>	Review of agenda for meeting- It was noted that Joe is having a problem with his Email and not all Team members received the emails related to this meeting.		No	
<b>Formalize the Pilot</b>	<p>Formalize the Pilot (as best possible). Joe will/did follow up with DAS (Cy and Ed) on more tightly defining the pilot and determining steps on initiating it.</p> <p>Draft scope of work will be prepared with discrete tasks identified and expected resource allocation. Cy contacted John Ritter at OIT and Joe will follow up on general description of Pilot. The Pilot will incorporate the following component previously agreed upon:</p> <ol style="list-style-type: none"> <li>1. Identifying Building Footprint</li> <li>2. Identifying Address Points</li> <li>3. Documentation of inter-relationship with other cultural data themes as determined during the pilot</li> <li>4. Documentation of time to complete tasks for evaluating future tasks/planning</li> </ol> <p>After review of the scope by C-FIT, it will be sent to OIT for possibly setting up a MOA with DAS</p>	Draft Scope of Work	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Joe – Forward to C-FIT for review</p> <p>All – review</p> <p>Cy</p>
<b>Master inventory (meta-data of meta-data) of Cultural and Demographic Data</b>	<p>A discussion of how we can work on untangling the complicated web of potential cultural GIS data. A large amount of this data exists as address points. One goal is to make a master inventory (meta-data of <i>meta-data</i>).</p> <p>C-FIT will continue to build a master list of potential databases. This should include, at a minimum:</p> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Lead Agency</li> <li>• Contact Person</li> <li>• Confidentiality Status</li> </ul>			

Topic	Discussion Summary	Result	Action Req'd	Resp. Party
	<ul style="list-style-type: none"> <li>• Geography/Study Area</li> <li>• Scale/Resolution</li> <li>• Date</li> </ul> <p>A draft list was started and circulated to the team for adding information. The goal will be to have matrix of data and stewards that can be viewed on-line in the future. A draft letter to potential DBA was circulated. The goal is send this memo to DBA and GIS staff in Oregon for refining the matrix. Comments changes to the letter will be provided to Joe by June 5<sup>th</sup>, 2002.</p> <p>Explore interaction/inter-relationships with DIMOND (comment from Milt H, ODOT)</p>	<p>Add to matrix as time permits</p> <p>Changes to Letter</p>	<p>Yes</p> <p>Yes</p>	<p>All</p> <p>All</p>
<b>Review of other Cultural/Demographic FIT Experiences</b>	<p>A draft document for posting information on the OGDC web sites was circulated describing national and other State's experiences with Cultural/Demographic Framework. Main topics include:</p> <ul style="list-style-type: none"> <li>• Geo-coding issues</li> <li>• Confidentiality and Data sharing</li> <li>• Database Design/Time series data</li> <li>• Potential data themes (previous agenda item)</li> </ul> <p>Comments will be provided to Joe By June 4, 2002.</p>	<p>A general discussion of these topics expanded upon issues related to confidentiality.</p> <p>C-FIT will review.</p>	<p>Yes</p>	<p>All</p>
<b>Ongoing Cultural/Demographic Data Preparation</b>	<p>A brief discussion of Cultural and Demographic related themes:</p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• Cemeteries</li> <li>• Cell Towers</li> <li>• Also discussion of providing support to other state agencies such as the Fire Marshal, Office of Energy, etc.</li> </ul>			
<b>Prepare OGIC Update</b>	<p>C-FIT will prepare a brief update of activities completed for Cy to present to OGIC on June 18<sup>th</sup>, 2002.</p>		<p>Yes</p>	<p>Joe</p>
<b>Future Meeting</b>	<p>Not defined at this point in time. Will incorporate comments and action items and schedule meeting in future.</p>			