

2025 GAC Outreach Committee Meeting

Date: December 2nd 2025, 2-3 PM

Facilitator: Jessica Fendos

Attendees: Jessica Fendos, Alec Trenda, Dale Watt, Cara Leitheister, Nick Linell, Jeff Kalar, Abby Stamm, Kendis Scharenbroich, Sally Wakefield, Norman Anderson

Absent: Megan Sisko, Stacey Stark

Note Taker: Dale Watt

Meeting began: 2:01 pm.

Agenda

- **Agenda and November 4th 2025 meeting minutes approval**
 - Jessica provided summary of last month's meeting
 - Jessica reviewed agenda for this meeting
 - First January meeting will likely to be held on Jan 13th, 2026.
 - November minutes – bounding boxes on Hub site discussed. 'About' page discussed (h2 vs h3 for Membership and Sector Representation). Decide to use h2 for all. Nick is to update 'Sector Representation' section to reflect new distribution. Update members to show Tanya as new chair, remove Heather as chair, get new photos.
 - Discussed updating placeholder graphics on 'Council Committees' page. Sally said MnIT Communications can help.
 - 'Meetings' event calendar needs to be updated, opt in for Workspaces – MnGeo is still testing this aspect.
 - Dale moved to approving minutes, Nick seconded. Approved.
- **MnGeo provides updates on the review of GAC Committee Hubs**
 - Sally updated committee on review from MnGeo, Megan and Sally went through Committee sites and checked them out; Megan is making some slight changes, and then we want to send it forward to MnIT Communications. May add dropdowns at the top menu for subgroups. Megan and Sally talked about Stacey's EPC website. It would be nice to share draft/current version with committee chairs at the retreat in January. Not likely to have time for full-blown review, but good to get their perspective. Leadership team is setting agenda for that retreat later this week.
 - Jessica: The first round of GAC committee hubs build is completed. Nick is tying up loose ends for GAC home hub. EPC site is not part this round yet, but when the GAC hub template is approved, we can add build for EPC then.
 - Sally: subgroups can be handled ad hoc and are more fluid. Dropdowns would work well.
 - Jessica indicated we need new graphics from MnIT Communications for these hubs. The sooner we can get in their queue, the better.
 - Sally: The new Commons is taking up staff time with GAC meeting coming up too.

- **GAC and Committee Hubs build support and maintenance plan – Draft prepared by Kendis S**
 - Kendis was commended for speedy turnaround on hub maintenance plan. Jessica made some suggested edits.
 - Contents include Purpose, Governance Structure, Permissions & Access Control, Site Lifecycle Stages, Content Standards, Publishing Workflow, Data Governance, Communication and Change Control, Training & Onboarding
 - Sally expressed that we have web content standards in place and Alison S (state GIO) has policy guidance from MnGeo that we can incorporate. Abby noted there's documentation on the accessibility site and suggested that we link to it.
 - Sally said this document should be placed in the SharePoint site.
 - Jessica said continuous maintenance of these committee hubs will be done at the committee level. Committee chairs will be managers of sites. Add roles to Site Lifecycle Stages in the maintenance plan.
 - Nick and Dale think the document looks good.
 - To be finalized in January?
 - Sally will work on links with Megan.
- **Open Data subcommittee updates (if any)-** No updates.
- **GAC priorities survey closed on October 31st. A survey asking to rank the importance of proposed priorities was closed on Dec. 1. Next GAC meeting to be held on Dec. 17th, 2025 to go over priorities.**
 - Survey is now closed. Will be discussed at next GAC meeting. GAC committee reports are due tomorrow (12/3). Jessica and Stacey will work together on it.
 - Sally noted that about 160 responses came into the GAC Priorities Ranking Survey.
- **First-ever GAC Leadership Retreat will be held on Jan. 14th, 2026.**
- **Recurring meetings in 2026 – every 6 weeks.**
 - First Outreach Committee meeting is proposed for January 13th. Please inform Jessica of issues with scheduling. Committee meetings will be held 5-7 weeks apart depending on holidays, interspersed between GAC meetings. First GAC meeting March 11 then May 26th.
 - Dale, Cara will be given access to SharePoint. They are interested in working on hub sites
 - Sally suggested that the Outreach team write up a highlight on GAC achievements in 2025 to be included in an end-of-year message in MnGeo Newsletter and include a quote from Heather or Tanya. Ordinarily, MnGeo would do this. Just a couple of paragraphs.
 - Jessica inquired about the timeline for this writeup. Sally said it should be completed in the first week in January of 2026 and asked the group to work with Megan.
 - Jessica/Kendis will work with Megan, Heather, and Tanya to make it happen. Kendis will be happy to gather ideas, compile, and wordsmith. Jessica will put on calendar this week to start the conversation.

- Norm is working with Stacey on open data outreach in general. Will share info with Jessica. GAC Committee quarterly report is due by the end of tomorrow.
- **Meeting adjourns at 2:58 pm.**