Metadata Workgroup Meeting #5, November 12, 2014

At DAS West, Conference Room B

Attendees:
In person: Bob DenOuden (GEO), Josh Tanner (GEO), Roger Mills (BLM), Clark Niewendorp (DOGAMI)

Phone:  Tanya Haddad (DLCD), Marc Rempel (OSU), Myrica McCune (OSU)

**A**=action items:

The Metadata workgroup welcomed two new members; Roger Mills, a metadata expert from BLM's Portland office and Clark Niewendorp of DOGAMI, who is taking Rachel's place on the committee. Also, Marc and Myrica from the Oregon Explorer group joined by phone.  This was their first time participating in the metadata workgroup after it was suggested that they be included in order to assess whether what we were proposing would cause any potential issues with the Oregon Spatial Data Library.

Since we had so many new members, we mostly spent the meeting describing what the workgroup has set out to do; clarifying and formally adopting the Oregon geospatial metadata standard.  No issues were raised pertaining to the agreed upon minimum mandatory elements list which arose from the previous four meetings of the workgroup.

Roger provided a document describing the BLM's minimum elements, derived from the FGDC CSDGM standard.  This document will be provided in electronic format for the group.  We briefly discussed standards for published map and feature services, noting that more work will be needed in this area in order to derive recommended best practices.  Roger noted that BLM typically provides Dublin Core metadata for its services with a link to the source data in their enterprise GIS database (which includes more extensive metadata).  Clark noted that the description notes included for completeness and correctness elements in our draft standard should be improved in order to provide more clear direction on what information goes into these elements.  We discussed metadata tools recommendations, with Roger noting that he typically uses the ESRI tools though he has tried the metadata editor from EPA and the MERMaid tool from NOAA.  The EPA tool, with modified defaults that match the standard, seems like the best option other than ESRI's built in editing tools.  Place name keywords were also discussed. Bob noted that we had compiled a master keyword thesaurus, and will provide that to the new members (place name keywords in the master keyword list are limited to Oregon county names).

**A** Next steps are to develop good metadata examples, which conform to the standard, for both vector and raster datasets.  Tanya will provide a vector example and Bob will come up with a raster example.

**A** Additional remaining tasks are to compile a list of recommended metadata editing tools and an XML template that supports the standard and will make providing standardized metadata easier.  Bob will contact Don Pettit (DEQ) to inquire about the customizations they made to the EPA metadata editor and whether similar changes could be made to the tool in order to simplify the task of producing metadata meeting the Oregon standard.

Once example metadata and tools recommendations are updated, the document will be considered a draft standard and will be made widely available for review by the Oregon GIS community.