

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
AGIC MANUAL WORKGROUP**

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened on August 11, 2020 at 1:00 pm. Due to a Governor's Executive Order, the meeting was held by phone and online only. Present at the meeting were the following members of the AGIC Manual Workgroup:

**Table 1: Workgroup Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Eric Feldman	Maricopa County	Yes, Phone
Jason Howard	Maricopa Assoc. of Governments	Yes, Phone
Jenna Leveille	AZ State Land Department	Yes, Phone
Lucas Murray	AZ Dept of Economic Security	Yes, Phone
Shea Lemar	AZ State University	Yes, Phone

- I. **Call to order:** Meeting was called to order at 1:03 pm; Introductions were made by the committee on the phone, ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from June 2020:** Motion to approve minutes made by Shea and seconded by Jenna. Motion passed.
- III. **AGIC Manual Updates:** Lucas reported that there were no suggestions made to the document from the admin and legal group. However, there were some notes that we had not addressed in our initial review so Lucas added those to the document. The group reviewed the additions. The following items were discussed:
  - Lucas will add links to the 'AGIC Social Media' Manual and 'AGIC Website Management Instructions' manual when those two documents are completed.
  - Shea suggested that we ask Outreach and the Social Media group to include website information concerning what can be posted on the AGIC website in their Social Media Manual
    - We think that any non-AGIC recording needs to have written consent from all parties involved before it is posted to the AGIC website or any AGIC related social media, unless the media is already available through public channels.
  - We renamed the Code of Conduct section to Listserv Code of Conduct

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- **Action Item:** Add an action item to the next Admin and Legal committee meeting to discuss limiting of the amount that the chair can spend in a year without council approval or some other approval manner.
- **Manual Action Items:**
  - Lucas will go over the document again and update the formatting and grammar and anything else he finds.
  - Jenna will send him the cover page
  - After Lucas makes his final updates, Shea and Jenna will review the latest version of the entire document and give any feedback.
- We are planning on having the final manual document ready to review at the next Admin and Legal committee meeting in October.

IV. **Information or Topics for Future Meetings:** There is no future meeting scheduled at this time.

V. **Call to the Public:** None

VI. **Adjourn:** Adjourned at 1:38 pm