

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

DRAFT

A public meeting of the Arizona Geographic Information Council Manual Workgroup was convened on September 29, 2020 at 2:30 pm am. 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

Member	Agency/Company	In Attendance
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	No, Excused

- I. **Call to order:** Meeting was called to order at 2:32 pm am; Introductions were made by the workgroup on the phone, ensuring attendance list was managed and quorum established.

- II. **Approval of Meeting Minutes from August 11, 2020:** Motion to approve minutes made by Eric and seconded by Lucas. Motion passed.

- III. **AGIC Manual Updates:** The group reviewed and discussed additions and changes to the manual, ensuring action items from the previous meeting were resolved. The following items were discussed:
 - A question was raised about using the term “members” to describe individuals on the Council. The group decided since term is used in statute, it is ok to use it in the manual.
 - The group decided to not require a specific time period that the AGIC Administrative & Legal Committee (A&L) must review the manual. Instead, the manual states that A&L will review and update the manual as needed to keep it current.
 - All references to “Withdrawals” were renamed to “Resignations.”
 - The manual no longer requires the Council Chair to be the voting delegate at the National States Geographic Information Council (NSGIC). The manual still encourages the Chair to be an active participant in NSGIC but the Council and the State Cartographer’s Office can decide whether the Chair or another person will act as the voting delegate.
 - Since the Social Media Guidelines has not been approved by the Council, links to the current draft was added as a comment to the manual. Once the

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document is approved, the manual will be updated with a hyperlink to the final documents.

- The AGIC Website Management Instruction document has not been finalized yet. A comment was added to the manual with a link to the current draft. Once a final document is developed, a hyperlink will be added to the manual.

- **Action Items**
 - The Manual Workgroup will ask A&L to discuss the definitions of a workgroup to clarify the difference between a group that has a specific task and defined deadline (e.g. the Manual Workgroup) versus a group focused on a broad topic and does not have a specific deadline (e.g. Natural Resources Workgroup).
 - The Manual Workgroup will ask A&L to discuss whether a nominee for a committee chair should be approved by the Council or if the Council only needs to be informed of the position change.
 - The Manual Workgroup will ask A&L to discuss limiting the AGIC chair expenditures to a maximum dollar amount per year. The current wording in the manual allows the Chair to approve expenditures without limit so long as the individual costs are less than \$500.
 - The Manual Workgroup will ask A&L to discuss whether an orientation should be scheduled at the beginning of each year for new Council members.
 - The Manual Workgroup will ask A&L to discuss forming a website content management workgroup and request the Outreach Committee host the group. In addition to managing website content, the group would be a central contact for Chair and Secretary positions when they want to load documents to the website, such as agendas and meeting notes.
 - Jenna will talk with Steve about making the annual leadership retreat permanent. If approved, it would be added to the manual within appendix A5.

- Lucas agreed to make the final changes to the manual.
 - The final draft of the manual, as well as a document summarizing the notable changes made to the manual, will be uploaded to Google Drive.
 - The documents will be distributed to A&L ahead of their next meeting, currently scheduled for 10/14/20, where the Committee will be asked to review the manual and approve its distribution to the Council.

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- If approved by A&L, the documents will be distributed to the Council ahead of their next meeting, currently scheduled for 11/5/20, where the Council will be asked to approve the manual.

IV. **Information or Topics for Future Meetings:** No further meetings of this workgroup have been scheduled.

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

VI. **Adjourn:** Adjourned at 3:26 pm

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