

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATIVE AND LEGAL COMMITTEE AGIC MANUAL WORKGROUP**

DRAFT

A public meeting of the Arizona Geographic Information Council Manual Workgroup was convened on February 2, 2021 at 2:00 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

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

*Yes, Virtual indicates the person was present at the meeting either by phone or by logging in to WebEx. person was present at the meeting either by phone or by logging in to WebEx.

- I. **Call to order**: Meeting was called to order by Lucas at 2:03 pm; Introductions were made by the workgroup on the phone, ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from September 29, 2020**: Motion to approve minutes made by Lucas and seconded by Jenna. Motion passed.
- III. **AGIC Manual 2020 and Future Updates**: Lucas reported that the AGIC Manual was approved by Council in the November 2020 Council meeting. It has been uploaded to the website. The older version of the Manual has been removed from the website and is available from the Arizona State Land Department upon request. In addition, the following things were discussed:
 - Lucas asked how we should address what happens when we make updates throughout the year, do we add a version number to the document or do we just update the date on the front cover.
 - Most felt having a publication date on the front cover is enough
 - Jenna suggested that in order to address the updates throughout the year, we make them as needed. Then, when we are ready to go to the Council (probably no more than once a year), we push out an updated manual if updates are approved by Council.
 - Shea requested that Lucas (or someone else) keep a list of updates we have addressed in the Manual updates, like he did previously. That will allow us to easily inform Council about all the updates when we do go in front of Council.

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- Lucas also listed dates and the initiator of each change and that would be helpful
- Lucas suggested also listing a status field
- Jenna created a google sheet to start tracking this info
- Lucas asked how often we want to meet
 - We will plan once a quarter and can adjust if needed
 - We will do it about 2 weeks after the A&L meeting (the 4th Wednesday of the month) 1:00-2:30 pm
 - Jenna will send meeting announcements for the rest of 2021

IV. Discuss redefining workgroups with short-term versus long-term focused goals: The group reviewed and discussed redefining workgroups. The following items were discussed:

- Everyone who filled out the survey agreed that it would be good to define different types of groups based on timelines and goals
- Lucas thinks that perhaps we should focus on tasks versus timeline to differentiate between the two.
- Jenna noted that the Data Committee has many workgroups and it becomes very challenging to manage them under the one committee.
- Jenna feels we need to get defined criteria for each group and actionable activities for each group. Shea agrees.
- We spent a lot of time discussing possible options for the different groups. Jenna notated the thoughts in this [document](#). Some major points are:
 - We would create a special interest group (SIG) committee for the SIGs to report to.
 - This group would oversee the SIGs and meet a couple of times a year
 - They would approve work plans, create new SIGs as needed, review SIG work plans, suggest sunsetting of SIGs, and other tasks related to the management of the SIGs as deemed necessary.
 - The committee would work with conference and outreach committees to support information exchange in their topic area.
 - Workgroup definition
 - A workgroup makes suggestions back to their parent group

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- A workgroup is composed of a subset of the members of its parent group
 - Most workgroups are under committees or SIGs; however, Council can create stand-alone WGs that report back to Council when needed
 - Lucas will take what we have outlined and summarize it into a recommendation. He will send the recommendation language to the Manual Workgroup for their review. Once approved, he will present it at the next Admin and Legal Committee meeting.
- V. **Discuss whether sub-groups of workgroups should be added to organizational chart:** The group decided to table this discussion until a decision is made concerning the different types of groups is resolved.
- VI. **Manual Changes:** The group reviewed and discussed updates to the manual:
- Add Annual Retreat to Calendar of Significant Events
 - Lucas said he would add the Annual Retreat to Calendar of Significant Events to the manual as Council approved it in the past November meeting
 - Lucas and Jenna will add the following to the AGIC Manual Change Log, showing the changes have been approved by the Admin and Legal Committee but still require approval by the Council:
 - AGIC Chair send welcome letters to new members and thank you letters to outgoing members.
 - Admin and Legal should update organizational chart and website following February Council meeting.
- VII. **Information or Topics for Future Meetings:** Next meeting will be April 28, 2021
- VIII. **Call to the Public:** None
- IX. **Adjourn:** Adjourned at 3:29 pm