

**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 May 4, 2021 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

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 1:02 pm; Introductions were made by the workgroup on the phone, ensuring attendance list was managed and quorum established.
- II. **Approval of February Meeting Minutes:** Motion to approve minutes made by Jason and seconded by Eric. Motion passed.
- III. **Review AGIC Manual Change Log:** Lucas added a new column to the change log called “Section Affected,” which will track where the change is intended to go in the manual.

There is one item on the change log that is waiting for Admin and Legal Committee approval. Lucas will bring that item up for approval at their next meeting. The group decided that changes that need council approval will be collected and brought to the Council’s attention at the November Council meeting.

 - **Action Item:** Lucas will bring up the item that needs Admin and Legal Committee approval at their next meeting, currently scheduled for July.
- IV. **Follow-Up Report on Redefining Groups:** Lucas reported that the Admin and Legal Committee decided not to make any changes to the current definitions for Committees and Work Groups or to add any new types of groups.
- V. **Discussion on Committee and Workgroup Administration:** The groups discussed the following items:

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- Should committees list their work groups on their annual work plans?
 - Everyone agreed that it would be helpful to list work groups on committee work plans, along with a short description of their purpose or goal.
- When should work groups be required to submit their own work plans?
 - Shea felt that all work groups should submit annual work plans. However, Jenna, Eric, and Lucas felt that it would add unnecessary work for work groups whose annual plans don't change year-to-year. The group decided that the parent committee can decide if a work group should submit a work plan. A proposed guideline is if the committee can state the work group's goal in one or two sentences on their annual work plan, then that work group would not need to submit a work plan of their own.
- Should the Council approve all work plans, even those submitted by work groups?
 - Everyone felt that the council should only need to approve the work plans for committees or work groups that report directly to them. It was proposed that committees should plan to hold a vote to approve their own work group's work plans annually. They will then need to submit the work plans to the council when they submit their own work plans for record-keeping purposes.
- **Action Item:** Shea and Lucas will work on cleaning up the definitions for committees and work groups based on these discussions and submit the suggested changes to the work group for review.

VI. Discussion on Adding Sub-Groups to AGIC Organizational Chart: The group agreed that work groups should be able to create work groups of their own if the need arises. The group agreed that work groups of work groups do not need to be added to the AGIC Organizational Chart, since the chart is intended to show the high-level structure of AGIC. If a work group feels it's important to show their work groups on the organizational chart, they can be added to the individual committee page.

VII. Information or Topics for Future Meetings: The Work Group decided not to schedule another meeting until the Admin and Legal Committee has a chance to meet.

VIII. Call to the Public: None

IX. Adjourn: Adjourned at 1:43 pm