

**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 June 6, 2022 at 3:00 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 Transportation	Yes, Virtual
Shea Lemar	AZ State University	No, Excused
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 3:03 pm; Introductions were made by the workgroup on the phone, ensuring attendance list was managed and quorum established.

- II. **Review AGIC Manual Change Log:**
 - Item 1: Add language to manual outlining process for removing committee and workgroup voting members who do not attend regular meetings.
 - Currently, Jenna will review voting member attendance once a year around December. If a voting member has not attended 75% of scheduled meetings or missed 3 meetings in a row, they are removed as voting members and added as public members at-large. For a person removed to be readded as a voting member, they must attend at least 3 scheduled meetings in a row.
 - Recommend adding language to Section 5: Committees that summarizes responsibilities of voting members that includes the need to attend meetings.
 - **Action Item:** Lucas will draft language and will share with all workgroup members before the next workgroup meeting.
 - Item 2: Add a new section about National States Geographic Information Council (NSGIC) obligations and benefits
 - Jenna does not feel AGIC Council members understand the benefits available to them from NSGIC, including discounted registration for NSGIC conferences and the ability to attend

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NSGIC committee meetings. She feels it would help to add this information to the manual so Council members can reference it.

- The workgroup recommends creating a new section between Section 9: Budget and Section 10: Travel that focuses specifically on NSGIC. The new section would not only reference the benefits but also AGIC's obligations to NSGIC, including paying annual dues.
 - Eric and Jenna also recommended someone do a presentation at a future Council meeting that outlines the NSGIC benefits available to current Council members.
- **Action Item:** Lucas will draft language and will share with all workgroup members before the next workgroup meeting.
- Item 3: Add a rule of etiquette for Committee and Workgroup voting members
 - The current rules of etiquette focus on council members. Jenna requested adding rules of etiquette for committee and workgroup voting members. This would help make it clear to voting members what conduct is expected of them during a meeting and would help Jenna and chairpersons cite the manual should a voting member need to be disciplined.
 - Recommend adding the language to Section 5: Committees.
 - **Action Item:** Lucas will draft language and will share with all workgroup members before the next workgroup meeting.

III. **Information or Topics for Future Meetings:** Lucas will coordinate with the other voting members to schedule the next meeting for August.

IV. **Adjourn:** Adjourned at 3:33 pm