

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

DRAFT

A public meeting of the Arizona Geographic Information Council was convened on October 14, 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 or designees of the AGIC Administrative and Legal Committee:

Table 1: Committee Voting Members

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

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

Table 2: Public Members At-Large

Member	Agency/Company	In Attendance*
Brian Brady	Michael Baker Int.	Yes, Virtual
Kevin Blake	Yuma County	Yes, Virtual

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

- I. **Call to order:** Meeting was called to order at 1:01 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from July 2020:** Motion to approve minutes made by Steve and seconded by Eric. Motion passed.
- III. **AGIC Council Roster Updates:** Jenna reported that Boards and Commissions have received applications from most Council members who need to renew this year. Glen Buettner has not submitted his application yet and B&C would like to wait to start their review process until they have all applications. Jenna will be following up with Glenn this week to make sure he will be renewing this year.

A new application was received from Julie Jamarta from the Pima Association of Government (PAG). She would replace Manual Rosa. Also, Debby Crouse from the Arizona Department of Environmental Quality (ADEQ) has stepped down. Jenna is checking with ADEQ to find out who will replace her.

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- IV. **AGIC Manual Update:** Lucas Murray presented the revised AGIC Manual to the Committee. During the presentation, he brought up several discussion items that could influence whether the book is ready for Council review.

The Manual current defines “Workgroup” as a group of people with a defined task and specific deadline. However, AGIC often uses Workgroup to refer to groups that do not have specific tasks or deadlines, such as the Natural Resources Workgroup. The Committee discussed several possible alternatives, such as creating a new group name to separate project-focused groups versus more long-term, topic-oriented groups. In the end, the group decided to leave the definition in the Manual as written but continue to explore this topic in the future. Shea will talk with the other Committees and Workgroups to get their feedback, which will help future discussion.

- **Action Item:** Shea will draft an email that will be intended for the Committee and Workgroup chairs, asking their thoughts about the structure of AGIC and whether a new term needs to be used to refer to project-oriented versus topic-oriented groups. Once A&L approves the email, it will be sent to all Chairs, requesting their feedback before the next A&L Committee meeting.

The Committee discussed if Committee and Workgroup Chairs, who are elected by majority vote of their respective groups, must also be approved by the Council. The Committee decided that the Council only needs to be informed of the change and does not need to vote to approve of the new Chair. The Manual was updated to reflect the change.

Discussed whether an orientation should be scheduled at the beginning of each year for new Council members. The Committee felt that the orientation should be scheduled along with the leadership retreat and should include all members, not just new members, in case people on the Council need a refresh. Steve will bring up at the next Council meeting whether the leadership retreat should become a permanent event each year and should include an orientation.

- **Action Item:** Steve, as the Council Chair, will put an agenda item on the next Council meeting to discuss the leadership retreat and an orientation.
- **Action Item:** If the leadership retreat is approved, Lucas will add it to the AGIC Manual Calendar of Significant Events.

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Discussed forming a website content management workgroup, which would include a group of people trained on how to maintain the AGIC website, including how to upload documents. The Committee agreed the workgroup would be useful and felt Outreach would be the most appropriate Committee to oversee them.

- **Action Item:** Jenna, as Outreach Co-Chair, will add this to the next Outreach Committee agenda for discussion.
- **Action Item:** Eric will add an agenda item to the next A&L meeting to hear Jenna's report from Outreach.

The Manual currently states the AGIC Council Chair can approve up to \$500 in expenditures without Council approval. A concern was brought up that there is no maximum limit to how much the Chair could approve so long as the individual expenditures are less than \$500. However, the Committee felt that this has not been an issue in the past and could potentially limit the Chair when an emergency expenditure is needed. In addition, the group felt that if a Chair were to abuse this, there are enough safeguards in place to catch the problem early and put a stop to any abuse.

After the discussion, the Committee felt that the only change to the manual needed was the Council does not need to vote to approve a new Chair for a Committee or Workgroup. The rest of the manual could be sent to the Council as written for their review. Jenna motioned to approve the Manual be sent to the Council for their review and approval. Steve seconded the motion and the motion passed.

- **Action Item:** Jenna and Lucas will forward the Manual to the AGIC Council this week, giving the Council enough time to review the manual ahead of the November Council meeting. They will also get the Manual onto the agenda as an action item.

- V. **Review 2020 Work Plan and Discuss 2021 Work Plan:** Jenna led a discussion on the work plan. The Committee agreed that all A&L meeting will be scheduled for the 2nd Wednesday of month they plan to meet. At the next meeting, the Committee will review all 2021 goals and 2020 accomplishments and be ready to approve the next work plan. Shea suggested adding a goal to investigate the structure of Committees and Workgroups with AGIC. She encouraged others in the Committee to send any ideas for goals or accomplishments to her before the next A&L meeting.
- **Action Item:** Shea will update the next work plan and have it ready for review by the next A&L Committee meeting
 - **Action Item:** Before the next A&L Committee meeting, Committee members will send Shea any ideas for goals and accomplishments to be

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added to the next work plan.

- VI. Information or Topics for Future Meetings:** The next Committee meeting will be scheduled for January 13, 2021. The agenda will include a review of the AGIC manual.
- James asked about the nomination for the AGIC Vice-Chair. Shea reported that we had no volunteers. The current officers have one request out to someone to run but they are waiting on approval, which should be completed by the end of next week.
- VII. Call to the Public:** None
- VIII. Adjourn:** Adjourned at 2:26 pm

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