

**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 January 13, 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 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
Steve 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
Mariah Modson	AZ State Land Department	Yes, Virtual
Ryan Johnson	AZ State Land Department	Yes, Virtual
Cheryl Thurman	TerraSystems Southwest	Yes, Virtual
Aparna Thatte	Mesa Public Schools	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 1:02 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from October 2020:** Motion to approve minutes made by Eric and seconded by Steve. Motion passed.
- III. **AGIC Council Roster Updates:** Jenna reported that she received approvals from Boards and Commissions for all renewals. They also approved three new council members, including Julie Mikolajczyk from the Arizona Department of Environmental Quality, Dave Roby from the Arizona Department of Emergency and Military Affairs, and Julie Jamarta from Pima Association of Governments.

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Jenna noted that Julie Mikolajczyk replaces Sue Smith and Dave Roby replaces Glenn Buettner on the council roster. The committee decided that the council chair should send welcome letters to the new members and thank you letters to the outgoing members. Shea recommended this be added to the AGIC Manual so future chairs would have the same responsibility.

Shea will work with her team at ASU to develop a graphic of the council roster to show how many positions are filled and how many are currently vacant. The graphic will be submitted to Admin and Legal Chairs ahead of the February council meeting, to be included with the Admin and Legal document packet.

- **Action Item:** Steve will send letters to incoming and outgoing council members, thanking them for their service.
- **Action Item:** Jenna and Lucas will include language in the AGIC manual for the council chair to send letters welcoming new members and thanking outgoing members for their service.
- **Action Item:** Shea will provide a graphic showing the number of filled and vacant positions on the council roster to the Admin and Legal Chairs ahead of the February council meeting.

IV. AGIC Organizational Chart Update: Jenna and Lucas met in December to discuss changes to the AGIC Organizational Chart as well as the AGIC website. They decided that it would be best to wait to make any updates official until after the February Council meeting when the work plans are scheduled to be approved.

Jenna noted that during the last Data Committee meeting, the group felt the organizational chart should include a list of all subgroups (i.e. groups that report to workgroups). They felt people would need the graphic to understand how some subgroups fit within the AGIC structure. The Admin and Legal Committee discussed strategies on how the organizational chart would be kept updated with subgroup information, including that workgroups would need to make sure to inform Admin and Legal of any changes to their subgroups, potentially ahead of any council meetings to ensure the organizational chart is current for each meeting. Some even felt that it was unnecessary to have subgroups on the organizational chart. Shea recommended this discussion be tabled until a decision has been made on whether workgroups should be distinguished between those that are temporary and those with long-term goals.

V. Review of Social Media Guidelines: Cheryl presented the current draft of the Social Media Guidelines to the Committee and reviewed the major changes that were made to the document. Several Committee members had reviewed the document and noted it was a great improvement.

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Eric asked if the document specified how Committees can get content posted to the social media accounts. Cheryl said Committee members would forward their post requests to the Outreach Committee chairs. She will add language to clarify this to the guidelines.

Shea asked how Social Media managers are selected. Jenna noted this is done by asking for volunteers. Cheryl said she would add clarifying language to the guidelines for this as well.

Eric asked who owns the Hootsuite social media management software. Jenna said that although AGIC funds were used to purchase the software, the Arizona State Land Department is the ultimate owner of the software.

The Committee agreed they did not need to review the document any further. Jenna noted that once the changes are made, the document will be sent back to the Outreach Committee for a final review and approval before being presented at the February Council meeting.

- **Action Item:** Cheryl will add clarifying language to the Social Media Guidelines indicating how Committee members can request content to be posted to social media as well as how Social Media Managers are selected. The corrected document will then go back to the Outreach Committee for final review and approval before being presented at the February Council meeting for approval.

VI. AGIC Content Management Workgroup: Jenna and Lucas presented the idea of creating an AGIC Website Content Management group that would be managed by the Outreach Committee. The group would include two or three people specifically trained on how to manage the website, including posting documents and news articles, managing calendar items, and creating/managing web pages. Jenna noted this would be especially helpful when she is not available so Council and Committee members would have others who could help manage their content on the website.

Lucas asked that, instead of creating another workgroup, whether it would be more feasible for the content managers to be a team of volunteers that work for AGIC or ASLD. Since the group would focus on completing tasks for AGIC, there would not be a need for the team to meet unless it is for training purposes. Any decisions that would affect how the group does their job would go through a Committee, such as the Outreach Committee. Both Lucas and Jenna noted they would need to do more research to find out if this would be a feasible option and how this group would be managed.

Steve said the content management group could consist of one member from each Committee and Workgroup, who would manage the content for their respective groups. However, others noted that this strategy was tried in the

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past and did not work. It would also be easier to train and manage a smaller group of people as well as keep the website more secure with fewer people that have administrative access.

Shea suggested this topic should be moved to the AGIC Manual Workgroup, who can focus more on the details of this proposal. This would also give Jenna a chance to discuss this idea with her managers and get their feedback. Jenna noted this topic will also be brought up in Outreach for more discussion as well.

- VII. 2020 Accomplishments and 2021 Work Plan:** The Committee reviewed the list of 2020 Accomplishments and the 2021 Work Plan. Jenna will review the list of public-at-large members to make sure it's current.

The first activity in the 2021 Work Plan was revised to remove most of the budget-focused items, except for the committee continuing to work with other groups to explore funding mechanisms. Jenna noted that there are several Interagency Service Agreements (ISA) that support AZGeo. ASLD felt that AGIC would benefit from seeing information about the funds received through ISAs for general management and maintenance of AZGeo. The Committee agreed and added it as an item to Action 1. Lucas encouraged the AGIC Treasurer could take on this responsibility but requested support from Admin and Legal. The Committee will discuss how best to implement this item at a future Committee meeting.

For the second activity in the 2021 Work Plan, the Committee agreed to add items to do a full review of the AGIC manual every three years and to track Committee and Workgroup membership. Jenna said we should coordinate membership tracking with the Outreach Committee. They recently found a software that will help track membership for certificate and award purposes but it could be useful in tracking membership as well.

Jenna noted the Work Plan will need to be reformatted to match what other Committees have done. In particular, the mission stated in the work plan will need to be updated to the exact language used in statute. The changes will only be formatting and no change in language for the goals, activities, and membership will be changed.

Shea motioned to approve the 2020 Accomplishments and 2021 Work Plan knowing the work plan would be revised to match a standard format used by other Committees but no content would be changed. The motion was seconded by Jenna and passed unanimously.

- **Action Item:** Jenna will review and update the list of public-at-large members.
- **Action Item:** Jenna will revise the language in the 2021 work plan to

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conform to other AGIC work plans.

- **Action Item:** The Committee chairs will add an agenda item in a future meeting to discuss how to best track ISA funding for AZGeo.

VIII. AGIC Manual Review: The manual was approved by the Council in November. Shea motioned to remove the 2015 manual from the AGIC website and replace it with the 2020 manual, knowing a copy of the 2015 manual would be available upon request from ASLD. The motion was seconded by Eric and passed by the Committee.

The Committee discussed whether workgroups should be renamed based on whether the group is focused on a short-term project or a long-term activity. Shea said she had surveyed most of the Committee and Workgroup members about the name change and all agreed this was a good idea. Shea recommended the topic be passed to the AGIC Manual Workgroup for a more detailed discussion and their recommendations be presented at a future Admin and Legal Committee meeting.

- **Action Item:** The AGIC Manual Workgroup will discuss renaming workgroups based on those with short-term versus long-term goals. They will present their recommendations at a future Admin and Legal Committee meeting.

IX. Information or Topics for Future Meetings: The next Committee meeting is scheduled for April 14, 2021.

X. Call to the Public: None

XI. Adjourn: Adjourned at 2:27 pm