

**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 April 14, 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*
Kevin Blake	Yuma County	Yes, Virtual
Mariah Modson	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.

- 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 January 2021:** Motion to approve minutes made by Jason and seconded by Eric. Motion passed.
- III. **AGIC Council Roster Updates:** No updates at this time. For council members who need to renew their membership this year, Jenna confirmed she plans to send reminders to them in July.
- IV. **AGIC Organizational Chart Update:** Lucas and Jenna confirmed the AGIC Organizational Chart has been updated with a current list of active committees and workgroups as well as chair positions. The updated chart has been posted to the AGIC website.

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V. AGIC Manual Work Group Updates

- **AGIC Manual Updates:** Lucas confirmed two items discussed at the last committee meeting (the council chair will send welcome letters to new members and thank you letters to leaving members) have been added to a list that will be presented at a future council meeting for their approval. Lucas confirmed with the committee that the list will only be presented to the council once per year.
- **Defining Members:** This was found not to be an issue since these have already been defined.
- **Continued Discussion on Redefining Groups:** Shea and Lucas informed the committee that the manual workgroup was recommending creating three groups: committees, special interest groups, and work groups. The committee felt that the current structure, using only committees and work groups, was working fine and the new special interest groups category was not needed.
 - The committee felt more clarity was needed on how work groups should be administered. Shea and Eric felt that committees should start listing any work groups in their work plans, including the goals for each work group. In addition, many felt more direction was needed when deciding which work groups should submit annual work plans. The committee agreed to push these items to the manual work group.
- **Action Item:** The manual work group will discuss how work groups should be administered and will present their recommendations at a future committee meeting.

VI. AGIC Website Updates: Jenna and Lucas confirmed the AGIC website has been updated to reflect all current council members and chairs, committee and work group chairs, and work plans.

VII. Website Content Management Work Group Update: The Outreach Committee has created the new Website Content Management Work Group to manage the AGIC website. Two people from Outreach have volunteered to join the group. Eric asked who to send news articles to be posted to the AGIC website. Jenna confirmed the articles should be sent to the Social Media Work Group or to the Outreach Committee for review. Once approved, the Website Content Management Work Group would post them.

VIII. ASLD sharing funding info about AZGeo ISAs with AGIC: The AZGeo Advisory Committee has several Interagency Service Agreements (ISAs) from multiple agencies that are being used to fund AZGeo. Jenna asked the

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committee if the funds from the ISAs should be tracked and reported to the council for transparency purposes. James had concerns how the funding information would be presented as some ISAs direct funds for specific purposes. Jenna will work with Lucas to develop a draft budget for the committee to review at the next meeting.

- **Action Item:** Jenna and Lucas will develop a draft AZGeo budget to present at the next committee meeting.

IX. Keeping Track of Groups and Members: Shea asked how members were being tracked and if there was a way to create a graphic showing how membership has evolved over time, which would be of interest to council members. The Outreach Committee is already keeping track of members for the annual certificates. Jenna also keeps a list of all voting members for each Committee and Work Group. It would be possible for Admin and Legal to use these data to create a graphic once per year for council review, preferably for the February council meeting. Shea asked if there was a way membership could be separated by work sector. Jenna said that information is not currently being tracked and would be difficult to collect.

- **Action Item:** Shea and Jenna will talk with Outreach about collecting membership counts once per year in order to create a graphic for the February 2022 council meeting.

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

XI. Call to the Public: None

XII. Adjourn: Adjourned at 2:28 pm