

**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 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	No, Excused
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
Eugene Trobia	AZ State University	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 July 2021:** Motion to approve minutes made by Jenna and seconded by Steve. Motion passed.
- III. **AGIC Boards and Commissions Updates:** Boards and Commissions are working on the renewal applications for current members. The US Bureau of Land Management has not submitted a renewal application and has not indicated they will. One new member application has been submitted. If accepted, Jenna will share details about the new member with the Council.

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IV. AGIC Manual Workgroup Updates

- Motion to approve adding language to manual clarifying that committees and workgroups will list all workgroups that report to them on their work plans; Parent committees and workgroups can decide to have their workgroups submit work plans; the council only needs to approve the work plans for the groups that report directly to them; and the front page of the organizational chart will only include information on the council, committees, and first level of workgroups.
 - Motion made by Lucas and seconded by Jenna.
 - The Committee noted this section may need to be amended should the Council decide that work plans will be due in May instead of February.
 - Motion was voted on and approved.
- Motion to approve adding language to the manual clarifying that budget reports should not be voted on during Council meetings.
 - Motion made by Lucas and seconded by Jason
 - During discussion, it was noted this is in-line with recommendations from Robert's Rules of Order (11th edition, page 479). Since Arizona Open Meeting Laws (OML) closely follow Robert's Rules of Order, this recommendation does not conflict with OML.
 - Shea recommended making an amendment to the motion by adding the following information to page 28 of the manual regarding the section detailing the procedure for budget updates:
 - Include a reference to Robert's Rules of Order so the Chair can quickly reference the recommendation.
 - Add language making it clear that any changes to the budget, such as additional expenditures, should be handled in separate motions.
 - Any questions will be addressed by the Treasurer either during the meeting or researched and reported on later.
 - Motion with amendments was voted on and approved.
- Shea recommended adding a note to page 28 of the manual that committee and workgroup reports do not need to be approved by the Council.
 - Motion approved by unanimous consent.

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Action Item: Lucas will present the recommended manual changes at the November Council meeting for final approval.

- V. **ASLD Sharing Funding Info About AZGeo ISAs with AGIC:** The AZGeo Advisory Committee has agreed to take this action item.
- VI. **Discussion of Tracking Committee Members:** Outreach has confirmed they can provide an annual list of members by committee and workgroup. Shea clarified the list would be used to create a report for Council showing the number of members by committee and workgroup to demonstrate AGIC activity.
- VII. **Discussion of AGIC Annual Report:** The Committee decided to create a new workgroup responsible for developing an annual report template. Shea, Jenna, Steve, Gene, and Lucas volunteered to be a part of the workgroup and anyone else who wants to be a part of it will email Shea.
- VIII. **Discussion of Admin & Legal Committee Work Plan:** The Committee reviewed the 2021 Work Plan and discussed creating a template for work plans and previous year accomplishments. The Committee agreed work plans should clearly tie activities to goals and accomplishments to activities.

The committee also recommended changing the language for activity #1 to clarify that Admin & Legal will support other committees and workgroups to explore potential revenue and expenditures as permitted by RAD or other appropriate state statutes.

- IX. **Information or Topics for Future Meetings:** The next Committee meeting is scheduled for January 12th, 2022. Shea recommended all 2022 meetings be added to the AGIC calendar.

Action Item: Jenna will schedule the next 4 committee meetings and add them to the AGIC calendar.

- X. **Call to the Public:** None
- XI. **Adjourn:** Adjourned at 2:30 pm