

**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 12, 2022, 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	No
Jenna Leveille	AZ State Land Department	Yes, Virtual
Lucas Murray	AZ Dept of Economic Security	Yes, Virtual
Gene Trobia	Godfather of AZ GIS	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
Brandon Barnett	AZ State Land Department	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 1:03 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from November 2021:** Motion to approve minutes made by Steve and seconded by Eric. Motion passed.
- III. **AGIC Council Roster Updates:** Boards and Commissions have approved renewals for current council members but have yet to approve two new Council members. It is unknown if they will be approved prior to the February Council meeting. Jenna does not feel this will impact the council’s ability to meet quorum.

The US Forest Service has offered to have another one of their employees

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

serve on the Council. Jenna is checking with Boards and Commissions if they will permit this as it could impact AGIC's representation by having two of the six federal member positions filled by a single agency.

Jenna is taking with other federal agencies to identify additional potential council member candidates.

IV. AGIC Manual Updates and Approvals

- At the February Council meeting, Lucas will present three suggested manual changes to the Council. These changes were already approved by Admin and Legal but were not presented at the November Council meeting.
 - The changes include the AGIC Chair will send welcome letters to new members and thank you letters to outgoing members, Admin and Legal will update the website and organizational chart with new member information following the February Council meeting, and AGIC records are retained by Arizona State Land according to their retention schedule.
- The committee approved new manual changes, including clarifying that all AGIC records are public records, meeting minutes can be approved using the unanimous vote process, AGIC officers will present an updated AGIC strategic and business direction document at the May Council meeting, and Committee and Workgroup plans will be approved at the May Council meeting.
 - These suggested changes will be presented to the Council at the February meeting.
- Jenna requested adding a section to the manual stating the AGIC Manual will be distributed to all Council members, Committee chairs, and workgroup chairs in January with the request they acknowledge they have read the manual.
 - Jenna will determine how to get acknowledgements from the members.
 - The committee approved the suggested manual change and Lucas will present it at the February Council meeting.

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

- V. AGIC Website and Org Chart Updates:** The committee agreed unanimously to postpone updating the AGIC organizational chart and website with current chair and member information until after the February Council meeting.

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

- VI. **Annual Report Workgroup Update:** Shea will schedule the workgroup's first meeting soon. Steve recommended the report could eventually include metrics on how well the committees and workgroups are meeting their annual goals.

Action Item: Shea will schedule a meeting for the Annual Report Workgroup

- VII. **2022 Admin & Legal Work Plan:** The work plan is not due until the May Council meeting. Shea will send a draft work plan to all committee members and request they send back any corrections or other changes. The committee approved the suggestion to change the title of the work plan to "2022-2023 Work Plan," now that the work plan is active from May 2022 to May 2023. At the next Admin & Legal meeting, the committee will work on incorporating any goals approved at the February AGIC Leadership Retreat.

Action Item: Shea will email all members a draft 2022-2023 work plan and request corrections.

- VIII. **AGIC Work Plans:** Shea will develop an infographic showing committee and workgroup membership, which will be shown at the next Council meeting. The committee also approved a change to the AGIC Website clarifying work plans will be updated in May. This will ensure members of the public are aware of when new work plans will be available.

Action Item: Shea will develop an infographic showing committee and workgroup membership counts.

Action Item: Lucas will add language to the website noting new work plans will be available in May.

- IX. **Information or Topics for Future Meetings:** The next Committee meeting is scheduled for April 13th, 2022.

- X. **Call to the Public:** None

- XI. **Adjourn:** Adjourned at 2:05 pm