

**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 13, 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

*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 2022:** Motion to approve minutes made by Jenna and seconded by Steve. Motion passed.
- III. **AGIC Council Roster Updates:** Due to staffing turnover, Boards and Commissions have only been able to approve two new Council members: Veronica Nixon from Arizona Department of Water Resources and Patrick Whiteford from Arizona Department of Transportation. They also renewed the membership for Nicole Eiden from Arizona Department of Health.

Jack Avis, Council member from Arizona Professional Land Surveyors (APLS), plans to retire later this year. APLS is working on identifying a replacement.

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- IV. AGIC Organizational Chart Updates:** The organizational chart was updated and posted to the AGIC website in February. The only missing information was a description of the AZGeo Advisory Committee. Jenna will send Lucas a description soon.

Jenna recommended listing any subgroups (i.e. workgroups of workgroups) to the org chart. This information would be helpful to mentees involved in the AGIC Mentorship Program, who are being encouraged to get involved in AGIC work. However, Lucas pointed out that the current org chart is very cluttered and difficult to maintain. Adding more information would make the chart more difficult for readers to navigate. Options for alternative org chart formats were discussed within the group. Jenna recommended exploring how to convert the org chart to an ArcGIS Hub site. She will discuss this option with Lucas and they will report their recommendations back to the Committee in July.

Action Item: Jenna will send Lucas a description of the AZGeo Advisory Committee to add to the org chart.

Action Item: Jenna and Lucas will discuss converting the org chart to an ArcGIS Hub site and will report their recommendations at the July meeting.

- V. AGIC Manual Updates:** Lucas reported the manual, which included all changes approved by the Council at the November 2021 and February 2022 meeting, was posted to the AGIC website in late February.

Jenna recommended that since AGIC Council members are automatically added as members to the National States Geographic Information Council (NSGIC), it would be good to list the NSGIC benefits each member receives. The Committee agreed and recommended this be added as a discussion item for the AGIC Manual Workgroup.

Lucas noted the manual does not current have information on how committee and workgroup voting members are managed. The Committee recommended this also be discussed by the AGIC Manual Workgroup.

Action Item: Lucas will work with Jenna to schedule the next Manual Workgroup meeting to discuss the topics of adding NSGIC benefit summaries and voting member management processes.

- VI. Annual Report Workgroup Updates:** Shea demonstrated the draft outline of the annual report template the workgroup has developed so far and noted the workgroup is currently working to fill in sections of the report. Shea asked if Admin and Legal Committee felt the workgroup should submit a work plan and the committee agreed no work plan would be needed this year.

Shea noted the workgroup changed the structure and process for developing

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the annual report. Originally, the report was going to be a collection of information that was already reported in committee and workgroup work plans. However, the Annual Report Workgroup restructured the report to align better with the Governor's priorities. While it will be a better format when distributed to state representatives and their staff, it has made the report more complex. Shea felt it was important that the Annual Workgroup become a permanent workgroup assigned to create the annual report annually. No one objected to making the workgroup permanent.

- VII. 2022 Work Plan and 2021 Accomplishments:** The committee reviewed the 2022 work plan and 2021 accomplishments. A new goal was added to have the committee report the total count of committee participants at February Council meetings. All other changes were reviewed and discussed.

A motion to approve the 2022 work plan and 2021 accomplishments was made by Jenna and seconded by Gene. The motion passed.

- VIII. Information or Topics for Future Meetings:** The next Committee meeting that was originally scheduled for July 13th was rescheduled to July 27th, 2022.

- IX. Call to the Public:** None

- X. Adjourn:** Adjourned at 2:14 pm