

**NOTICE AND AGENDA OF MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
ADMINISTRATION AND LEGAL COMMITTEE**

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened January 11, 2023 at 1:00 PM on Google Meets. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee:

**Table 1. Committee Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Shea Lemar, Co-Chair	AZ State University	Yes, phone
Lucas Murray, Co-Chair	AZ Department of Transportation	Yes, phone
Eric Feldman	Maricopa County	Yes, phone
Jason Howard	Maricopa Assoc. of Governments	Yes, phone
Mariah Modson	AZ State Land Department	Yes, phone
Jenna Leveille	AZ State Land Department	Yes, phone
James Meyer	AZ Department of Transportation	Yes, phone
Gene Trobia	AZ State University	Yes, phone
Steve Whitney	Pima County	Yes, phone

**Table 2. Public At-Large**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Kevin Blake	Yavapai County	Yes, phone

- I. **Call to order:** Meeting was called to order at 1:01 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the October Meeting Minutes:** October meeting minutes were distributed prior to the meeting via email. Motion to approve the minutes was made by Jenna and seconded by Steve. Motion passed.
- III. **AGIC Council Roster Updates:** There are varying statuses regarding the new Council Members, due to the transitioning of administration and vacancy of the Boards and Commissions Director.

**Action Item** - Shea, Jenna, and Lucas will discuss how to present this transition to the Council at their February meeting. If a chart of statuses is needed, Shea will reach out to Jenna.

- IV. **AGIC Organizational Chart Updates:** Multiple chair positions have changed, or will be changed after the next Council meeting. Jenna informed Lucas of the ArcGIS Online Hub Site that has been created to improve the updating and sharing of the organizational chart.

**Action Item** - Lucas will follow up with Jenna after the Council meeting to go

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over changes needed to the org chart, and getting it onto AZGeo.

- V. **AGIC Manual Workgroup Updates:** The manual was updated from notes made at the November Council meeting, and posted to the AGIC website under the news segment. A link to the document was also shared via Social Media.
- VI. **AGIC Annual Report Workgroup Updates:** Current formatting of the Annual Report starts with a complex summary, followed by an easier to read breakdown of AGIC. Based on other organization's summaries, it was proposed that a story map style of reporting would be better. Because of the change in administration for the state of Arizona, the 2022 Annual Report will be a story map that is broken down based on the governor's priorities, with detailed explanations under each related tab.

There was discussion about the possibility of including information concerning the money the state spends on GIS. But the group decided that it would more beneficial to inform leadership about LiDAR and Imagery programs and how people leverage those programs to benefit the state. If we added this to the report then we would discuss how much the state saves from this investment (perhaps focusing on the framework data).

**Action Item** - The current structure of the 2022 annual report will be finished. Further implementation of LiDAR project will be integrated in future work.

- VII. **Discuss NSGIC Membership:** The question was raised whether the Council should vote once per year as to who attends the NSGIC mid-year and annual conferences, as opposed to the current practice of twice a year ahead of each conference; May and November respectively.

*If the Council decides to keep with voting twice a year,*

- The following verbiage will be added to the manual:  
"If you need support for attending the annual conference, please bring it up at the May Council meeting. If you need support for attending the mid-year conference, please bring it up at the November Council meeting."

*If the Council decides to only vote once a year,*

- The following verbiage will be added to the manual:  
"Motion to approve a maximum of \$4500 to support half of the registration and/or travel expenses for the AGIC chairs who will be attending the 2023 NSGIC mid-year meeting and the 2023 NSGIC annual conference."
- Council votes in February for maximum expense.
- Monetary value added to the calendar of events.
- Informative discussion had on who goes.

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This committee feels it important to monitor those voted on as NSGIC members through the Council. It is proposed that this committee creates and distributes a survey as a check-in process to determine whether a new individual should be voted upon. Minimum standards include participating in a committee or workgroup, must engage with NSGIC, and demonstrate the value NSGIC provides them. Said survey would be sent out to anyone who may be interested in consideration for membership, and far enough in advance to complete before the Council meeting. Those whom the Council approves membership for will have a two-year renewal period, unless the Council intervenes.

**Action Item** - Lucas to finalize verbiage for voting processes. After the Council vote in February, agreed upon verbiage will be added to the manual, which will be added to the Council's agenda for approval in November. Jenna will create a survey for the five individuals elected for NSGIC membership. The manual workgroup will meet to create a structure for applications and bring it to this committee in April for approval.

**VIII. Discuss Consent Agendas:** Lucas proposed a new and improved way to vote on items during meetings. Rather than motioning and approving each individual item, a Consent Agenda would list out the items needing to be voted upon, and voting members can pass the whole list at one time. This would be included in the 24hrs notice of a meeting so that members can review ahead of time. If there is a need to have more detailed discussion on an item listed, a voting member can ask to have it 'pulled' for later on. Then all remaining items would be considered in the consent vote.

**Action Item** - The manual workgroup will add this information accordingly for implementation, and will be discussed at the next Council meeting.

**IX. Discuss Workplan:** The committee will begin their 2023 Workplan at the next committee meeting, after the Council has set forth their strategic goals and plan for the next year.

**Action Item** - Everyone comes to the next prepared with accomplishments of the group.

**X. Comments, requests, and items for future agendas:** This committee agreed to continue meeting quarterly. The next meeting will be April 12th.

**XI. Call to the public:** No items.

**XII. Adjourn:** Meeting adjourned at 2:27pm.