

**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 April 12, 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

Member	Agency/Company	In Attendance
Shea Lemar, Co-Chair	AZ State University	Yes, phone
Lucas Murray, Co-Chair	AZ Department of Transportation	Yes, phone
Mariah Modson, Secretary	AZ State Land Department	No, excused
Eric Feldman	Maricopa County	Yes, phone
Jason Howard	Maricopa Assoc. of Governments	Yes, phone
Jenna Leveille	AZ State Land Department	Yes, phone
James Meyer	AZ Department of Transportation	No, excused
Gene Trobia	AZ State University	Yes, phone
Steve Whitney	Pima County	Yes, phone

Table 2. Public At-Large

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

- I. **Call to order:** Meeting was called to order at 1:05 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the January Meeting Minutes:** Motion to approve the minutes was made by Steve and seconded by Jenna. Motion passed.
- III. **AGIC Council Roster Updates:** No recent communication from Boards and Commissions. Last news received was they were reviewing nominations but no timeline was given on when appointments will be made.
- IV. **AGIC Organizational Chart Updates:** Jenna made a motion, seconded by Gene, that Admin and Legal approve the [AGIC Organizational Chart experience builder application](#) and recommend the AGIC Council allow it to replace the current organizational chart PDF and related web pages on the AGIC website. The motion was passed.

Action Item: Shea and Lucas will request a vote at the next May Council meeting to approve the organizational chart experience builder.
- V. **AGIC Manual Workgroup Updates:** Lucas presented several suggested changes to the manual that were recently approved by the Manual

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Workgroup. The changes included:

- Updates to Section 11 regarding management of the Arizona NSGIC State Leaders, including term limits and requirements for reporting.
- Updates to Section 12 regarding the Council's approval of funds for NSGIC-related travel expenses, including the requirement for the Treasurer and Admin and Legal to review budgeted amounts annually and the ability for the Council to approve the funds once per year.
- Updates to Appendix A regarding the use of Consent Agendas during meetings.

A motion to approve all changes was made by Gene, seconded by Eric, and passed unanimously.

Action Item: Lucas will recommend the Council approve these changes at the May Council meeting.

- VI. AGIC Annual Report Workgroup Updates:** Shea reviewed recent changes to the Annual Report StoryMap. The Annual Report workgroup is still working on editing the report but plans to have it completed ahead of the May Council meeting. Gene made a motion, seconded by Eric, to allow Shea to present the final version of the StoryMap to the Council without prior review by the Admin and Legal Committee. The motion passed but the Committee agreed it should be submitted to the Council no later than May 1 to allow time for the voting members to review the site.

Action Items:

- The Annual Report workgroup will submit a final version of the Annual Report StoryMap to the Council no later than May 1.
- At the May Council meeting, Shea will request the Council approve publication of the final version of the Annual Report Storymap.

VII. Discussion of available alternatives to recording meeting minutes:

Jenna reported to the Committee that the Arizona Attorneys General's Office allows posting a video of meetings with a transcript instead of written meeting minutes as long as the video and transcript make it clear who had motioned and seconded any votes during the meeting. The AGIC Chairs have reviewed this recommendation and requested that the AGIC Council, Committees, and Workgroup still publish written minutes but that they only need to include a couple sentences about any motions as well as references to timestamp where the motions occur within the video.

Jenna asked if the Council should first vote to allow videos of minutes to be used in place of written minutes before any committees or workgroups can use the method. The Committee felt that since the AG's Office already gave their approval, there is no need for the Council to approve. However, Lucas noted the Manual Workgroup should be asked to include language in the

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AGIC Manual about this option for taking minutes and to clarify that, per the Chairs, written minutes should still be provided with timestamps of any motions.

Jenna made a motion, seconded by Steve, to have the Manual Workgroup draft language regarding the process for publishing videos of meeting in the AGIC Manual. The motion was passed.

Action Items:

- Jenna will report at the May Council meeting the recommendation by the AG's office to publish video meeting minutes.
- The Manual Workgroup meeting will draft language describing the process for using videos in place of written meeting minutes.

VIII. Review of Social Media Guidelines: Jenna presented a draft of updated [Social Media Guidelines](#). She requested the Admin and Legal Committee review the guidelines for any potential legal issues and provide feedback by April 28th. The guidelines will be presented to the Council at the August meeting for their approval.

Action Item: Committee members will review the social media guidelines and provide feedback by April 28th.

IX. Review NSGIC Membership Cost Increase: Jenna reported that the National States Geographic Information Council (NSGIC) is discussing increasing the annual membership dues by 10%. No decisions have been made yet but Jenna expects them to approve the cost increases later this year. Lucas reported a 10% cost increase would have minimal impact on the AGIC General Fund.

Action Item: Jenna will inform the Council of the potential cost increases at the May Council meeting.

X. Discuss Workplan: The committee reviewed the 2023-34 Work Plan but, due to time limits during the meeting, the group could not do a detailed review. A motion was made by Jenna and seconded by Gene to allow Shea and Lucas to work on updating the work plan and provide a draft to the Committee no later than April 21st, allowing the Committee time to return comments before the work plan is submitted to the Council on May 4th. The motion passed.

Action Items:

- Shea and Lucas will send a draft work plan to the Committee for their review by April 21st.
- The committee will return comments about the work plan before the May Council meeting.

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- XI. Comments, requests, and items for future agendas:** The Committee approved by unanimous consent to move the next meeting from July 12th to July 26th to avoid scheduling conflicts with several voting members.
- XII. Call to the public:** No items.
- XIII. Adjourn:** Meeting adjourned at 2:31pm.