

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

DRAFT

A public meeting of the Arizona Geographic Information Council was convened July 26, 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:

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	Yes, phone
Eric Feldman	Maricopa County	Yes, phone
Jason Howard	Maricopa Association of Governments	Yes, phone
Jenna Leveille	AZ State Land Department	Yes, phone
James Meyer	AZ Department of Transportation	Yes, phone
Gene Trobia	AZ State University	No, excused
Steve Whitney	Pima County	Yes, phone

Table 2. Public At-Large

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

Recording of meeting:

drive.google.com/file/d/1_3HFkFRSEDB2ML1pEpDD9QtgkqjhG_5D/view?usp=sharing

- 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 April Meeting Minutes: (0:15)** Motion to approve the minutes was made by Steve and seconded by Jenna. Motion passed.
- III. **AGIC Council Roster Updates: (1:25)** A few oaths have completed the full process. A couple are awaiting signature from the Land Department Commissioner.
- IV. **AGIC Organizational Chart Updates: (3:31)** Updates have been made, aside from the Data Committee's workgroups' work plans since they were just approved this morning. Data Committee's work plan is awaiting Council approval before getting added.

Action item: Lucas - update the work plans for the workgroups under the Data Committee, Imagery Workgroup's work plan, add new Data Committee workgroup, update chairs per Jenna's comments.

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- V. **Geospatial Summit Revenue: (8:47)** Amount received from attendance fee, and sponsorships equaled \$3,800. After catering costs were deducted, AGIC retained a \$1,000 profit for the conference committee fund.

Action item: Lucas - relay this information at the next council meeting in the budget report.

- VI. **AGIC Manual Workgroup Updates: (17:47)** Group hasn't met since April. Need to add in language regarding the AG Office's approval to supplement meeting recordings for detailed written meeting minutes.

Action item: Add language to the manual concerning recordings. Add to the annual report that Georgia used our manual as an example to establish their Council. Review manual to clarify if chairs are able to remove members, make recommendations for revising quorum guidelines which will be brought before the next Admin and Legal meeting.

- VII. **AGIC Annual Report Updates: (22:18)** The 2022 AGIC Annual Report was approved and published to AGIC listserv, and AGIC website under 'publications and documents'.

Action item: Jenna will discuss with ASLD's PIO what would be valuable for the 2023 report (in regards to content and format). Shea will schedule a meeting to address the 2023 annual report. Shea or Lucas will speak at next week's Council meeting, sharing Governor Hobb's priorities and asking Council and/or Committees and Workgroups start to think about how their work through AGIC aligns; asking for contributors ultimately.

- VIII. **Review the AGIC 2023 Strategic & Business Direction Document: (29:52)** This group reviewed to determine if there is anything else this group needs to do for it. They will be part of the review of data sharing documents from other workgroups.

- IX. **Annual Work Plans Updates: (35:44)** Every one is updated except the Data Committee, per previous agenda item discussed.

- X. **Training for AGIC Chairs: (41:34)** Suggestion for chairs to go through annual training to refresh on proper procedures and open meeting law, to prepare them for the responsibilities of their positions.

Lucas motioned for himself to prepare an outline of AGIC Chair Training. Jenna seconded. Motion passed.

Action item: Lucas will talk to the AG's office to set up training for Open Meeting Laws. Lucas will prepare a mock meeting for this group to review at the next meeting.

- XI. **Comments or Items for Future Agendas and Meetings: (52:58)** See

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'Action Items' above. Next meeting is October 11th.

XII. Call to the Public: (53:31) None.

XIII. Adjourn: Meeting adjourned at 1:54pm.