

**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 January 8, 2025 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 Land Department	Yes, phone
Lucas Murray, Co-Chair	AZ Department of Transportation	Yes, phone
Jason Howard	Maricopa Association of Governments	Yes, phone
James Meyer	AZ Department of Transportation	No, excused
Gene Trobia	AZ State University	Yes, phone
Phillip Leveille	Maricopa County Assessor	Yes, phone
Steve Whitney	Pima County	Yes, phone

Public Members

Member	Agency/Company
Ryan Johnson	AZ State Land Department
Jenna Leveille	Sanborn
Eric Feldman	Self

Recording of meeting (Minute each item occurs in the video is highlighted in red below):

https://drive.google.com/file/d/1wd6Yy6x8kqr2-vDrg5jiBLdCx_QwDsHu/view?usp=sharing

- 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 the October Meeting Minutes: (1:11):** Minutes were approved as-written
- III. **General Updates: (1:55)**
 - AGIC Manual Updates
 - Lucas updated the manual with the items approved at the November Council meeting and posted the updates to the website.
 - **Action Item:** Everyone review the calendar of events.
 - AGIC Organizational Chart Updates
 - Lucas updated the organizational chart to reflect the current

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status of Council membership and committees.

- AGIC Annual Report Workgroup
 - Lucas reported that the workgroup has started meeting and is gathering topic ideas. If you have any ideas please pass them on to Lucas or Shea. We are including stories in the Arizona GIS community and AGIC member organizations.
- Plaque for Incoming Past Chair
 - Steve is working with ASLD to get a plaque to give to Patrick at the next Council meeting.

IV. AGIC Council Roster Updates: (5:55)

- Leslie Stovall retired so we are down to 22 members. ASLD is looking to Governor's Tribal Office for tribal representative
- At least 3 new people applied last year
- Shea will reach out to Boards and ask for a current roster and anyone who has applied.
- Those who need to renew have been contacted and are working to submit new applications
- Potential member
 - Keith Kohl, geodetic advisor for Southwest

V. NSGIC State Leaders: (13:35)

- Our NSGIC membership includes the ability to add 5 non-Council members as NSGIC members. We reviewed the list of current additional members and discussed who should be on the future list
 - Ask the Council for their recommendations at the February meeting and let them know they can email their thoughts if they prefer
- Possible member from Arizona Geological Society (AGS)
- A&L Committee presents final recommendations at the May meeting
 - Will probably want to update with NSGIC in July when we renew the membership
- **Action Item:** Shea will ask NSGIC for the current list

VI. Chair Support Updates: (26:16)

- Lucas completed a survey sent out to Committee chairs asking if they prefer to keep the chair guidelines on how to run a meeting in the AGIC Manual or if they preferred the new website.
- After discussion, the group felt that it was important the manual contain rules on how to conduct business in AGIC, such as the voting process. However, anything that is more of a guideline, such as running a meeting, could be moved to the website.
- **Action Item:** Lucas will work on a proposal on what from the manual can be split off into the website and will present his proposal at a future A&L Committee meeting.

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VII. Special Interest Groups: (37:50)

- Lucas asked the group if the AGIC manual should include “special interest groups,” which unlike Workgroups, are discussion-only groups that allow people to brainstorm new topics that may be pursued later in workgroups or committees.
- Jenna recommended that if they are discussion, or informational-only groups, then they can exist outside of AGIC and would not have to follow open meeting laws. AGIC could still recommend people participate but do not have to officially endorse the groups.

VIII. ASLD Audit: (46:38)

- ASLD current in sunset audit. Auditors included AGIC in a recent audit.
- Want to know AGIC’s conflict of interest process
 - ASLD is looking into what would be required and will get back to us with the findings.
- Want to know where public meetings are being posted
 - Needs to be on AGIC website and disclosure statement where electronic and physical posting of meetings. On the AGIC website, we need to find a place to tell people how to find agenda/minutes documents within the AGIC calendar.
 - AGs office is unclear if posting to AGIC website is enough or if physical posting is required, too. Currently not posting physically and ASLD will let us know if that changes. ASLD has a public posting board if needed.
 - Statute brought up by Audit:
<https://www.azleg.gov/ars/38/00431-02.htm>

IX. New State Logo (55:31)

- The state has new branding and state agencies are required to match the new branding. It is unclear if Boards need to update their branding as well, but many Boards have started using the new branding. Outreach is discussing the new branding for the state. But we are under the understanding that we need to follow the style guide.
- **Action Items:**
 - AGIC website will need to update ASLD and AZ.gov logo with new logos (found in upper-right)
 - ASLD will create a new logo for AGIC that follows the brand guidelines and present that to the Council at the next meeting for approval to move forward with this and get their thoughts.

X. Pantheon (1:14:59)

- AGIC website is hosted on a stand alone server in AWS. We can use ADOAs web hosted platform, called Pantheon, if we want and there

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would not be a cost to AGIC or ASLD for the hosting. It would be in Drupal 9.

- Lucas said Outreach has talked about wanting updates to the current page (moving pages around). And really wants the ability to integrate the webpage's calendar with google calendar.
 - Jenna reminded us to consider that the calendar on the AGIC page is for getting the public the notices and the google calendar is for inviting people to the meetings (and you don't want their addresses shared with the public).
- We also need to consider accessibility when talking about future website development.
- Shea asked that people consider development costs and maintenance costs for any redevelopment. Gene brought up the idea of IGAs to support any work.

XI. Work Plan and Accomplishments (1:25:07)

- Lucas created a 2025 work plan based on the 2024 work plan. And since the AGIC strategic goals did not change, the plan is still accurate. Shea and Lucas will update the accomplishments and then gather feedback from this committee to get approval. This can then be presented at the next AGIC Council meeting.
 - Eric suggested adding "Address Arizona logo rebranding" in the goals
- **Action Item:** Lucas and Shea will work on updating the goals and accomplishments and will send a draft document to the group for review before the February council meeting.

XII. Comments or Items for Future Agendas and Meetings: (1:28:47)

- Next meeting: April 9 at 1:00 PM

XIII. Adjourn: (1:29:11) Meeting adjourned at 2:31 pm.