

**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 April 10, 2024 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
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
Phillip Leveille	Maricopa County Assessor	No, excused
Steve Whitney	Pima County	Yes, phone

Recording of meeting (Minute each item occurs in the video is highlighted in red below): <https://drive.google.com/file/d/1IvevLDw4A4tFvGL32tp23-OQMrTiHc9E/view>

- I. **Call to order:** Meeting was called to order at 1:04 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the January 10 and January 25 Meeting Minutes: (0:45)** No updates were suggested and approval of the meeting minutes were approved unanimously.
- III. **AGIC Council Roster Updates: (1:08)** Jay Corum resigned from the board. Boards and Commissions reached out to Jenna about missing oaths. Several new members are in flux but we are still waiting to hear from Boards and Commissions if they have been accepted.
- IV. **AGIC Organizational Chart Updates: (2:43 & 6:35)** Following the February council meeting, all officer positions were updated and the AZGeo Advisory Committee was updated reflecting Patrick Whiteford as the new co-chair, replacing Kevin.

Jenna noted additional updates need to be made to the chart, including the adding the new Special Interest Committee, making several changes to workgroups, and updating the AGIC Council image. Jenna will work with Lucas on updating the organizational chart with these changes in time for the May Council meeting.

- **Action** - Jenna will send needed updates to Lucas and Shea. Lucas will

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make those updates on the organization chart experience builder site and ASU will make the updates to the organizational chart image on the AGIC website.

- V. **AGIC Manual Workgroup Updates: (6:01)** Lucas will call a meeting for that sometime soon.
- VI. **AGIC Annual Report Updates: (9:34)** Lucas reported that the Annual Report Workgroup is finalizing the annual report so they can provide it to the council at the May meeting. Council members were able to provide information to add to the report.
- VII. **Review Calendar of Significant Events: (11:11)** We discussed the timing of the strategic events and work plans. Currently the Leadership retreat is in February and the proposed Strategic Plan is presented to the council in May. At that same meeting, committees have to submit their work plans, which makes it so that they have not yet seen the strategic plans yet. We discussed the challenge of the lack of timing.

The group proposed the strategic plan be updated on a 3-year cycle, with the new plan due for approval by the May Council meeting. The AGIC Officers and, optionally, council members would review the plan annually and propose amendments, as needed.

Work plans would also be placed on a 3-year update cycle but would be due for approval by the November Council meeting. Committees and Workgroups would be encouraged to review the work plans annually and submit revisions to the Council, as needed. A list of past accomplishments would continue to be submitted annually by the Committees and Workgroups, due to the Council at the November meeting.

Action Items: Shea and Jenna will work on creating a diagram outlining the timing of each submittal. Lucas and Shea will submit the proposed changes for approval at the May Council meeting.

- VIII. **2024-2025 Work Plan and Past Accomplishments: (43:37)** Lucas presented an updated work plan and gave the group an opportunity to provide changes. The updated work plan will be submitted to the Council at the May meeting.

Action Items:

- Shea and Lucas will add an item to the July Admin and Legal Committee meeting to review the five NSGIC State Leader positions (i.e. the 5 additional members AGIC submits to be NSGIC members). Following the meeting, the Committee will ask the NSGIC State Leaders to report on their experience and how their membership benefited Arizona. By the November Council meeting, Admin and Legal will

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recommend changes, if any, to the state leader members.

- With membership costs for NSGIC going up from \$3750 to \$4125 this year, the Council will need to approve the updated funds required to maintain its level of membership.
 - Shea and Lucas will review past Council meeting minutes to determine if the Council has already approved these funds
 - If not, they will present at the May Council meeting the other options for NSGIC membership, recommending we keep our current level of membership, and request a vote to approve the change in funds.
- Lucas will submit the Admin and Legal work plan at the May Council meeting

IX. Comments or Items for Future Agendas and Meetings: (1:06:42) See 'Action Items' above. Next meeting will be July 10, 2024.

X. Call to the Public: (1:07:14) None.

XI. Adjourn: (1:07:20) Meeting adjourned at 2:11 pm.