

**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 9, 2025 at 1:00 PM on Google Meet. 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	Yes, phone
Gene Trobia	AZ State University	Yes, phone
Phillip Leveille	Maricopa County Assessor	Yes, phone
Steve Whitney	Pima County	Yes, phone

Public Members Present

Member	Agency/Company
Kevin Blake	Yavapai County
Shiloh Johnson	Arizona State University

A [video recording](#) and [transcript](#) of the meeting are available. Minutes that each item occurs are highlighted in red below.

- I. **Call to order: (8:11)** Meeting was called to order at 1:08 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the April Meeting Minutes: (8:18)** Minutes were approved as-written
- III. **Quick Updates (8:58)**
 - Expanding [Resources for Council Members](#)
 - This has been published to the website and has already been helpful
 - **Action Item:** Gene, Jim and Lucas will discuss expanding the site to more people, including potential AGIC volunteers.
 - Conflict of Interest Form
 - Current forms built for state employees, not appropriate for council members. Shea built a draft form that may work for AGIC members and Arizona State Land Department (ASLD) is currently reviewing it. Once approved, Shea will bring it to Admin

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and Legal for their review and, if approved, will take it to the Council.

- **Action Item:** Shea will check if the audit has a deadline.
- Posting Agendas to Public Board
 - ASLD has asked their Attorneys General (AG) representative if this is required or if posting to the public website meets the requirements.
- Community Forum Progress
 - Outreach is exploring a couple of applications. Lucas will work with Shea to reach out to the AGs office and ASLD Risk Management to find out if there are limitations to using a community forum application and how Open Meeting Law may influence AGIC using it.

- IV. AGIC Council Roster Updates (16:31)** Previous contact at Boards and Commissions (B&C) recently left. Shea is working with a new contact but the transition has slowed communication. Currently, all state positions are filled but AGIC needs to address the remaining vacant positions. B&C has received renewals from current Council Members but have not processed them yet. Admin and Legal was asked if they know of possible candidates for vacant positions, to forward them to Shea and Lucas.

Action Items:

- Shea reach out to B&C to talk about renewals and additions
- Lucas will talk with the AGIC officers to discuss potential candidates for the vacant positions.

- V. Review Master Committee/Workgroup Roster (23:51)** Lucas created a roster that could be used to keep track of all members in one place. We discussed it and Lucas will keep working on it and bring it back to the committee to review.

Action Item: Lucas will continue to develop the draft master roster and will present it to Committee and Workgroup chairs for feedback.

- VI. Budget Adjustment Recommendation (32:01)** Lucas motioned that Admin and Legal recommend to the Council that the AGIC Treasurer add \$1,294.63 to the AGIC General Fund budget sheet in order to bring AGIC's balance in-line with ASLD Accounting. Jim seconded. Motion passed.

Action Item: Lucas and Gene will add this item to the August Council Meeting agenda for final review.

- VII. AGIC Manual Review (36:12)**

- Review and approve aligning manual with Resources for AGIC Chairs website
 - Lucas called a unanimous consent vote to recommend to the

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Council to publish the updated manual. The motion was approved unanimously.

- Review Calendar of Events
 - Lucas called a unanimous consent vote to recommend the Council adopt a new schedule that aligns events with the 3-year strategic plan cycle. The motion was approved unanimously.
 - Admin and Legal recommend the AGIC Secretary and Admin and Legal work to keep the calendar updated moving forward.
 - Lucas recommended Admin and Legal create custom 1-year calendars for incoming chairs, the Deputy State Cartographer, and Committee/Workgroup chairs at the January Admin and Legal Committee Meeting, making it easier for those groups to track what items they need to do that year.
- Review and approve adding language about Council Members who move job sectors
 - Lucas updated the manual to state that any Council member must reside in Arizona and that if they move jobs types (e.g. state to county), then they must reapply or resign their position on the Council.
 - Lucas motioned to present this at the next Council meeting for review and approval. The motion was approved unanimously.
- Approve adding language that any meeting minutes posted with video links must also include transcripts to fulfill accessibility requirements
 - Lucas let everyone know that if a video is posted along with minutes they must also post a transcript.
 - Lucas will update this in the manual and bring this back to the committee at a future meeting.

Action Items:

- Updated manual and calendar of events will be presented at the August Council meeting for final review
- Lucas will add language permitting the use of video recordings to augment meeting minutes and clarifying video minutes must be accompanied with a transcript.

VIII. Discuss creation of an Accomplishments template document (1:03:20)

Lucas suggested creating an Accomplishments document, with sections that would help separate items the Committee and Workgroup chairs feel should be added to the annual report versus accomplishments that are more for internal AGIC interests. Gene added chairs could be encouraged to add accomplishments to meeting minutes as they happen to help notate them, making it easier to accumulate them into an annual accomplishments report. The Committee was in favor of the document. Lucas will create a draft document for review by the next meeting.

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Action Item: Lucas will create a draft Accomplishments document for review by the October Admin and Legal Committee meeting.

IX. Discuss creation of a Committee Coordination Workgroup (1:08:10)

AGIC Officers and leaders think it would be beneficial for AGIC if the committee chairs (Workgroups optional) met periodically to coordinate and collaborate with each other. There was a meeting with those people and they agreed that it would be valuable. Lucas motioned that the Admin and Legal committee form a Committee Coordination workgroup. Invitees would be committee chairs, AGIC officers, committee secretaries, and workgroup chairs. Steve seconded.

Questions were raised on whether this should be formed into a workgroup or kept as an informational only group without the constraints of holding formal meetings. Lucas felt forming the workgroup would keep this group in-line with Open Meeting Law, allow us to remain transparent, and require us to keep a history of the meetings through posted minutes. However, Lucas recommended the Workgroup be reviewed in one year and, if all meetings were informational only, then Admin and Legal can decide to dissolve the group.

Lucas and Shea clarified that voting members would be kept small so quorum would be easier to achieve. Recommendations were the Deputy State Cartographer and the three AGIC chairs.

The motion passed.

Action Item:

- Lucas will work to set up a workgroup meeting in October

X. Discuss creation of an Accessibility Workgroup (1:22:03) Lucas talked about the accessibility work that is being done around the nation and the state. While there seem to be groups to help support at the national level, there isn't a lot available at the state level. He brought up the idea of creating a short lived WG that provides people quick reference resources. This would address accessibility as it relates to GIS and related technologies. But we would need to determine a specific scope. Some people feel it would be good to point people to existing resources because there is so much there already. One consideration is the thought that people might assume the AGIC is an authoritative voice and we would need to have the time and expertise to address it. The state is addressing accessibility at the state level, but not all agencies are a part of that effort.

Due to time limitations we will continue this discussion at the next meeting.

XI. Discuss allowing alternates for AZGeo Advisory Committee Due to time limitations we will continue this discussion at the next meeting.

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XII. Discuss creation of a new AGIC officer position focused on Open Meeting Law Support Due to time limitations we will continue this discussion at the next meeting.

XIII. Review Targeted Priorities Due to time limitations we will continue this discussion at the next meeting.

XIV. Comments or Items for Future Agendas and Meetings: (1:34:10)

- Next meeting: October 8 at 1:00 PM
- Recommendation to discuss accessibility at the AGIC symposium

XV. Adjourn: (1:36:43) Meeting adjourned at 2:36 pm.