

**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 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	Yes, phone
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/1Ha5pZIWzxtAHNmNb0cYJDgLehbrdlqJD/view?usp=sharing>

- I. **Call to order:** Meeting was called to order at 1:03 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the April Meeting Minutes: (0:43)** No updates were suggested and approval of the meeting minutes were approved unanimously.
- III. **AGIC Council Roster Updates: (1:44)**
 - Eight current Council members have been renewed
 - Two members have been removed
 - Jenna confirmed Ryan McClain resigned
 - Kris Estes membership is expired. Jenna confirmed they will not be reapplying.
 - There are 3 new Council members
 - Bill Boyd, Arizona Department of Forestry & Fire Management
 - Ericka Huston, Arizona Department of Military Affairs
 - Deborah Glogoff, City of Yuma
 - There are 23 active positions and 12 vacancies. There are still members being recruited.
 - Patrick will present this information to the Council at the next meeting
- IV. **AGIC Organizational Chart Updates: (6:29)**

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- Lucas will update the organizational charts online soon
- New AGIC members have asked how they can get more involved. To address that challenge the Outreach Committee decided that it would be valuable to work with committee chairs to update their committee's information online to make it more clear how people can support each committee.
 - **Action Item:** Our committee members look at the existing pages to see if they have valuable ways to convey the above information on each page.

V. AGIC Manual Workgroup Updates: (10:25)

- Lucas will update the manual for this committee to review in our October meeting. The accepted updates will be brought to the Council in the November meeting.
- Lucas created a page on the website for Resources for Chairs. But now there are two resources that have this information (one online and one in the manual). We discussed the possibility of having a single resource for the information.
 - **Action Item:** Lucas will survey the AGIC Chairs to see if they have a preference for accessing the data: the AGIC manual vs the resource page on a website. If they have no preference then this committee prefers to keep the information up to date on the resource page on the website and then have the manual point to the resources online where appropriate.

VI. AGIC Annual Report Updates: (22:20)

- In September or October the Annual Report workgroup will reconvene to work on the next annual report.
- Gene asked about updates on recruitment for the Deputy State Cartographer position. Ryan said that ASLD is working on it and is in the process of getting the salary range increased. They hope to have it completed by the end of this month.

VII. Google Calendar: (25:50)

- At the Outreach Committee meeting there was talk of converting the AGIC calendar to a Google calendar or having a Google calendar option. This would allow people to sync to the calendar, which has been requested. Quinn Buzzard has been working on this process for the AGIC calendar to see how it would work. He asked if anyone on this committee has any thoughts or concerns about this possibility.
 - Shea asked if Ryan and ASLD have reviewed this. If they have no issues then I would have no issues.
 - Ryan said that ASLD is looking into whether or not they can make it public.
 - Shea asked how the calendar would be integrated into the website. Quinn said that the page on the calendar will remain

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available - the Google calendar is a secondary resource that is updated via script to match what is on the AGIC calendar.

- The Outreach Committee is discussing the idea of replacing the entire calendar with a google calendar and asked what we thought.
 - Shea doesn't like the idea of using a calendar that requires people to have a google account to access it. Lucas asked if she would have any problem if the google calendar were a public calendar and a person doesn't need a google account. Shea said that would be fine for her.
 - Lucas asked about the move of the AGIC website to the state's new system and Ryan said it is coming but there is no set date yet. Lucas said that if there is a calendar functionality in the new system then we might want to consider moving to the new system sooner.
- **Action Item:** At the next meeting Ryan will give a demo of what the upgraded system would look like.

VIII. Chair Training and Resources: (45:28)

- People were asking Lucas about resources for running meetings so he sent a survey out to the chairs of the committees and workgroups to see if they would be interested. About half of the respondents were interested in a training so Lucas is putting together an informal training for those who are interested. The training will occur within the next six months.
- Lucas will also consider creating a resource for new questions that people ask.
- Gene recommended that previous chairs could be invited to discuss lessons learned.
- **Action Item:** Lucas will prepare an update on this for our next meeting.

IX. Comments or Items for Future Agendas and Meetings: (49:46) See 'Action Items' above. Next meeting will be October 9, 2024.

X. Call to the Public: (50:25)

XI. Adjourn: (50:38) Meeting adjourned at 1:54 pm.