

**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 October 9, 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**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
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	Sanborn	Yes, phone
James Meyer	AZ Department of Transportation	Yes, phone
Gene Trobia	AZ State University	No, excused
Phillip Leveille	Maricopa County Assessor	No, unexcused
Steve Whitney	Pima County	Yes, phone

Recording of meeting (Minute each item occurs in the video is highlighted in red below): [AGIC Admin & Legal Committee – 2024/10/09 12:55 MST – Recording - Google Drive](#)

- 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 July Meeting Minutes: (0:15)** Jenna Leveille’s agency needs to be updated to Sanborn Geospatial. No other updates were suggested and approval of the meeting minutes with changes were approved unanimously.
  
- III. **AGIC Council Roster Updates: (1:08)**
  - Currently, AGIC has 12 vacancies (3 federal, 8 state, and 1 association of municipal governments)
    - We haven’t had any new approvals from boards and commissions. We know that Sage Donaldson and Brooke Serpa have submitted applications and are waiting for approval.
    - Ericka Huston moved to the City of Chandler and would like to continue with the council. She was moved on the AGIC roster to a local representative, which means AGIC now has a full local representative roster.
      - Arizona Department of Military Affairs (DEMA) is determining who their new representative will be.
    - The association of municipal governments position is only available to statewide organizations. The Attorney General’s

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Office noted that the following organizations qualify for the vacancy

- League of Cities and Towns
  - Representative does not need to be an employee of the League, only someone the League elected to represent them.
- Arizona COG/MPO Directors Association
- Arizona City/County Management Association (ACMA)
- The committee will think of someone who could be a representative from one of these organizations. Steve suggested that we select someone from a municipality, who can request the League select them to represent on AGIC. Another approach is to talk to the League after the new deputy state cartographer is hired and ask for a rep then. If AGIC is looking to move forward with outreach to people across the state then this could be an important step.
- Multiple active council members have outdated memberships that need renewals. Lucas will work with Arizona State Land Department (ASLD) to push through those renewals.
- **Action Item:** Committee members will think about city/town GIS people who would be good to have on the AGIC Council. Review those ideas and current roster at next meeting A&L meeting.
- **Action Item:** Lucas will work with ASLD to push Council member renewals from Boards and Commissions.

#### IV. **AGIC Organizational Chart Updates: (15:15)**

- New AGIC members requested a list of skills be added to the Committee pages within the AGIC Organizational Chart. This would help them better determine where in AGIC they could help. The Outreach Committee developed a [list of skills for their Committee](#) and included language making it clear that the skills are not a requirement to join but rather they are skills that members will have an opportunity to develop.
  - Admin and Legal reviewed the Outreach and Data skills sections to get ideas and then discussed what we would like to see for A&L. The A&L skills were added to the organization chart committee page.
- Lucas asked if we want to put the past chairs on the website. We decided that it would be good to have this information on the website, although it is not a priority. It could go under the AGIC website Publications page and the About page.
- Most committees do not have a 2024-2025 work plan. Should we ask for one or just wait until next May?
  - Jenna clarified that at the May meeting, when the Council

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approved the 3-year AGIC strategic plan, they also approved Committees and Workgroups to review and submit their work plans in November. Instead of recreating work plans, they would only need to submit plans that have been revised as well as a list of accomplishments during the year.

- Since this is an unusual year, Lucas will follow-up with the Committees and request they submit their work plans and accomplishments ahead of the February Council meeting

- **Action Item:** Lucas will work with the committees to create updated work plans and action items
- **Action Item:** Lucas will work on updating the manual to clarify when committees and workgroups should submit updated work plans and lists of accomplishments.

**V. AGIC Manual Workgroup Updates: (52:36)**

- Motion was made by Lucas and seconded by Jenna to approve the following changes to the manual:
  - Clarify language that a quorum must be maintained throughout meeting in order to hold a vote
  - Clarify that AGIC may ban people from AGIC-L for a period no less than 6 months and up to permanent, at the discretion of the AGIC officers
  - Update the definition for Workgroups clarifying they must have a defined goal and deadline and can be renewed by the parent committee
  - Clarify that chairs may email a quorum or more of voting members for meeting organizational questions, like rescheduling
- The motion was passed unanimously. Lucas will present these items at the November Council meeting for official approval.
- Steve noted the AGIC-L code of conduct is not on the AGIC website. Lucas will work on adding them.
- Motion was made by Lucas and seconded by James to sunset the manual workgroup
  - Lucas said most of the discussions for manual items was already occurring in A&L meetings and there was no need to repeat them at the workgroup meetings.
  - The committee agreed that the workgroup could be reformed if a discussion item needed more attention than was available at a committee meeting.
  - The motion passed unanimously.
- **Action Item:** Lucas will add the code of conduct to the AGIC website.

**VI. AGIC Annual Report Updates: (1:00:26)**

- Motion to reform the Annual Report Workgroup and begin working on

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the 2024 annual report was made by and seconded by James. Motion passed unanimously.

- **Action Item:**
  - Lucas will ask the chairs to talk to their committees and provide at least one person to be on this workgroup.
  - Lucas will ask the council if they will participate.

**VII. Chair Training Updates: (1:07:22)**

- Lucas sent out a survey for training dates and times that will work for them. It is optional and will be in late October or early November. Jenna is happy to volunteer to attend meetings and help guide anyone who needs it.

**VIII. Plaque for Outgoing Chairs: (1:09:00)**

- We have been asked by the Conference Committee Chairs to take over the task of creating a plaque for the outgoing Past Council Chairperson and requesting the current Council Chairperson present the plaque at the February Council meeting. The State Cartographer's Office used to take care of this item but A&L is being asked to take over coordination and ensure it happens each year.
  - The Conference Committee Chairs will be able to order the plaque through the conference meeting planners since they have an open PO that can be used. At the May Council meeting, when the AGIC General and Conference funds are balanced, the Conference fund can be reimbursed for the plaque cost.
- Shea requested this item be added to the Calendar of Significant Events section of the AGIC Manual, making sure the new AGIC Council chairperson presents a plaque to the outgoing Past Council chairperson at each February meeting when they pass the gavel. We need to discuss getting this on the calendar and how it will be handled.
- **Action Item:** Add an item to the calendar for October for A&L to reach out to the conference chairs to have them order the plaque from the meeting planner.
- **Action Item:** Steve agreed to order the plaque for Past Chair Kevin Blake, so it will be ready for the February meeting.

**IX. Comments or Items for Future Agendas and Meetings: (1:18:38)** See 'Action Items' above. Next meeting will be January 15, 2025. Our next meetings will be as follows and Lucas will get them on the calendar.

- 01/15/25
- 04/16/25
- 07/09/25
- 10/15/25

**X. Call to the Public: (1:22:23) None**

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XI. **Adjourn:** (1:22:26) Meeting adjourned at 2:24 pm.