

**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 12, 2022 at 1:00 PM on Webex. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee:

Table 1: 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
Eric Feldman	Maricopa County	No, with notice
Jason Howard	Maricopa Assoc. 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, with notice
Steve Whitney	Pima County	Yes, phone

Table 2: Committee Voting Members

Member	Agency/Company	In Attendance
Kevin Blake	Yavapai County	Yes, phone
Mariah Modson	AZ State Land Department	Yes, phone

- 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 July Meeting Minutes:** July meeting minutes were distributed prior to the meeting via email. Kevin Blake requested that his agency be corrected to Yavapai instead of Yuma. No further corrections were requested and the minutes with corrections were approved.

- III. **AGIC Council Roster Updates:** Since the last Admin & Legal meeting, Leslie Stovall and Chris Black have confirmed their renewal. Jenna has still not heard from Ryan McClain. In addition:
 - Eric Feldman will be stepping down, with Shiloh Johnson as his replacement.
 - Julie Jamarta will be stepping down. Josh Pope was contacted for a suggestion on her replacement, none was given.

- IV. **AGIC Organizational Chart Updates:** Lucas completed updates to the AGIC Org Chart and website. Updates include changing the '911 Committee' to the 'Public Safety Committee', changing the 'LiDAR Workgroup' to the '4D Geospatial Data Workgroup', as well as updating Co-Chairs of various groups.

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The AZGeo Advisory Committee's summary in the Org Chart is missing text. Jenna will work on getting this filled out before this group meets next.

Action Item: Jenna will send Lucas a short description of the AZGeo Advisory Committee that can be included in the Org Chart.

- V. **AGIC Manual Workgroup Updates:** This group met in August to make changes according to recommendations made by the Admin & Legal Committee. These changes were applied to a draft copy of the manual so as to not be published before approval. Jenna presented the Change Log which reflects what Lucas and the AGIC Manual Workgroup changed. Lucas asked for the group to approve the following:
1. Add language to the manual that outlines the process for managing committee and workgroup voting members, including guidelines for removing voting members as needed. Motion to approve this addition was made by James and seconded by Jenna. Motion passed.
 2. Add language about NSGIC, including
 - (a) AGIC's obligations to pay half of the annual membership dues
 - (b) That all AGIC council members are automatically enrolled as NSGIC council members and receive member benefits
 - (c) That AGIC may add another five people who are not AGIC council members to the NSGIC council if approved by the AGIC Council.Motion to approve this addition was made by Jenna and seconded by Jason. Motion passed.
 3. Add rules of etiquette, including a code of conduct for attending meetings and a code of conduct for participating in AGIC online forums, include AGIC-L, social media, and google groups. Motion to approve this addition was made by James and seconded by Jason. Motion passed.
- VI. **AGIC Annual Report Workgroup Updates:** At their most recent meeting, the group flushed out details of edits to get a concise narrative of everything AGIC has done this year. It continues to be worked on and will have another iteration available for review by the next committee meeting.
- VII. **NSGIC Membership Updates:** Outside of AGIC Council Members, five designees are eligible for NSGIC Membership. The following five individuals were suggested to the Council at their August meeting: Brain Bond, Jami Dennis, Jeff Wolcove, Kasey Green, and Tom Homan. All five accepted their nominations, and all five were approved by the Council.
- VIII. **Admin and Legal Secretary Position:** With Lucas becoming a co-chair of this

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committee, a new secretary needs to be appointed. Shea motioned for Mariah Modson to fulfill this position. Jenna seconded. Motion passed unanimously without discussion.

- IX. **Comments:** The next meeting is currently scheduled for January 11th.
- X. **Call to the public:** None.
- XI. **Adjourn:** Meeting adjourned at 1:21pm.