

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
ADMINISTRATIVE AND LEGAL COMMITTEE  
ANNUAL REPORT WORKGROUP**

A public meeting of the Arizona Geographic Information Council was convened on November 29, 2022, at 9:00 am. Due to a Governor’s Executive Order, the meeting was held by phone and online only. Present at the meeting were the following members or designees of the AGIC Administrative and Legal Committee Annual Report Workgroup:

**Table 1: Workgroup Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance*</b>
Shea Lemar, Co-Chair	AZ State University	Yes, Virtual
Lucas Murray, Co-Chair	AZ Dept of Transportation	Yes, Virtual
Jenna Leveille	AZ State Land Department	Yes, Virtual
Gene Trobia	Godfather of AZ GIS	Yes, Virtual
Steve Whitney	Pima County	Yes, Virtual

\*Yes, Virtual indicates the person was present at the meeting either by phone or by logging in to WebEx.

- I. **Call to order:** Meeting was called to order at 9:00 am; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. **Discuss AGIC Annual Report:** Since the last workgroup meeting, Jenna added bulleted lists for each section and expanded some sections into a narrative. Other sections have bulleted points but need to be converted to a narrative format. The group reviewed the added content and discussed how best to support Jenna in expanding the sections into a narrative report.

The group discussed the purpose and intended audience of the report. Jenna noted this is an unusual report that includes more content than normal due to the transition at the governor’s office. The intended purpose of this report is to help executives understand and potentially argue to the new administration how AGIC is beneficial to their program. The “normal” annual report would be a higher level summary that focuses on general accomplishments over the previous year and highlights how the work from each agency is important. The group discussed how the “normal” report would be generated annually based on information from committee and workgroup work plans while the expanded report, like the one we’re working on, could be an addendum generated every 4-years to assist during administration transitions.

Since the majority of the content for the AGIC annual report will come from the committee and workgroup work plans and lists of accomplishments, Shea, Gene, and Steve will review the annual reports to determine if they need to be updated to better feed into the AGIC annual report, focusing on how the

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activities have supported the needs of the state and the needs of the board member's organizations.

Jenna and Lucas will work on flushing out the existing bulleted sections in the draft annual report and finalizing the report format.

**Action Item:** By the next meeting, Jenna and Lucas will work to have a draft document ready for the group to review. Shea, Gene, and Steve will report back on their review and recommendations of the work plans.

**III. Information or Topics for Future Meetings:** Will need to approve minutes from this and the previous official meeting. The next meeting is scheduled for January 6, 2023 at 1:00 pm.

**IV. Adjourn:** Adjourned at 9:59 am