

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

DRAFT

A public meeting of the Arizona Geographic Information Council was convened on March 24, 2023, at 8:30 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

Member	Agency/Company	In Attendance*
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	No, Excused
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 8:33am; Introductions were made by the committee ensuring attendance list was managed and quorum established.

- II. **Approval of Minutes:** Shea noted that meeting minutes from 2/25/22, 11/29/22, 1/6/23, and 2/10/23 incorrectly showed Shea as the only Chair when it should show Lucas as a co-chair. A motion to correct all previous meeting minutes and approve the 3/10/23 meeting minutes was made by Jenna and seconded by Lucas. Motion passed.

Lucas will correct all previous meeting minutes with the correct Chair information and repost them to the AGIC website.

- III. **Discuss AGIC Annual Report:** Since the last workgroup meeting:
 - Jenna has edited the Supporting Arizona section up to Protecting Our Communities.
 - Lucas converted the Past and Future section to an AGIC Publications Section and cleaned up the acknowledgements section at the bottom of the storymap.
 - Yueling corrected the Logos graphic used in the AGIC Organizational Structure section.

Next Steps:

- The Workgroup agreed that the graphics used in the Committee and Workgroup parts of the AGIC Organizational Structure section be updated

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to use a round AGIC logo to represent the council.

- The Workgroup agreed that the authors listed in the Acknowledgments section be sorted alphabetically by organization.
- Shea requested her, Steve and Gene review the Supporting Arizona sections up to the Protecting Our Community subsection.
 - Jenna noted that ArcGIS Storymaps does not track changes. Shea agreed to create a separate Google Doc where changes can be tracked. Once everyone approves the changes, they will be copied back into the Storymap.
- Jenna will continue to edit the Supporting Arizona and National Engagement sections, starting with the Protecting Our Communities subsection. She agreed to notify the rest of the group when a subsection is ready for their review.

Action Items:

- Jenna will continue editing the Supporting Arizona and National Engagement sections and will notify the group when they are ready for the Workgroup to review.
- Shea will create a Google Doc where the group can make edits to the Supporting Arizona and National Engagement sections.
- Shea, Steve, and Gene will review the Google Doc and suggest edits as needed.
- Yueling will work on updating graphics in the AGIC Organizational Structure section.
- Shea will alphabetize the authors listed in the Acknowledgements section.

IV. Adjourn: Adjourned at 8:43 am