**MINUTES OF MEETING OF THE ARIZONA
GEOGRAPHIC INFORMATION COUNCIL
AZGEO ADVISORY COMMITTEE**

<p style="text-align:center">**DRAFT**</p>

A public meeting of the Arizona Geographic Information Council was convened April 20, 2021 at 10 AM on Webex. Present at the meeting were the following members or designees of the AGIC AZGeo Advisory Committee:

Table 1: Committee Voting Members

Member	Representative	Agency/Company	In Attendance
Shea Lemar, Co-chair	AGIC Chair	ASU	Yes, Phone
Eric Shreve	AGIC Vice-Chair	ADOA	Yes, Phone
Ryan Johnson, Co-chair	ASLD	AZ State Land Department	Yes, Phone
Howard Ward	Data Committee	TerraSystems SW	Yes, Phone
Patrick Whiteford	Outreach Committee	ADOT	No, with notice

Table 2: Required (non-voting) Participants

Member	Representative	Agency/Company	In Attendance
Kasey Green	AZGeo Curator	AZ State Land Department	Yes, Phone
Ayan Mitra	AZGeo Developer	ASU	Yes, Phone

Table 3: Public At-Large

Name	Agency/Company	In Attendance
Mariah Modson	AZ State Land Department	Yes, Phone
Brandon Barnett	AZ State Land Department	Yes, Phone
Steve Whitney	Pima County	Yes, Phone
Jenna Leveille	AZ State Land Department	Yes, Phone

I. **Call to order:** Meeting was called to order at 10:02 am; Introductions were made by the committee; ensuring attendance list was managed and quorum established.

II. **Approval of the January Meeting Minutes:** January meeting minutes were distributed prior to the meeting via email. Ryan asked for a motion to approve the minutes as written. Steve motioned and Howard seconded the motion. Motion passed unanimously without discussion.

III. **Follow Up from January:**
   - *Bug/enhancement submission form* – The form was approved at the last meeting and has been placed at the bottom of each AZGeo page. Responses from this form get sent to the AZGeo email address and populated in a table on the shared Google Drive.

   - *FAQ Review* – The questions Kasey and Mariah came up with were approved at the last meeting. Mariah created a story map of the questions as

a FAQ page on the AZGeo website. Members of this team will have a chance to review the page for any edits, otherwise it will go live on the website.

- *Enhancements* – Creation of the User Management and Data Statistic Utility functions has been completed. Ayan presented what he made and how it works. The Data Statistic Utility validates user accounts and metadata. The 'View Data Report' page tabulates user accounts, the quality of their metadata, whether their data has tags and categories associated. For each user in the table, we have the ability to do things such as view the actual data they've shared or email them directly through the address linked to their account. There is a search function if a specific user or keyword is being sought out. The 'Inactive User' page tells us who has an AZGeo account but has not logged in for a minimum of six months. Flagged accounts automatically get sent an email reminding the user to log in. Again, we are able to filter the list, or email users. Additionally, we are able to manually disable an account, or exclude them from any actions the tool performs.

  Another enhancement completed is a "How-To" guide for all things related to the AZGeo website. Brandon created a story map that thoroughly walks a user through functions such has what is available, how to use the site and data, what the various categories entail, and such. Members of this team will have a chance to review the page for any edits, otherwise it will go live on the website.

IV. **New Business:**
- Finalize Forum for users to communicate: The idea is to create a way our users can communicate back and forth with each other throughout the year, versus waiting until the annual AGIC Symposium to get feedback. A couple options have been brought up:
  - *Google Group* – This is setup similarly to a listserv. There is an email address that one can email, and it will go out to anyone in that group. If this method goes smoothly, it will be a platform to replace the current agic-l listserv system. Current AZGeo account users will be added, and a disclaimer notifying any new users that they will automatically be added to the group. A pro for using Google Group is it being of no additional cost to us. A con is needing to get users to initiate a communication thread. It was proposed scouting some of AZGeo's most active users and having then send an email blast about their projects.

  - *Biannual User Meeting* – An open session at the AGIC Symposium would be one of the two meetings, focusing on use cases to get people thinking about what they can do with

AZGeo and all its data. Jenna and Shea will work on the coordination of this track with the Conference Committee. The second meeting would be roughly six months later for people in the community to continue seeing ways AZGeo is being used, as well as getting or giving help with other community members.

- Storage of large data: With the accumulation of UAS's drone and LiDAR imagery and products, there is a need for increased storage capacity. U of A is offering to provide the storage needed, and at no cost as long as their users have access. Google Drive is an option but has limitations on the number of uploads a day, the size of uploads, and the number of total files being stored. Creating a Feature Service was proposed but it is not ideal because of point cloud data. To ensure quality control, guidelines will need to be enacted for how and what gets uploaded. Kasey will check in with the UAS group to get an idea of sizing and quantities of available data, to help this team determine which platform works best to host.

- Discussion points from leadership workshop: Three major projects identified to work on include Executive Outreach, Collaborative Projects, and Project Advancement. Leadership loved the increased usage of AZGeo, currents standards, that it's a one-stop-shop, and having great support from management and IT personnel. Leadership's greatest liking is the sustainability of the site, with its long-term funding from ASLD. Topics of improvement had been prioritized by Leadership. A handful of tasks that fell under their top improvements have either already been completed or are currently being worked on, such as the user guide story map for searching capabilities, and the FAQ story map. At the symposium, the group will get feedback from users for specific needs. While there are minimum key words listed on the Data Contributor Form, there needs to be best practices or standards for keywords. It was proposed to link the ESRI document for ideal tags.

- Items submitted for discussion – Shea, Ryan, and Jenna will work on coming up with topics

V. **Comments, Requests, Items for Future Agendas:** n/a

VI. **Adjourn:** Meeting adjourned at 11:30am.