

**MINUTES OF MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
CHAIR ORIENTATION AND TRAINING**

DRAFT

A public meeting of the Arizona Geographic Information Council was convened January 25, 2024 at 2:00 PM on Google Meets. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee:

Attendees

Member	Agency/Company	In Attendance
Lucas Murray, Chair	AZ Department of Transportation	Yes, phone
Brian Fisher	Central Arizona Project	Yes, phone
Brook Serpa	Department of Emergency and Military Affairs	Yes, phone
Cheryl Thurman	TerraSystems, Southwest	Yes, phone
Chuck Powell	Westland Engineering and Environmental Services, Inc.	Yes, phone
Elisabeth VanDerLeeuw	Pima County	Yes, phone
Elizabeth Heller	AZ Department of Water Resources	Yes, phone
Jack Avis	Arizona Professional Land Surveyors (APLS)	Yes, phone
Jami Dennis	Geodetic Analysis	Yes, phone
Jenna Leveille	Arizona State Land Department	Yes, phone
Kasey Green	Arizona State Land Department	Yes, phone
Kevin Blake	Yavapai County	Yes, phone
Patrick Whiteford	AZ Department of Transportation	Yes, phone
Ryan Johnson	Arizona State Land Department	Yes, phone
Brian Bond	Yavapai County	Yes, phone
Sage Donaldson	AZ Department of Transportation	Yes, phone
Steve Whitney	Pima Association of Governments	Yes, phone
Virgil Coxon	AZ Department of Transportation	Yes, phone

Recording of meeting (Minute each item occurs in the video is highlighted in red below): <https://drive.google.com/file/d/1e8IAaiVSOqZEOqgl6yGjSCijkWB5h9if/view>

- I. **Call to order:** Meeting was called to order at 2:01 pm; As attendees include several AGIC participants who are voting members on AGIC Committees and Workgroups, an official notice was posted and roll call made to comply with Open Meeting Law.
- II. **AGIC Chair Orientation and Training: (5:48)**
 - Role of the Chair **(5:48)**
 - Robert's Rules and Open Meeting Law make clear that the

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voting members of the group (Council, Committee, or Workgroup) are the decision makers. The Chair is the facilitator.

- Chair ensures the meetings start and end on-time, quorum is established and maintained, voting members have their voice heard, and the decisions of the groups are made clear through voting.
- Agenda must be posted 24-hours in advance of the meeting
- Minutes must be posted within 3 business days following the meeting
- Jenna, Lucas, or Brandon can help posting documents to the AGIC Calendar
- Definition of a “meeting” **(10:54)**
 - AGIC Manual can be found from the AGIC website > Resources > Publications and Documents > AGIC Manual
 - Reviewed the Open Meeting Law decision tree within manual defining if a meeting has been established
 - The purpose of Open Meeting Law is transparency. All decisions or other voting matters of a quorum of members must happen in an official, public meeting.
 - Quorum is defined as the majority half of voting members
 - If have an odd number of voting members, need larger half to have quorum
 - For example, if have 10 voting members, then a quorum is 5. If have 7 voting members, quorum is 4.
 - Planning meetings can be considered meetings if it has a quorum of members.
- Preparing for a meeting **(21:20)**
 - Agenda must be posted 24-hours in advance of the meeting
 - If you don't comply then either cancel the meeting or

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hold an information-only meeting (no decisions or votes made)

- Content of Agenda
 - Include topics from previous meeting, if any
 - Remember: you cannot discuss items that are not on the agenda
 - Adding timestamps to the agenda is not required and items can be taken out-of-order
 - Call to the public is optional; chair determines the discussion and who can contribute
- Defining Membership **(28:51)**
 - Voting members are the decision makers of the group
 - In AGIC, voting members are self-declared
 - Chair can remove a voting member from their role if they are disruptive
 - Public members are anyone else who attend the meeting
 - They are not part of the vote
 - Public members cannot be required to identify themselves during the meeting and should not be listed in the minutes unless they have expressed that they would like to be
- Running a Meeting **(34:50)**
 - Must have quorum before the meeting can start
 - Quorum must be maintained during the meeting. If a quorum is lost, then the meeting must be canceled or converted to an information-only meeting.
 - When calling the meeting to order, say the time
 - Introductions
 - Allow voting members to introduce themselves and confirm they are in the meeting

**MINUTES OF MEETING OF THE
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- Can be done by asking people to say their name or you can say their name and have them say here.
 - This is a good time to address public members and get consent on including them in the minutes
- Voting **(39:09)**
 - Formal voting - motion, second, discussion, and vote
 - Motions must be made by voting members
 - Motion for Lucas to email a link to the AGIC Manual to the group who attended the meeting. Motion was made by Kasey Green and seconded by Brian Fisher. Motion passed with Brian Bond abstaining.
 - Using chat for vote is valid
- Approving minutes **(46:26)**
 - Minutes describe what happened during the last meeting
 - Members vote on changing what was written in the minutes
 - If someone objects, they must offer a change.
- Adjourning a meeting **(48:18)**
 - Do need a vote; you can use unanimous consent, 'unless there are objections, then we will adjourn'; state the time of adjournment.
- After a meeting **(50:20)**
 - It is the chair's responsibility to ensure the minutes are posted within 3 business days following the meeting.
 - The chair does not have to write the minutes.
Optionally, a group can elect a secretary or the chair can select someone to help type up the minutes.
 - Can use recording as part of the meeting minutes
 - The video must be public
 - Written minutes must still be included with the video

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- Includes all voting members who were present and if they are absent, if the absence was excused or not.
- Includes the minute each item was discussed and a short 1-2 sentence summary of what was said under each topic discussed
- Must include all motions and the outcomes of the voting.
- Video recordings of minutes are optional but means written minutes will need to be more detailed.
- AGIC Manual **(57:28)**
 - All members are encouraged to read the manual.
 - The appendices include an outline of how to run na meeting and templates for agenda and minute documents

III. Call to the Public: (59:15) None.

IV. Adjourn: (59:25) Vote to adjourn motioned by Jami and seconded by Brian. Motion passed unanimously. Meeting adjourned at 3:00 pm.