

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

DRAFT

A public meeting of the Arizona Geographic Information Council Manual Workgroup was convened on October 2, 2023 at 1:30 pm. Due to a Governor’s Executive Order, the meeting was held by phone and online only. Present at the meeting were the following members of the Manual Workgroup:

Table 1: Workgroup Voting Members

| Member | Agency/Company | In Attendance* |
|---------------------|--------------------------------|-----------------------|
| Lucas Murray, Chair | AZ Dept of Transportation | Yes, Virtual |
| Shea Lemar | AZ State University | No, Excused |
| Eric Feldman | Maricopa County | Yes, Virtual |
| Jason Howard | Maricopa Assoc. of Governments | Yes, Virtual |
| Jenna Leveille | AZ State Land Department | Yes, Virtual |
| Phillip Leveille | Maricopa County Assessor | Yes, Virtual |

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

- I. **Call to order:** Meeting was called to order by Lucas at 1:30 pm; Introductions were made, ensuring attendance list was managed and quorum established.
- II. **Approval of March 2023 meeting minutes: Approved with no changes**
- III. **Discuss process for groups to post videos instead of documents for meeting minutes**

Lucas reviewed draft language with guidelines and procedures added to the manual. The group discussed minor changes to what was proposed. Lucas motioned to approve with changes, Phillip seconded. Motion passed unanimously.
- IV. **Discuss process for voting members to be removed from position**

Lucas reviewed the draft language and the group discussed language details relating to the chair(s) authority and voting status procedures. Lucas motioned to update this section as discussed; Eric seconded. The Motion passed unanimously.
- V. **Information or Topics for Future Meetings:** The Work Group decided not to schedule another meeting until the Admin and Legal Committee has a chance to meet.
- VI. **Adjourn:** Adjourned at 1:44 pm