

**MINUTES OF MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
DATA COMMITTEE – Data Sharing Workgroup**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the public that the Arizona Geographic Information Council will hold a meeting open to the public.

Meeting Time:

Wednesday, November 1, 2023, at 3:00 pm – 4:00 pm

Meeting Locations:

Call-in Only – google meet

Web and Tele-Conference Information:

Video call link: <https://meet.google.com/pca-esvx-wqv>

Or dial: (US) +1 650-817-8887 PIN: 364 663 594#

More phone numbers: <https://tel.meet/pca-esvx-wqv?pin=2285007570583>

Table 1: Committee Members

Member	Agency/Company
Jenna Leveille	AZ State Land Dept
Steve Whitney	Pima County
Kasey Green	AZ State Land Dept
Veronica Nixon	AZ Dept of Water Resources
Julie Mikolajczyk	AZ Dept of Environmental Quality
Howard Ward	TerraSystems SW
Jeff Wolkove	ADOA ASET

This meeting was recorded and can be viewed at this link:

https://drive.google.com/file/d/1_R6TdMRUeOnaMp00ac5TnuwalkvKv-HD/view?usp=sharing

Items on the agenda may be heard out of order. The Committee may discuss and act on the following items. The agenda of the meeting is as follows:

3:00 pm Call to Order and Introductions

3:03PM Call to order; Attendees – Jenna Leveille, Steve Whitney, Kasey Green, Veronica Nixon, Julie Mikolajczyk, Howard Ward, Eric Shreve, Jeff Wolkove

3:05 pm Approval of [October](#) meeting minutes; Howard moves, Jenna seconded – Passed unanimously

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3:07 pm Review and discuss suggested updates/changes to the [2019 Data Sharing Guidelines document](#)

Group reviewed and discussed comments added to the shared document

- Suggestion – add the WHY to the summary page & create a one pager
 - Veronica & Julie will revise the summary page for the group to review; comments on the summary should be entered into the document by November 10, 2023.
- Does the body of the document need to follow the same order as the summary/methodology? Yes!
- Include ‘fitness for use’ within the narrative; disclaimer language – responsibility of both the custodian & end user – must have complete metadata to evaluate; include in methodology section
- Add Case studies – action for all: seek examples to use in this section. Local to national
- Look at state templates and standards for inclusion
- Include more details on assessment/workflow

Continue to look through the document & add comments/suggestions; use the google drive to pull sections out to work through as desired

3:55 pm Information or Topics for Future Meetings

4:00 pm Adjourn (3:57)

A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at 1110 West Washington Street, Phoenix, AZ 85007.

The Arizona Geographic Information Council does not discriminate on the basis of disability in the provision of its programs, services, and activities. Persons with disabilities who require accommodations for effective communication and participation in the meeting may request a reasonable accommodation by contacting the ADA Coordinator at (602) 542-2629. Requests should be made as early as possible to arrange the accommodation

Members of the Committee will attend either in person or by telephone conference call.

Questions regarding the meeting may be referred to Jenna Leveille at 602-364-3747.

This agenda will be posted at Arizona State Land Department, Arizona Geographic Information Council Website, 1110 W. Washington St, Phoenix, AZ 85007 by Jenna Leveille on 24 hours prior to meeting.