

ADMIN AND LEGAL COMMITTEE 2022-3 WORK PLAN

Mission (From Statutes)

The Administration and Legal Committee works with the Arizona State Land Department (ASLD) and other AGIC committees to further the agenda of the Council as set in statute including:

- Advising the Arizona State Cartographer's Office on matters related to geospatial data sharing and appropriate strategies to support a geospatial clearinghouse and statewide geographic information system.
- Facilitating interagency coordination for the purpose of geospatial data sharing and supporting a geospatial clearinghouse, a statewide geographic information system and location-based services that enhance and support federal, state and local government business systems.
- Collecting information on user requirements on matters related to geographic information systems, geospatial data, technologies, products, services, standards, programs and activities.

2022 Meeting Dates (Quarterly, second Wednesday of the month)

Meeting	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Admin & Legal	January 12	April 13	July 27	October 12
Council	February 3	May 5	August 4	November 3

Committee Chairs and Members

- Chairs
 - Eric Feldman, Shea Lemar
- Secretary
 - Lucas Murray
- Members
 - Jason Howard, Jenna Leveille, James Meyer, Gene Trobia, Steve Whitney
- Public Members At-Large
 - Kevin Blake, Ryan Johnson, Mariah Modson, Aparna Thatte

Workgroups

AGIC Manual Workgroup

This workgroup focuses on reviewing and updating the AGIC Manual to ensure that it is up to date.

AGIC Annual Report Workgroup

This workgroup will develop a template and content for the new AGIC Annual Report. After the AGIC Annual report template is approved by Council this workgroup will coordinate with AGIC officers and the Arizona State Land Department to update the report annually.

2022 Committee Goals

1. Track and promote sound Council finances
2. Track Council membership and work toward getting a full roster for the Council appointments
3. Facilitate interagency coordination in support of Council goals
4. Assist in developing and reviewing requirements and standards for a variety of projects
5. Interface with other organizations having interest in the geospatial community of our state, including those at the national level

2022 Activities (Related to Goals)

Review and propose a sustainable AGIC budget (Related to Goal #1)

- Continue to explore potential AGIC revenue sources and expenditures
- Document and report to the Council the funding which supports AZGeo
- Continue to report budget recommendations to the Council

Review and develop documentation related to AGIC's goals and priorities (Related to Goals #2-5)

- AGIC Council Appointments
 - Track and document AGIC membership appointments to confirm adherence to statute
 - Track renewal dates and send members notifications as necessary
 - Identify appropriate candidates for vacant positions and submit recommendations to Council
 - Notify Council of membership status
- Maintain National States Geographic Information Council (NSGIC) membership roster and make recommendations for changes to the AGIC Council as needed
- Work with AGIC Committees to maintain the AGIC Organizational Chart
- Report AGIC Committee participation counts to the Council at the February meeting.
- Review and update AGIC publications, such as the AGIC Manual
 - Update the AGIC Manual on an ad hoc basis with a full review every 3 years (next full review being 2023)
 - Develop a template for the AGIC Annual report
 - Update the AGIC Annual Report
- Review statutes pertaining to AGIC, ASLD RAD, or the State Cartographer, as needed

2021 Accomplishments

Reviewed and proposed a sustainable AGIC budget (Related to Goal #1)

- Continued to explore potential AGIC revenue sources and expenditures
- Documented and reported to the Council the funding which supports AZGeo
- Continued to report budget recommendations to the Council

Reviewed and developed documentation related to AGIC's goals and priorities (Related to Goals #2-5)

- AGIC Council Appointments
 - Tracked and documented AGIC membership appointments to confirm adherence to statute
 - Tracked renewal dates and sent members notifications as necessary
 - Identified appropriate candidates for vacant positions and submitted recommendations to Council
 - Notified Council of membership status
- Maintained National States Geographic Information Council (NSGIC) membership roster and made recommendations for changes to the AGIC Council as needed
- Led a review of the committee and workgroup structures
 - Summarized their current structure (based on AGIC Members Manual)
 - Worked with committees and workgroups to get their thoughts and suggestions
 - Compiled summary of findings and recommendations for the Council to review
- Worked with AGIC Committees to maintain the AGIC Organizational Chart
- Reviewed and updated AGIC publications, including the AGIC Manual
- Updated the AGIC Manual on an ad hoc basis with a full review every 3 years (next full review being 2023)
- Reviewed statutes pertaining to AGIC, ASLD RAD, or the State Cartographer, as needed
- Coordinated with the Outreach Committee to track and report participation in AGIC committees and workgroups