

**MINUTES OF MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATION AND LEGAL COMMITTEE**

DRAFT

A public meeting of the Arizona Geographic Information Council was convened October 11, 2023 at 1:00 PM on Google Meets. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee:

Committee Voting Members

Member	Agency/Company	In Attendance
Shea Lemar, Co-Chair	AZ State University	Yes, phone
Lucas Murray, Co-Chair	AZ Department of Transportation	Yes, phone
Mariah Modson, Secretary	AZ State Land Department	Yes, phone
Eric Feldman	Maricopa County	Yes, phone
Jason Howard	Maricopa Association of Governments	Yes, phone
Jenna Leveille	AZ State Land Department	Yes, phone
James Meyer	AZ Department of Transportation	Yes, phone
Gene Trobia	AZ State University	No, with notice
Phillip Leveille	Maricopa County Assessor	Yes, phone
Steve Whitney	Pima County	Yes, phone

Table 2. Public At-Large

Member	Agency/Company	In Attendance
Kevin Blake	Yavapai County	Yes, phone

Recording of meeting:

<https://drive.google.com/file/d/1ZjsSq0ae3XkNniXKAnoWfduJ03yrCBdi/view>

- I. **Call to order:** Meeting was called to order at 1:01 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the July Meeting Minutes:** (0:14) Motion to approve the minutes was made by Steve and seconded by Mariah. Motion passed. Phillip abstained.
- III. **AGIC Council Roster Updates:** (1:53) There are nine vacant positions, seven additional are expiring and two are pending. Of those expiring, six should be coming back. Jenna has had discussions regarding filling vacant positions, including Deputy Director of DFFM and Director of DEMA.

Action Item: Jenna to present about open positions at the November Council meeting, asking for suggestions. Mention current Federal organizations being represented.

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IV. Welcome New Voting Members: (1:18) Shea welcomed Phillip and Mariah as recently added voting members.

V. AGIC Organizational Chart Updates: (14:36) Couple changes coming are to add 2023 Work Plans. Few leadership changes - Outreach Chairs, and AZGeo Advisory Chairs. Add the new Workgroup under Data.

Action item: Updates will be completed by the November Council meeting. Shea writing in the report that the org chart is being updated as needed. Jenna reaching out for a volunteer to backup Lucas.

VI. Manual Workgroup Updates: (18:07) Met a couple weeks ago and made changes to page 20 to clarify language for adding/removing voting members within workgroups.

Lucas motioned to approve language clarifying the addition and removal of voting members from Committees and Workgroups. Jenna seconded. Motion passed.

Lucas motioned to approve language allowing video and audio recordings to be published to compliment meeting minutes. Phillip seconded. Motion passed.

Action item: Lucas will present the updated verbiage to the Council for approval at the November Council meeting.

VII. AGIC Annual Report Updates: (23:46) Met mid September. Discussion on content for 2023 report, sorted by governor's priorities, sorted by AGIC priorities from Strategic Plan. Lucas and Jenna are working on a survey for chairs for what info they want to include in the report.

Action item: Lucas and Jenna send, by the end of month, a survey to chairs for input on what to include in the report.

VIII. Council Member Recruitment, Boards & Commissions: (26:02) Covered previously in an earlier part of this meeting. This group suggested more representation from outside Metro-Phoenix, as well as from more rural areas. Also a replacement for NOAA with Michael Dennis's departure. Suggestions for BIA and Department of Risk representatives.

Action item: Create a document to advertise the criteria of the type of persons eligible. List this on the website as a description of Council Members.

IX. Training for AGIC Chairs: (42:06) Lucas is reaching out to the AG's Office to give training on Open Meeting Law. Additionally, creating a mock meeting for practice. This will initially be mandatory for new and old chairs, possibly optional for old chairs going forward.

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X. Orientation for New Council Members: (42:55)

This was previously provided to new Council Members, discussion had on providing a quick meeting outside of the Leadership Workshop to cover Open Meeting Law, possibly the same instance as with AGIC Chairs.

XI. Comments or Items for Future Agendas and Meetings: (49:54) See 'Action Items' above. Next meeting will be scheduled for January 10, 2024. Feedback was given on the structure of committees and workgroups not being effective. Jenna is bringing it up at the next Council meeting and then this group will discuss.

XII. Call to the Public: (53:46) None.

XIII. Adjourn: Meeting adjourned at 1:55pm.