

**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 January 10, 2024 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**

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

**Table 2. Public At-Large**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Kevin Blake	Yavapai County	Yes, phone
Eric Feldman	Maricopa County	Yes, phone
Vignesh Shanmugam	Maricopa County Assessor	Yes, phone
Nick Dennis	Maricopa County Assessor	Yes, phone

Recording of meeting (Minute each item occurs in the video is highlighted in red below): [https://drive.google.com/file/d/1bzpa\\_6kk\\_IG1uxvynTEoO8PdmvD1XKu6/view](https://drive.google.com/file/d/1bzpa_6kk_IG1uxvynTEoO8PdmvD1XKu6/view)

- I. **Call to order:** Meeting was called to order at 1:04 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the July Meeting Minutes:** (2:56) Motion to approve the minutes was made by Jason and seconded by Phillip. Motion passed.
- III. **AGIC Council Roster Updates:** (3:48) Several new members have applied or will be applying but we are still waiting to hear from Boards and Commissions if they have been accepted.
- IV. **AGIC Organizational Chart Updates:** (7:20) Jenna and Lucas made several recent updates to the AGIC Organizational Chart. They will update again after the February council meeting with the new chair information. Jenna noted the AZGeo Advisory Committee chair needs to be updated from Kevin Blake to Patrick Whiteford.

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- **Action** - Lucas will update the AZGeo Advisory Committee chair information on the organization chart to replace Kevin Blake with Patrick Whiteford
- V. **AGIC Manual Workgroup Updates: (9:10)** Updated manual is now posted on the AGIC Website under Resources -> Publications & Documents.
- VI. **AGIC Annual Report Updates: (10:06)** Lucas reported that the Annual Report Workgroup is collecting accomplishments to include in the next report. A survey sent out to Committee and Workgroup chairs only received four ideas. Jenna has more she will add. The workgroup is discussing alternative ideas to group topics because they don't feel grouping by governor's priorities is appropriate for this report. The workgroup is also discussing adding accomplishments from AGIC participating agencies instead of only including accomplishments that AGIC did themselves.
- VII. **Upcoming Trainings for Council and Chairs: (14:04)** Lucas informed the group of two upcoming trainings
  - January 22nd: Open Meeting Law training - will be led by the Arizona Attorney General's office. All AGIC Council Members and Chairs will be highly encouraged to attend.
  - January 25th: AGIC Chair Training - will be led by Lucas and Jenna to provide more in-depth training on how to run a meeting. All AGIC Council, Committee, and Workgroup Chairs will be highly encouraged to attend.

Both trainings will be virtual and will be recorded and available to those who cannot attend.

- VIII. **Quorum Review: (17:46)** Lucas reported that the Arizona Attorney General's Office confirmed that a quorum must be maintained throughout the meeting in order for discussions to continue, otherwise the meeting must be adjourned or converted into an informational-only meeting, with no voting or actions made.

**Action Item:** Lucas will discuss adding language to the AGIC Manual with the Manual Workgroup to clarify that a quorum must be maintained throughout the meeting.

- IX. **Code of Conduct Review: (29:48)** Shea requested adding language to the AGIC Manual that clarifies how long someone should be suspended from AGIC-L should their account be suspended after breaking the code of conduct. The Committee recommended a suspension should last a minimum of six months and up to permanence, depending on the nature and number of offenses and at the discretion of the AGIC officers.

**Action Item:** Lucas will discuss this item with the AGIC Manual Workgroup.

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- X. **Committee and Workgroup Management:** (40:00) AGIC participants have reported they are having difficulty participating in workgroups because there are so many of them and they have no end date. The number of workgroups is also time consuming to administer (e.g. keeping track of all the agendas and minutes). Admin and Legal discussed redefining “workgroups” so they have a clear goal and a defined timeline that is no longer than one year (though they can be renewed each year by the parent Council or Committee). Shea and Jenna recommended creating a new Committee called the “Special Interest Committee” that would focus on organizing events and discussions related to a specific interest topics. Current workgroups that were created for information exchange, such as Natural Resources and UAS, would sunset and their functions moved to this new committee.

**Action Items:** Shea will write-up these recommendations. An emergency Admin and Legal meeting to review and approve the recommendations has been scheduled for January 25th at 10am. Following approval, the document will be presented at the next AGIC Council meeting in February for their approval.

- XI. **Comments or Items for Future Agendas and Meetings:** (1:21:53) See ‘Action Items’ above. Next meeting will be January 25, 2024.
- XII. **Call to the Public:** (1:22:00) None.
- XIII. **Adjourn:** (1:22:15) Meeting adjourned at 2:26 pm.