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 April 9, 2025 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 Land Department	Yes, phone
Lucas Murray, Co-Chair	AZ Department of Transportation	Yes, phone
Jason Howard	Maricopa Association of Governments	Yes, phone
James Meyer	AZ Department of Transportation	Yes, phone
Gene Trobia	AZ State University	Yes, phone
Phillip Leveille	Maricopa County Assessor	Yes, phone
Steve Whitney	Pima County	Yes, phone

Recording of meeting (Minute each item occurs in the video is highlighted in red below): https://drive.google.com/file/d/1y6MvNYettEMABhwXVILYSekHokIVDt08/view?usp=sharing

I. **Call to order: (2:38)** 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 January Meeting Minutes: (2:49)**: Minutes were approved as-written

III. **AGIC Council Roster Updates (3:13)** 8 applications from state submitted to Boards. Focused on state reps first and will focus on others later. All from departments not currently represented on council. Currently being interviewed by Boards. All were invited to the next council meeting even though they may not be appointed by May. Did get a couple of applications from people from departments already represented on Council but we had to drop them in favor of others. Representatives from 911, DES, DEMA, ADOA Data Analytics, Game and Fish, DOR, DFFM, State Parks and Trails.

Boards focusing on getting new applicants appointed and will focus on expired membership since those with expired membership can still serve.

IV. **Master Roster (8:38)** Currently each committee keeps track of their own roster in separate documents. This is presenting a couple of challenges. In the past AGIC has provided certificates to each of the AGIC participants at the end of the year and it can be hard to find the rosters. In addition, when distribution lists need to be updated (from requests via the generalized

survey) it can be hard to find those lists. Suggestion: Keep 1 main roster sheet for committees and workgroups, with each entity having its own tab for roster and attendance.

Issues to consider: many chairs are new so would need to keep roster easy to find and manage. Lucas recommended working with the chairs to present the idea and work with them to develop a roster that works well for everyone. The chairs could meet quarterly (about 2 weeks before the council meetings) to allow them to communicate what each group is doing and coordinate if they want. The committee agreed that it is a good idea to both have the master roster and to have chairs meeting quarterly.

Action Items:

- Lucas will create a draft master roster. Then run it by chairs to get feedback, and then bring the roster back to the group.
- Lucas and Shea will work with chairs to create a meeting of the chairs before the August Council meeting.

V. <u>NSGIC State Leaders</u> (19:05) It is time to update the list of +5 leaders for our NSGIC membership. We will submit the AGIC Council members, Council officers, and Committee/WG chairs. At the July meeting A&L will review 5 people for the +5 leadership to the Council for approval.

Action Items:

- Shea will submit list to NSGIC
- Add the discussion of the +5 to the next A&L meeting agenda

VI. <u>AGIC Annual Report Workgroup Updates</u> (37:23) Lucas reviewed the current annual report. He proposed that the Annual Report WG take the completed report to the Council at the May meeting for approval and there were no objections

Action Item:

- Take Annual Report to Council at May meeting.

VII. <u>AGIC Manual Review</u> (42:25)
- Review Calendar of Events - Lucas suggested updating the calendar to say that the +5 for NSGIC membership be reviewed at least every 3 years to match our other work cycles. There were no objections.
- Review suggested changes - Lucas recommends that we add text to AGIC Manual clarifying that council members who change jobs may be required to reapply for their position if they move industries, affecting which group they fall within according to ARS 37-177. He recommends that he update the manual with this language and will bring it to the next meeting to review.

Action Item:
- Lucas will add draft language to the manual regarding people who transfer to a different sector from the one they represent on the council.

VIII. **Budget Review** **(47:25)** Shea noticed a difference between the AGIC balance and ASLD Accounting balance. They are within a few hundred dollars but there is a difference. It is unknown where the difference started. Gene proposes researching this further to understand the difference and, unless it's significant, we adopt the balance from ASLD.

Action Item:

- Shea, Lucas, and Gene get more information with specifics and bring it back to A&L to discuss at the July meeting.

IX. **AGIC Website Review** **(55:20)**
- Drupal Updates - The AGIC website is running on Drupal 7, which is no longer supported. Most other state websites are running on Drupal 9. Rolling up to Drupal 9 doesn't work well so upgrading would actually be a rebuild of the website in Drupal 9. Lucas recommends getting a sandbox with Drupal 9 and start rebuilding as we can. Shea likes the idea because it would allow us to address the new branding and accessibility issues. But she is also always concerned about resources available to do this. There are some very technical people working in AGIC committees and workgroups that could be very helpful. Should we make changes to the website while building or just duplicate what we have and make changes later. Lucas suggests the former.
  - Lucas investigated using Experience Builder for the website but it doesn't have the functionality we need.
- Logo and branding: ASLD has created new logos for AGIC to fit the new Arizona branding guide. The social media workgroup will start to develop new graphics to match the new branding. In the meantime they will use the graphics available.

X. **Resources for Council Members and Chairs** **(1:07:55)**
- Lucas reported that potential council members had come to Gene and him to ask questions about what is expected of them if they join the Council and how things work. Based on those conversations, Lucas put together a web page with information (based on OML and Council member responses). He showed us the site and motioned that we recommend to the Council that they approve publishing the page. Jim seconded the motion.
  - Discussion - Jim said that it is great and would also be valuable to have for any AGIC volunteer (committee and workgroup

members). The group agreed that it would be valuable to have information for Council members and volunteers and then resources for chairs.
  ○ Lucas will bring Jim and Gene together to discuss any other supporting documentation that would be valuable.
  ○ Motion passed

Action Items:

- Lucas, Gene, and Jim will expand the work aiming to have something to bring back to this group by the July meeting.
- Prepare an action item for the Council meeting in May.

XI. ASLD Audit (1:21:24) Auditors decided AGIC needs a conflict of interest process done annually. Auditors accepted ASLD's suggestion for council members to read and sign a form. Shea is also researching if AGIC needs to continue posting meeting agendas on a public board at the ASLD office.

Action: Shea will prepare a conflict of interest form to review at the next A&L meeting. She will also find out about the posting of the agendas.

XII. Community Forum Discussion (1:25:03) Council members have expressed interest in having a community forum for discussions. Lucas thinks this group should lead the research into possible issues related to this. He proposed moving forward with the research and bringing his findings back to this committee. There were no objections.

Action Item: Lucas will do research and be ready to report on it at the July A&L meeting.

XIII. Comments or Items for Future Agendas and Meetings: (1:26:26)

- Next meeting: July 9 at 1:00 PM

- Discuss organization of quarterly meetings with committee and workgroup chairs

XIV. Adjourn: (1:27:20) Meeting adjourned at 2:25 pm.