

**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 8, 2025 at 1:00 PM on Google Meet. 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

Public Members Present

Member	Agency/Company
Kevin Blake	Yavapai County
Shiloh Johnson	Arizona State University
Derrick Gregory	Coconino County
Jenna Leveille	Sanborn

- I. **Call to order:** Meeting was called to order at 1:00 pm; Introductions were made by the committee; ensuring attendance list was managed and quorum established.
- II. **Approval of the July Meeting Minutes:** Minutes were approved as-written
- III. **Announcements & Updates**
 - Updated Manual Posted
 - Lucas is still working to post an updated manual that was approved at the August Council meeting.
 - Conflict of Interest Policies and Procedures
 - Shea is waiting for more feedback on the conflict of interest policies.
 - Posting Agendas to Public Board
 - Shea is still waiting for confirmation on whether posting minutes to the AGIC website is enough or if we need to also have the minutes posted on a public board at the Arizona State Land Department.
 - Expanding Resources for Council Members

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- Lucas is working to get a meeting scheduled with Gene and James to begin discussing this item
- Community Forum
 - Lucas still needs to coordinate with Shea to bring this idea to the Attorney General's office and confirm there are no issues with AGIC setting up a forum.
- Committee Coordination Workgroup
 - Next meeting is scheduled for October 20th

IV. AGIC Council Roster Updates

- Arizona Boards and Commissions (B&C) are actively interviewing council members with expired positions who have submitted applications. They expect to have approvals sent out in the next 6-8 weeks.
- Veronica Nixon is leaving state service on 10/10 and will no longer be an active Council member.
- Ryan and Shea talked with the Director of the Governor's Tribal Office. They recommended asking the Inter-Tribal Council of Arizona (ITCA) for recommendations. ITCA is currently putting together a list of recommendations that AGIC can select from and forward to B&C for approval.

V. NSGIC+5 State Leaders Roster

- Shea clarified that all Council Members, Council Officers, and Committee Chairs are automatically enrolled as NSGIC members.
- AGIC currently has no active NSGIC +5 state leaders. All former leaders are either committee chairs or have retired or stepped down from the position.
- The group did feel Brian Bond would continue to be a good representative. He did step down from the position earlier this year but may be willing to stay on.
- **Action Items**
 - Shea will build a list of everyone who is currently a NSGIC member and will deliver to AGIC voting members
 - AGIC voting members will review the list and identify anyone who is not a NSGIC member but would be a good representative for AGIC.

VI. Master Committee/Workgroup Roster:

- The Committee unanimously approved Lucas and Shea to present the

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roster at the November Council Meeting and request they approve its use by all committees and workgroups.

VII. Annual Report Workgroup:

- The Committee unanimously approved forming the Annual Report Workgroup, who will focus on developing the 2025 Annual Report.

VIII. Targeted Priorities Management Strategies

- The Committee discussed methods to ensure Committees discuss the targeted priorities and make sure they are not delayed or forgotten.
 - The group agreed that Committees should be encouraged to add a standing agenda item at the top of each meeting to focus on targeted priorities. This would ensure the item is visited at each meeting and give the groups the opportunity to discuss goals, formulate tasks, and review progress.
 - The group agreed the quarterly report questions could be revised to include questions specific to targeted priority progress. This would make it easier to distinguish action items or progress that's related to targeted priorities from other work the Committees have done.
 - The group agreed that any votes related to a targeted priority should include language in the motion on which priority the vote is tied to. This would make it easier to track progress across AGIC and understand what each committee is doing towards each priority.
- Jim requested Lucas attend the next Data Committee meeting, as well as others, to guide Committees on how to address the targeted priorities during meetings.

IX. AGIC Website Updates

- Lucas and Nicholas Dennis rebuilt the AGIC website in Drupal 9 on a development site. AGIC does need to move to the new platform so Lucas developed the site to be a direct copy of the current AGIC site.
 - The Outreach Committee has talked about reviewing the Drupal 9 site in the future and identify opportunities to reorganize the site to make it easier for visitors to discover information and documentation.
- Drupal 9 didn't have an out of the box calendar widget but they were able to embed the AGIC Google Calendar into the site. There are several advantages to embedding the calendar:

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- Currently, two calendars have to be maintained. A Google Calendar so the Google Meets link can be generated and the AGIC Calendar where documents can be posted. The Google Calendar is capable of active as both a Google Meets link creator and document storage
 - Lucas pointed out that Google Calendar does require documents to be stored in google drive, instead of being uploaded directly into the calendar.
- The AGIC Calendar is difficult to navigate, especially when moving to past months. The Google Calendar can skip to past months much faster and easier.
- Visitors can switch the Google Calendar to month, week, or daily views
- Recurring events can be added to the Google Calendar much faster than in the AGIC Calendar.
- The Google Calendar attendees list can be hidden from public view
- Concern was expressed that people with organizations that restrict access to Google may not be able to view the calendar.
 - Shiloh noted that it only affects someone trying to edit or download a document. However, there shouldn't be an issue with viewing the calendar.
- If the Council approves moving to the new site, we would need to clean up the calendar, add agendas and minutes to past events, and hide the attendees list.
 - The Committee agreed that only 2025 events would need to be updated. Lucas can add language at the top of the calendar directing people to reach out to Arizona State Land for past documents.
- Anyone posting to the Google Calendar would need a google account, either through work or personal, in order to post agendas and minutes. Otherwise, we'll need someone with access to the Calendar who can assist with posting materials.
- A unanimous consent motion was called by Lucas to permit him to make a recommendation at the November Council meeting that the website be made public once the Google Calendar is cleaned. The motion passed.
 - She did request Lucas forward the site to Ryan Johnson and Sage Donaldson at the Arizona State Land Department to make sure they did not see any issues with posting the site, either.
- Action Items:

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- Lucas will forward the website to Ryan Johnson and Sage Donaldson for their review
- Lucas will present the website at the November Council meeting and request it be made public pending clean-up of the Google Calendar and approval by Ryan Johnson.

X. Accomplishments Document Template

- Lucas shared a template for a document that would allow committees to report accomplishments separately from their workplans. The group liked separating accomplishments from work plans.
- Gene suggested adding language that ties targeted priorities to state statutes and ties any accomplishments to these items. The group agreed that this would be important in case AGIC is asked to justify itself. Lucas will add the language to the document.
- Shea recommended waiting to use the accomplishments document until next year when the targeted priorities are approved. This year, Committees will report their accomplishments in their work plans.

XI. Discuss allowing alternates for AZGeo Advisory Committee

- The AZGeo Advisory Committee has 5 voting members, including an ASLD representative, AGIC Chair, AGIC Vice Chair, Data Committee representative, and Outreach Committee representative
 - Shea and Jenna confirmed the Outreach and Data representatives do not need to be chairs and no language restricts those groups from identifying more than one representative.
- The Committee agreed that Outreach and Data could identify 2-3 members to serve on the Advisory Committee and they would switch who could attend each meeting.
- Action Item:
 - Shea and Lucas will reach out to Outreach and Data to have them select 2-3 people who can represent those committees at the AZGeo Advisory Committee meetings.

XII. Discuss Accessibility Requirements

- Lucas reported that AGIC will be required to meet accessibility requirements by April 2026. Therefore we need to determine which requirements we need to meet and which documents/webpages will need to be updated to meet the standards.
- The State did form a Digital Dash Team, with a representative in each

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agency. However, the AGIC site was not included in any review process.

- Shea will find out if she can get access to the digital dash tools that the team was using to check accessibility. She will report her findings in January. Lucas also recommended following up with the AGIC Mentorship team in January to see if any volunteers would be willing to help check the site's accessibility.
- Action Item:
 - Shea will reach out to representatives in ASLD to see if she can get access to the digital dash tool to review the AGIC website and report her findings back to this group in January. The review would be of the rebuilt website (Drupal 9).

XIII. Discuss creation of a new AGIC officer position focused on Open Meeting Law Support

- Lucas proposed creating a new AGIC Officer position who could serve as a single-point-of-contact for questions regarding Open Meeting Law (OML). The person would not be expected to be an expert on OML. Instead, they would be tasked with researching questions from AGIC and Committee Chairs. For questions that require assistance from the Attorney General's Office, the position would coordinate with ASLD to follow-up with the AGs to get answers.
 - Other tasks would include maintaining a frequently asked questions (FAQ) website where these questions would be posted for future reference. Also, the position would assist ASLD to review the AGIC calendar and ensure agendas, minutes, and any other necessary documentation are being posted.
- Shea said the recent ASLD/AGIC audit from the state Auditor General's Office noted several issues found within agendas and minutes that did not meet OML standards. This position could help find and correct those issues.
- The Committee recommended naming the position the "AGIC Open Meeting Law Advisor"
 - Gene and Jenna recommended the position be filled by someone new who could be trained. They both were open to helping with any training.
- The Committee unanimously approved for Lucas to make a recommendation at the November Council meeting for the Council to create the new position.

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XIV. Comments or Items for Future Agendas and Meetings:

- Next meeting: January 14 at 1:00 PM

XV. Adjourn: Meeting adjourned at 2:33 pm.