## MINUTES OF PUBLIC MEETING OF THE ARIZONA GEOGRAPHIC INFORMATION COUNCIL ADMINISTRATIVE AND LEGAL COMMITTEE ANNUAL REPORT WORKGROUP

A public meeting of the Arizona Geographic Information Council was convened on February 9, 2022, at 1:30 pm. Due to a Governor's Executive Order, the meeting was held by phone and online only. Present at the meeting were the following members or designees of the AGIC Administrative and Legal Committee Annual Report Workgroup:

**Table 1: Workgroup Voting Members** 

Member	Agency/Company	In Attendance*
Shea Lemar, Co-Chair	AZ State University	Yes, Virtual
Lucas Murray, Co-Chair	AZ Dept of Economic Security	Yes, Virtual
Jenna Leveille	AZ State Land Department	Yes, Virtual
Gene Trobia	Godfather of AZ GIS	No, Excused
Steve Whitney	Pima County	Yes, Virtual

<sup>\*</sup>Yes, Virtual indicates the person was present at the meeting either by phone or by logging in to WebEx.

- Call to order: Meeting was called to order at 1:34 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. <u>Approval of Minutes:</u> Motion to approve the minutes was made by Jenna and seconded by Steve. Motion passed.
- III. <u>Chair Elections:</u> Motion to elect Shea and Lucas as co-chairs of the workgroup was made by Jenna and seconded by Steve. Motion passed.
- IV. <u>Discuss AGIC Annual Report:</u> The workgroup reviewed the notes from the last meeting. Jenna clarified that the section "Why AGIC Matters" would be a narrative with examples of work AGIC has done. Details of AGIC's accomplishments during the last year would be listed in a separate "Accomplishments" section. The group agreed with her definition.

The group agreed to separate the work AGIC accomplished during the previous year into sections listing accomplishments, major events, and a recognition section that would list any award winners and a thank you to volunteers. The next section would summarize the priorities for the coming year.

The group agreed the final section would list specific individuals involved in AGIC, including Chairs and Council Members. The section would also summarize the active Committees and Workgroups during the previous year, along with a short summary describing the groups and a list of their chairs and voting members. The end of the section would list all public members at-large who attended at least one Council, Committee, or Workgroup meeting or volunteered to assist AGIC, such as those who helped during the annual

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conference.

Shea and Jenna, with the possible assistance of others at the Arizona State Land Department, will begin building a draft annual report using May 2021 to present information. They will focus on building the general outline of the report and filling in any sections they feel comfortable doing on their own, such as AGIC's mission, vision, and members. The document will be available for review by the next Workgroup meeting.

**Action Item**: By the next Annual Workgroup meeting, Shea and Jenna will have a draft annual report ready for review and discussion.

- V. <u>Information or Topics for Future Meetings:</u> The next Workgroup meeting is scheduled for February 25, 2022.
- VI. Call to the Public: None
- VII. Adjourn: Adjourned at 2:30 pm