

**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 25, 2022, at 2:30 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	Yes, Virtual
Steve Whitney	Pima County	Yes, Virtual

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

- I. **Call to order:** Meeting was called to order at 2:32 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. **Approval of Minutes:** Motion to approve the minutes was made by Gene and seconded by Steve. Motion passed.
- III. **Discuss AGIC Annual Report:** Since the last workgroup meeting, Shea and Jenna had created a draft outline format for the annual report and began adding content, such as bullet points for key accomplishments. The workgroup then reviewed the Supporting Arizona section, which will summarize the various work AGIC has done to support Arizona issues. The workgroup began listing various issues and noted some sections would require feedback from subject matter experts, such as Eric Shreve's input for NextGen911 content.

The workgroup discussed and agreed on several suggestions made by the members, including:

- Jenna felt it would be helpful to start grouping the accomplishments under headers that would help people navigate the section.
- Gene suggested splitting the report into two parts, where part 1 would be intended for executive-level readers, such as state representatives and state agency directors, and part 2 would be intended for AGIC members that would include more detailed information about AGIC in-general and its accomplishments.
- Lucas suggested grouping the accomplishments listed in the Supporting Arizona section to mimic the priorities listed on the

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[Arizona Governor's website.](#)

- Gene suggested listing the accomplishments listed in the Accomplishments section in the same order as those listed in the Supporting Arizona section.

The workgroup agreed the next steps are for Jenna to begin adding bullet points for the accomplishments completed by AGIC in 2021 and noting where feedback from subject matter experts would be beneficial. She intends to have the bullet points available by the next workgroup meeting.

Action Item: By the next workgroup meeting, Jenna will type up bullet points for AGIC accomplishments to include in the annual report and will note where subject matter experts should be consulted for further details.

IV. Information or Topics for Future Meetings: The next Workgroup meeting is scheduled for April 1, 2022.

V. Adjourn: Adjourned at 3:31 pm