

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

**DRAFT**

A public meeting of the Arizona Geographic Information Council Administrative and Legal Committee Annual Report Workgroup was convened on May 14, 2025 at 3:00 pm on Google Meets. Present at the meeting were the following members or designees of the group:

**Workgroup Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In-Attendance</b>
Shea Lemar	AZ State Land Department	Yes, Virtual
Lucas Murray	AZ Dept of Transportation	Yes, Virtual
Caleb Keener	AZ Dept of Administration	Yes, Virtual
Gene Trobia	AZ State University	Yes, Virtual
Karen Fisher	Central Arizona Project	Yes, Virtual
Mike Huff	Burgess & Niple	No, excused
Shiloh Johnson	Maricopa County	Yes, Virtual
Steve Whitney	Pima County	Yes, Virtual

- I. **Call to order**: Meeting was called to order at 3:01 pm; Introductions were made by the workgroup ensuring attendance list was managed and quorum established.
  
- II. **Approval of Past Meeting Minutes**: April 30th meeting minutes were approved unanimously
  
- III. **Discuss Annual Report**:
  - Lessons Learned
    - Address formatting issues before we put the content in all of the pages. Knowing this year was a special year because we completely reformatted the annual report and used the new StoryMap template.
      - Challenges with the different browsers
      - Make a document for info on the StoryMap and ExBuilder - summarizing the specs - e.g. font colors, sizes, types
    - Could be valuable to have access to a site with stock photos we can use beyond the free stuff
      - AGIC does have Canva
    - Took a lot of time to collect stories from committees and workgroups

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- Maybe extend to 2-3 year cycle?
  - People felt like it was valuable to have this annually. It is helpful to get annual updates on what is going on. And it is good to have this information out there.
- Maybe Survey123 form to collect stories?
  - Put onus on others to submit stories instead of us hunting them down
  - Survey could make people feel more involved in the building of the report
    - Can show how the 2025 report has stories about non-AGIC entities as well
  - Post link on website
    - Include questions on contact information so we can follow-up
- Audience Discussion - this report is written for executive and legislative audiences. We could consider different flavors of the report for different audiences.
  - We have not yet gotten it in front of the legislators yet, but it is still possible.
  - Potentially share with staffers at AZ Leg?
- Outreach of annual report
  - Find opportunities for our committees to mention
    - Conference - Lucas or Steve mentions it in front of entire audience
    - Natural Resources refers to (or a story in it) at a couple of meetings
    - Outreach uses stories from it in the newsletters and refers to it in posts
  - Ask Council members to distribute it to groups they work with
  - Present at meetings at local groups, like League of Cities/Towns?
- Do we want to continue the report as a snapshot in time or as a living document?
  - Could allow committees to update information as they want
  - Some items would be difficult to report in a living document since they don't have defined milestones, like the growth of AZGeo.
- Most in the GIS community had no issue writing a paragraph for their work. Can make it a requirement.
  - We can start approaching people to write a story sooner than later in the year.

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- - We should be able to copy/paste from last year for sections that we have to write up but haven't changed much, like AZGeo
- Next Steps
  - Lucas and Caleb will work on a Survey123 form for people to submit their ideas throughout the year
    - Info at top that explains that they are submitting their ideas for review. Stories may or may not be accepted.
      - Update form to show If they want to submit only the idea, only fill out required fields and we will follow up with them.
    - Info to collect
      - Name, organization, email, summary of project (required)
      - can write full article (optional)
      - upload images (optional)
      - Link (optional)
      - Can we touch up your write-up? (yes/no)

IV. **Comments or Items for Future Agendas:**

- No more meetings until later this year.

VI. **Adjourn:** Meeting adjourned at 4:02 pm