

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATION AND LEGAL COMMITTEE
MEETING HELD MARCH 14, 2018**

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A public meeting of the Arizona Geographic Information Council (AGIC) was convened at 1:00 pm at the Arizona State Land Department, 1616 West Adams Street, Phoenix, AZ 85007 in room 215. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee:

Present in Room

Lucas Murray, Co-Chair, ADES
Gene Trobia, Co-Chair, ASU
Jenna Straface, ASLD
Ryan Johnson, ASLD
Jim Meyer, ADOT

Present by Phone

Eric Feldman, MCFCD
Brian Brady, Yuma County
Steve Whitney, Pima County
Sandy Dyre, ADOA

- I. **Call to order:** Meeting was called to order at 1:02 pm; Introductions were made by the committee, around the table and on the phone, ensuring attendance list was managed.
- II. **Approval of Minutes:** Motion to approve January 2018 meeting minutes made by Jenna and seconded by Gene. Motion passed unanimously.
- III. **Secretary Position:** Discussed proposal to elect a secretary position. Committee felt that since all members tend to take notes, there was no need for a secretary position. Committee decided that all members continue to take notes and deliver them to Jenna at the end of the meeting so they can be consolidated into meeting minutes.
- IV. **AGIC and AGIC Conference Budget Report Format:** The AGIC Council requested the new budget format be formally approved by the A&L Committee. Motion to approve the new format for all future quarterly budget reports made by Jenna and seconded by Jim. Motion passed unanimously.
- V. **Rename Budget and Planning Workgroup:** Motion to approve request to rename the Budget and Planning Workgroup to the "Budget Planning Workgroup" made by Jenna and seconded by Gene. During discussion, it was recommended the motion be amended to rename the workgroup to the "Budget Workgroup." Amendment was accepted by Jenna and Gene. Amended motion passed with one abstention.
- VI. **Review of NSGIC member roster:** Committee reviewed the current roster of National States Geographic Information Council (NSGIC) members and recommended it be

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updated to reflect the current AGIC member roster list by adding new AGIC members and removing those no longer active with the Council, committees, or workgroups. NSGIC is currently discussing changes to the member model, including limiting the number of members a state council can add. To prepare for the change, the committee discussed creating criteria to identify those who should remain involved in NSGIC. Jim recommended the criteria include AGIC Council Officers, AGIC Committee and Workgroup Chairs, and those with a strategic value to the state to continue working with NSGIC work. Jenna said she would work on updating the list and identify those currently serving as AGIC officers or committee/workgroup chairs. The updated list will be reviewed at the next committee meeting, where members will identify those with strategic value to NSGIC and further discuss the criteria for selecting NSGIC members.

- **Action Item**: Jenna will clean up the NSGIC roster list and will identify the AGIC officers and committee/workgroup chairs and will present the list at the next committee meeting.
- **Action Item**: Lucas will inform the AGIC Council of this discussion at the next AGIC Council meeting.

VII. **Review AGIC Council member roster**: Committee reviewed the current list of the AGIC Council member roster. There were 17 members identified with terms that expired or will be expiring this year. Unless Boards and Commissions says differently, they are still active but it is still recommended they renew their membership. Jenna found a document on the AGIC website that outlines how people can join AGIC or renew their memberships. However, it needs to be cleaned and updated. For now, Jenna will remove the document from the website and will work with Gene to create an updated version.

The Committee also reviewed the list of the 7 vacant member positions, which consisted of 4 state, 3 federal, and 1 municipal position. Committee members were encouraged to think of people they felt would be interested in joining AGIC. The committee will discuss their ideas at the next committee meeting.

Jenna also noted that Susan Smith has not attended an AGIC Council meeting for a while. She will follow-up with her to determine if Sue wants to remain as an active member. The committee recommended creating a system to track if absences from Council meetings were excused or not. Members with three or more unexcused absences during a year should be recommended for removal from the Council. To avoid getting unexcused absences, if a member cannot attend, they should notify the AGIC officers ahead of the meeting. Committees and workgroups would be encouraged to adopt a similar strategy for their voting members.

- **Action Item**: Jenna and Gene will work on updating the document instructing people how to join AGIC or renew their current memberships.

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- **Action Item**: Committee members will think of additional people who may be willing to join AGIC and will come to the next meeting prepared to discuss their ideas.
- VIII. **Review AGIC Manual and AGIC Geospatial Data Sharing Guidelines**: Jenna, Ryan and Lucas have agreed to do a preliminary review of the AGIC Manual. They will submit their feedback at the next meeting. For the Data Sharing Guidelines, Jim recommended postponing the discussion until after Jeff Wolkove has presented to the Data Committee on recent changes to the ADOA data sharing policy.
- **Action Item**: Jenna, Ryan and Lucas will review the AGIC Manual and provide feedback at the next committee meeting.
- IX. **Review State Statutes**: Jenna, Ryan, Gene and Lucas have agreed to review state statutes that pertain to AGIC, the state cartographer, and the Resource Analysis Division (RAD) funds to ensure AGIC remains in compliance as well as identify possible opportunities.
- **Action Item**: Jenna, Ryan, Gene and Lucas will review state statutes and provide feedback at the next committee meeting.
- X. **Comments, requests, and items for future agendas and meeting dates**: Next meeting scheduled for April 11. The meeting will include a follow-up on action items from today's meeting as well as a discussion about formatting AGIC documents to be accessible to those with vision difficulties.
- XI. **Call to the public**: None
- XII. **Adjourn**: Adjourned at 2:28 pm