

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

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened on January 9, 2019 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 Administrative and Legal Committee:

**Table 1: Committee Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Eric Feldman, Co-Chair	Maricopa County	Yes, In Person
Lucas Murray, Co-Chair	AZ Dept of Economic Security	Yes, In Person
Brian Brady	Yuma County	Yes, Phone
Jason Howard	Maricopa Assoc. of Governments	Yes, In Person
Jenna Leveille	AZ State Land Department	Yes, In Person
James Meyer	AZ Department of Transportation	No, Excused
Shea Lemar	AZ State University	Yes, Phone
Steven Whitney	Pima County	Yes, Phone

**Table 2: Public Members At-Large**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Kevin Blake	Yavapai County	Yes
Gene Trobia	AZ State University	Yes

- I. **Call to order:** Meeting was called to order at 1:00 pm; Introductions were made by the committee; around the table and on the phone, ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from December 2018:** Motion to approve minutes made by Eric and seconded by Jenna. Motion passed.
- III. **AGIC Council Roster Updates:** Tom Callahan from Boards & Commissions has sent out oaths to all new and renewing members. Once Tom receives the signed oaths, Lisa will be ready to sign them. For council members who must renew this year, Jenna plans to send instructions for renewal by July since renewals cannot occur within 6 months of the renewal date.

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IV. **AGIC Historical Document:** Gene has made some modifications to the presentation, including a slide showing how the historical information is beneficial to AGIC. He will be presenting the slides at the next AGIC council meeting in February.

V. **Budget Updates:** The conference meeting planners have sent AGIC a check for \$34,000, which includes all conference revenue after paying the hotel and expo expenses. According to Steve, the amount was \$4,000 more than anticipated. He and Lucas are currently working to identify discrepancy and ensure the difference was not an error that will need to be paid back.

Once the conference budget is settled, all but \$25,000 will be transferred to the AGIC budget. Steve confirmed that \$25,000 will be enough seed money for the 2019 AGIC Symposium.

**Action Item:** Steve and Lucas will work to identify the source of the additional \$4,000 received from the 2018 AGIC Conference.

VI. **Ongoing Projects**

**AGIC Organizational Chart:** Jenna updated the AGIC Org chart by updating the chair names and including a count of total members and participants within each committee and workgroup.

**Audio/Video Recording and Distribution:** Eric, Jenna, and Lucas are actively working on this and will have updates by the next Admin and Legal meeting.

**AGIC Manual:** Jenna, Jason, and Lucas are actively working on this and will have updates by the next Admin and Legal meeting. Jenna brought up a discussion about adding disclaimers to any publications created by AGIC and whether this should be added to the AGIC manual. She noted that the UAS work group was drafting a checklist of standard operating procedures. However, Jenna was concerned the checklist could open AGIC and the Arizona State Land Department (ASLD) to liability. Eric recommended the checklist be published as a guideline instead of a standard operating procedure. Gene and Lucas also recommended adding a disclaimer to the document. Jenna will follow up with ASLD to see if they are already using a standard disclaimer for similar documents. If so, AGIC will adopt the same disclaimer. Otherwise, AGIC will draft their own.

VII. **Review 2018 Accomplishments and 2019 Work Plan:** The committee reviewed the 2018 accomplishments that were summarized by Lucas, Jenna and Eric. In addition to minor edits, the committee recommended adding a bullet point about the work done by the budget workgroup that helped add the UAS workshop before the AGIC conference and the revenue gained by the decision.

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The committee also reviewed the draft 2019 Work Plan. The only recommendation was adding a bullet point to the Action Items list about how the committee will maintain the NSGIC membership roster and recommend revisions as needed to the Council.

A vote to approve the 2018 accomplishments and 2019 Work Plan, with the revisions, was motioned by Jason and seconded by Eric. The motion passed unanimously.

**Action Item:** Lucas will present the revised 2018 accomplishments and the 2019 Work Plan at the February Council meeting.

- VIII. Wish List:** Lucas asked the committee their thoughts about asking the other AGIC committees and workgroups to put together a purchase “wish list.” This list could be helpful with creating a sustainable AGIC budget. After discussion, the committee felt there were enough items that will affect the budget in the near future that adding a wish list may not be useful at this time. For example, Jenna noted that Lisa Atkins, the ASLD Commissioner, is actively working to identify additional funding for AGIC. Regarding expenses, there were several items brought up, including the likelihood that AGIC will need to provide additional seed money for the 2020 conference. Gene recommended that when committees begin developing their work plans for 2020, they can add a section for potential purchases. He noted this was done in the past but was dropped following the economic recession due to lack of AGIC funds.

**Action Item:** The Admin and Legal Committee will revisit this topic at the July 10 meeting to discuss whether a recommendation should be made to the council for the AGIC committees and workgroups to add a purchase “wish list” to their 2020 work plans.

- IX. Information or Topics for Future Meetings:** The next Committee meeting is scheduled for April 10, 2019.
- X. Call to the Public:** None
- XI. Adjourn:** Adjourned at 1:55 pm