

**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 April 10, 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

Member	Agency/Company	In Attendance
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	No, Excused
Jason Howard	Maricopa Assoc. of Governments	Yes, Phone
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

Member	Agency/Company	In Attendance
Kevin Blake	Yavapai County	No
Gene Trobia	AZ State University	Yes
Aparna Thatte	Mesa Public Schools	Yes

- I. **Call to order:** Meeting was called to order at 1:03 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 January 2019:** Motion to approve minutes made by Jenna and seconded by Eric. Motion passed.
- III. **AGIC Council Roster Updates:** Two members have recently resigned, Brian Brady and Sandra Dyre, leaving two vacancies. However, a new application was submitted to Boards and Commissions by Chris Estes from the City of Buckeye.

Jenna confirmed that council members whose memberships are due to expire in September 2019 do not need to submit a new application until June or July. She will send a reminder to affected council members when it's time to renew.

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- IV. **Budget Discussion:** There was discussion regarding the surplus revenue from the 2018 AGIC Symposium. Steve Whitney confirmed he only needs \$25,000 to remain in the AGIC Conference fund to use as seed money for the 2019 Symposium. A motion was made to make a recommendation to the AGIC Council to transfer any funds in the AGIC Conference budget in excess of \$25,000 to the AGIC general fund. Motion was made by Steve and seconded by Jenna. During discussion, several committee members expressed they would like to make it clear to the Council that these funds should be used to support education activities. Motion was passed.

The committee discussed who AGIC will financially support attending the NSGIC Annual Conference in September. The committee agreed that support should be provided to Gene and Steve since they are the AGIC Chair and Vice-Chair. Both noted that they may be able to fund part of their expenses through other sources, such as through NSGIC waivers or support from their agencies. There was discussion about whether AGIC should also support the Past-Chair, Jim Meyer. Jenna recommended that we should due to his prominence in the Arizona transportation field and his expertise with street centerlines. The committee agreed and supported having the chairs make the recommendation at the next AGIC Council meeting.

Action Item:

- At the next council meeting, the Admin and Legal chairs will make a recommendation to have any funds in the AGIC Conference budget in excess of \$25,000 to be transferred to the AGIC general fund with the recommendation that these funds be used towards supporting educational activities.
- At the next council meeting, the Admin and Legal chairs will make a recommendation to provide financial support to Steve Whitney, Gene Trobia, and Jim Meyer to the NSGIC Annual Conference.

- V. **'Passing the Gavel' Ceremonial Procedures:** At the February AGIC Council meeting, Gene requested Admin and Legal to discuss formalizing the procedure for passing the gavel between the outgoing AGIC chair and the incoming chair. The committee agreed that at the first council meeting of the calendar year, the outgoing chair will call the meeting to order and ensure a quorum is established. They will then introduce the incoming chair and pass the gavel. The incoming chair will then take control of the rest of the meeting.

Action Item:

- At the next council meeting, the Admin and Legal chairs will recommend the council adopt the procedure to pass the gavel described above and have the procedure added to the AGIC Manual.

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VI. Process for Considering Requests to Fund Attendance to Non-NSGIC

Events: The committee considered whether a process should be developed to manage requests for financial assistance to non-NSGIC events and conferences. Several committee members did not support developing this process since AGIC only provides assistance in very specialized situations that directly benefit AGIC. However, the committee did support the development of a general procedural flow when managing these types of requests, whether they are for financial or others types of assistance. In general, requests would initially be considered by the most appropriate workgroup or committee. If approved by group, the request would be forwarded to the next level up (i.e. workgroup to committee to council) until the request is considered by the AGIC council. Jenna and Lucas will work to include a more complete procedural flow into the AGIC Manual.

Action Item:

- Jenna and Lucas will include a procedural flow for considering requests for AGIC assistance to the AGIC Manual.

VII. Conferenceshare.co: After the 2018 Symposium, attendees recommended the AGIC Conference Committee include a link on future symposium websites to conferenceshare.co, where attendees can find others willing to share the conference costs, such as ride or room sharing. The Conference Committee requested Admin and Legal consider this request and any liability concerns. Admin and Legal requested Jenna follow-up with the AGs office and Risk Management to better understand the potential liability to AGIC if we support directing attendees to this service.

Action Item:

- Jenna will talk with the AGs and Risk Management about the potential liability to AGIC if the council supports directing attendees to conferenceshare.co. She will report her findings at the next committee meeting.

VIII. AGIC Release Form: Jenna, Eric, and Lucas have researched several release forms created by other agencies and groups and are working to create a draft release form that the Admin and Legal committee can review. Jenna and Steve recommended the draft form be available by the next Admin and Legal Committee meeting, which would allow the Conference Committee to begin using it for the 2019 conference.

Action Item:

- Jenna, Eric, and Lucas will develop a draft release form by the next Admin and Legal Committee meeting.

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- IX. AGIC Organizational Chart:** Jenna noted that there are updates that need to be added to the AGIC org chart. She will forward the current chart and list of updates to Lucas, who will implement them.

Action Item: Jenna will forward the AGIC Organizational Chart to Lucas, who will update the chart with current information.

- X. AGIC Official Document Template:** Jenna and Lucas will work on creating a draft template intended to be used for all AGIC publications. Gene noted that there are some old AGIC documents that used to be used as templates and could be updated with the new logo and accessibility standards.

Action Item

- Jenna and Lucas will work on creating a draft template for official AGIC publications. The draft will be considered at a future Admin and Legal committee meeting.

- XI. Information or Topics for Future Meetings:** The next Committee meeting was rescheduled from July 10 to July 16, 2019 due to the ESRI User Conference.

- XII. Call to the Public:** None

- XIII. Adjourn:** Adjourned at 2:31 pm