

**Arkansas Geographic Information Systems Board (GISB)  
Witt Stephens Nature Center  
Little Rock, Arkansas**

**Meeting Minutes**

Wednesday, March 6, 2013

10:00AM – 12:00PM

**Board Members Present**

Ms. Tracy Moy (Chair)  
Dr. Margaret "Beth" McMillan (Vice-Chair)  
Judge Clayton Castleman  
Dr. Jackson Cothren  
Mr. Randy Everett  
Mr. Jon Sweeney  
Mr. Taylor Wynn  
Ms. Kasey Summerville  
Dr. Robert Kissell by Proxy David Carr  
Ms. Bekki White by Proxy Jason Tipton  
Ms. Claire Bailey by Proxy Mr. Herschel Cleveland  
Ms. Angie Hill, Faulkner County Assessor – Representing Faulkner County Judge

**Board Members Absent**

Mr. Glen Dabney

**Guests**

None

**AGIO Staff**

Mr. Shelby Johnson, Arkansas Geographic Information Officer

**Call Meeting to Order**

10:15 a.m. Meeting called to order by Chair Tracy Moy  
The Chair welcomed everyone to the meeting. The Chair inquired about not receiving copies of the December 5th, 2012 meeting minutes from Shelby. Shelby did not have copies of the minutes on-hand and could not recall the reason the Board had not received the minutes in by email. Tracy advised the Board would delay approval of those minutes until the next meeting. Tracy welcomed new board member Taylor Wynn and also welcomed Faulkner County Assessor, Angie Hill.

**Old Business**

The Chair gave the floor to Shelby Johnson to provide the Arkansas Geographic Information Office (AGIO) Report.

Shelby reported that since the last Board meeting the agency had done no further work on the Draft Guidelines for ArcGIS Online. He reported the AGIO had coordinated with ESRI to offer an ArcGIS Online Workshop for partnering state agencies. The workshop was held at the Arkansas 4-H Center near Ferndale, Arkansas. The workshop was well attended by nearly 20 agencies. Shelby said that due to the legislative session and other work the agency had made no progress in finalizing the guidelines.

Shelby reported the agency had partnered with the US Census Bureau to offer a Census Boundary and Annexation Survey Workshop for cities in Arkansas. This workshop was offered in January and was also held at the 4-H Center. The training was attended by about 30 participants from cities across the state. The purpose of the training was to introduce cities to the digital boundary and annexation process that cities can use to submit updated boundaries online.

Next he relayed the agency was continuing its support of the parcel mapping grant project. The project was slated to receive some early deliveries of counties for the second Phase of the project. Shelby stated agency would again be involved in the quality control process and would report results to the counties and the board when done.

Shelby then stated he would provide an overview of legislation relevant to GIS that was taking place.

Senate Bill 19 is now Act 93 and contains the agency operating budget and appropriation. Senate Bill 312 is now Act 163 and is the re-appropriation for digital orthoimagery and the parcel mapping grant project.

Senate Bill 398 is now Act 196 is a new appropriation for digital orthoimagery and parcel mapping. He relayed that somewhere within the process a mistake was made in the bill drafting and the \$61 million figure contained in this appropriation was an error. He reported there was no likelihood of that level of funding ever being realized.

Senate Bill 554 is a bill that provides guidelines to school districts on the process for consolidation or annexation and within the bill it requires the AGIO to provide guidelines to districts for filing a digital boundary of the school board zones after the process has completed.

Shelby relayed he would continue tracking the legislative session and apprise the Board of any developments that would impact GIS and that concludes the AGIO report.

### **New Business**

The Chair then moved to new business stating at the beginning of each year the Board's duty was to elect a new Chair and Vice-Chair. She stated that Beth McMillan had served as Vice-Chair and that she had served as Chair for the previous year.

The Chair opened floor for nominations beginning with the Vice-Chair. Judge Castleman nominated Beth McMillan and Kasey Summerville seconded the nomination. The Chair asked if there were other nominations? Seeing none the Chair asked if there was a motion to cease? Jack Cothren motioned to cease and Taylor Wynn seconded. The Chair called the vote for the motion to cease and all present voting Aye. The Chair called the vote for Beth McMillan as Vice-Chair. All voting in favor unanimously.

The Chair opened floor for nominations for Chair. Randy Everett nominated Tracy Moy and Kasey Summerville seconded the nomination. Judge Castleman motioned to cease and Jon Sweeney seconded the motion. The Chair called the vote for the motion to cease and all present voting Aye. The Chair called the vote for herself as Chair. All voting in favor unanimously.

The Chair explained to the Board that at the first meeting of year the Board is required to approval Board Member travel expenses for the year. The Chair inquired with Shelby about the nature of expenses. Shelby stated he could not remember the code but the nature of expenses would be to reimburse Board members for mileage, lodging or meals while performing official business travel for the Board. Jon Sweeney asked about the past expenditures? Shelby stated for example John Ed Isbell had requested mileage reimbursement for travel to Board meetings during his time. He stated Kasey Summerville received travel reimbursement when she attended the National Assessor meeting for example. He said overall the impact has been minimal because most Board members do not request reimbursement. Jon stated his agency covered his expense to attend board meetings. Herschel Cleveland stated his agency covered expenses to attend board meetings. Herschel Cleveland motioned to approve Board member travel expenses for the year and Kasey Summerville seconded the motion. The Chair called the vote for Board Member travel expenses. All voting present voting aye the motion passed unanimously.

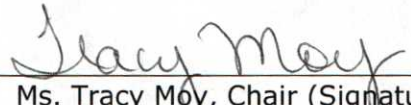
Shelby stated the agency had received guidance from DFA that for Board meeting expenses using agency P-Card it would be advisable the Board have a vote on record approving the use of the card for Board meeting expenses. Shelby explained the P-Card is a credit card purchasing card program administered by DFA. He said for example it was used to pay for lunch expenses when the Board met in Monticello. Jon Sweeney asked what is the agency procedure for card usage. Shelby explained the agency card is held by Maria Owen. She can make a transaction and the approval review process is administered by him. Shelby stated he did not even possess an agency P-Card. Jon stated that addressed his concern. Jon motioned for approval of using the agency P-Card for board meeting expenses and Judge Castleman seconded the motion. The Chair called the vote and all present voted in favor.

The Chair asked if there was any other new business. Seeing none the Chair stated the next meeting of the board is scheduled for June 5th but a location was not set. Kasey Summerville stated the County Assessors summer meeting would be in Harrison June 4th - 6th tentative overlapping the Board meeting. Tracy suggested the possibility of having the Board meeting at the same location. She stated in the past the Board's summer and fall meetings were held outside of Little Rock, elsewhere in the state. She asked if a Board meeting had ever been held in Harrison. Shelby stated the Board had not ever met in Harrison. Shelby and Kasey agreed to work on coordinating a Board meeting at the Assessors meeting.

Tracy also reminded the Board the Fall meeting would be held at the same time and location as the Arkansas GIS Users Forum Conference in Rogers, September 9th - 12th. She reminded the Board these are our constituents and encouraged all the Board to make plans to attend the conference. Seeing no other business the Chair called for a motion to adjourn. Jon Sweeney motioned to adjourn and Kasey Summerville seconded. The Chair called the vote Motion to adjourn voted unanimously.

The meeting adjourned at 11:11AM

Minutes Adopted 6-4-2013

  
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Ms. Tracy Moy, Chair (Signature)