

Charter of the Wisconsin

State Agency Geospatial Information Committee (SAGIC)



State Agency Geospatial Information Committee

**March 2,
2022**

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BACKGROUND

Over the past 30 years, the use of geospatial data, technologies and services to support Wisconsin state government business needs has steadily increased and this trend is expected to continue. The degree to which geospatial solutions are implemented by state agencies varies widely. As used throughout this charter, “**state agency**” refers to a state-level government agency, board, commission, department, or other type of entity such as (but not limited to) State Fair Park, the Wisconsin State Legislature, and the State Cartographer’s Office.

“Geospatial” broadly refers to the location or position of people, places and things on earth. Geospatial solutions use geographic information to inventory and analyze spatial relationships, helping users make better-informed business decisions.

Some state agencies have completely integrated mapping and navigation tools and supporting infrastructure (e.g., servers, databases, web mapping applications, field equipment) into selected business processes and can no longer function effectively without them. Other agencies would like to utilize mapping and spatial analysis tools but lack the necessary resources to acquire and manage them. Still others are generally unaware of the ways in which geospatial data and solutions may support their business functions.

The ever-expanding interest in, and use of, geospatial solutions has also increased the need for enterprise coordination, communication and teamwork. It is appropriate, therefore, that a permanent team of high-level geospatial coordinators from state agencies form to promote collaboration, communication and sharing of best practices among state agencies, and enable, facilitate, and direct the continuous improvement of geospatial data and process quality for the benefit of state agencies, their customers and partners, and the citizens of Wisconsin.

NAME

The group is named the *State Agency Geospatial Information Committee (SAGIC)*.

OVERVIEW

SAGIC is a business-driven group that consists of high-level geospatial staff. SAGIC offers collaborations on both non-technical and technical enterprise-level geospatial issues, opportunities and related recommendations for discussion and action by its members and their participating agencies.

VISION

SAGIC is recognized as a business-driven group that leads, supports, and promotes the standardization, development, documentation, accessibility, sharing, and governance of state agency geospatial data, data services, and related solutions. SAGIC effectively communicates with participating agencies, stakeholders and other decision makers within state government entities and supports change within the enterprise.

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MISSION

SAGIC promotes and facilitates on-going efforts that:

- Collaborate with Wisconsin state agencies to:
 - Identify and prioritize geospatial needs, opportunities, risks, gaps, strategic priorities, issues, and initiatives, and ensure alignment of geospatial initiatives with agency and enterprise strategic business and technology plans.
 - Identify opportunities to eliminate inefficient, wasteful and duplicative geospatial efforts through collaboration.
 - Ensure sharing of geospatial resources, expertise and training across the enterprise.
 - Develop and recommend enterprise geospatial best practices, standards, policies, processes, and projects.
- Help state agencies recognize their geospatial data and data services as enterprise assets.
- Encourage major legislative, program, policy, procedural, and planning efforts of state agencies support sharing of geospatial data, data services and related solutions within the enterprise and with partners and the public.
- Facilitate open communication and raise awareness about state agency geospatial issues and activities among enterprise stakeholders, specifically promoting the idea that geospatial data and tools can enhance the efficiency of agency and enterprise operations, and improve delivery of business services to customers and the public.
- Assist in the creation and maintenance of an easily accessible inventory of enterprise geospatial data and data services.
- Communicate status of initiatives with the members and other stakeholders.

MEMBERSHIP AND PROXY

SAGIC is comprised of voting and non-voting members, as described below.

Voting Members

Each state agency with an existing or potential interest in geospatial issues may identify one voting member of SAGIC. A state agency's decision to identify a SAGIC member is voluntary. Each voting member will have full decision making and voting rights and will have only one vote.

- Agencies may identify one voting member of SAGIC via email, letter, or personal communication to the SAGIC chair. It is assumed that any conflicts associated with identification of the agency's voting member will be handled internally by that agency.

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Each voting SAGIC member must have: (1) A basic understanding of state agency non-technical (e.g., policy, legal, governance) and technical (e.g., IT, standards) geospatial issues, (2) Authority to represent their respective state agencies in discussions about enterprise geospatial issues and development of related recommendations, and (3) Authorization to spend time participating in SAGIC activities, including (but not limited to) attending meetings, developing and reviewing documents, and gathering information.

Voting SAGIC members may designate one proxy, as needed, to represent them at a particular meeting or event. The proxy must be employed by the same state agency as the voting member and is allotted the decision making and voting rights of the SAGIC member in his/her absence.

The current list of formally identified [SAGIC voting members](#) (and proxies) is maintained on the SAGIC SharePoint site.

Non-Voting Members

In recognition of the broad range and complexity of many geospatial issues facing Wisconsin state government, SAGIC meetings and activities (e.g., working groups, informational events) are open to other participants, including multiple participants from the same agency, with an interest in state government geospatial issues. These members act in an advisory capacity during SAGIC discussions and activities, but they cannot vote.

DECISION MAKING AND VOTING

Consensus decision making, where the entire membership supports a specific direction, will be the preferred model. If consensus is not reached, a decision will be made using a roll call vote.

QUORUM

SAGIC will have sufficient representation of its membership if a simple majority of the voting members are in attendance or otherwise participating (e.g., via electronic polling).

OFFICERS

SAGIC will have a Chair, Vice Chair, and Secretary elected by the voting members. Officers will serve one-year terms, starting in February, and may serve consecutive terms. Officer responsibilities are described below.

- Chair: Run SAGIC meetings; represent SAGIC externally (e.g., communications with new member entities); track membership; review draft agendas and draft minutes; coordinate update of SAGIC SharePoint site; coordinate maintenance of SAGIC Outlook distribution list.
- Vice Chair: Assist with all Chair activities; solicit ideas for and draft SAGIC meeting agendas; distribute final SAGIC agendas; maintain SAGIC "Actions" list; maintain list of SAGIC working group membership.
- Secretary: Coordinate meeting logistics (e.g., room, equipment); take and post draft SAGIC meeting minutes for review to the SharePoint site, post final minutes to SharePoint site; SAGIC voting; primary responsibility for SAGIC SharePoint site update; help update maintenance of SAGIC Outlook distribution list.

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WORKING GROUPS

SAGIC may create working groups to address specific issues.

DISTRIBUTION LISTS

SAGIC utilizes one email distribution list:

- **SAGIC Outlook Distribution List ([WI DL SAGIC](#))**: This list includes SAGIC voting members, proxies and regular guests. This list receives SAGIC meeting information, other general information and announcements.
- Members may use the [SAGIC members list](#) to communicate with specific subgroups as needed (e.g., voting members, proxies), etc.

MEETINGS

SAGIC meeting logistics are described below.

- SAGIC will meet monthly for 1.5 hours, with day and time of a recurring meeting agreed upon by the voting members.
- Agendas will be established and distributed before each SAGIC meeting. Solicitation for agenda topics will allow sufficient time to enable new topics to be added and reviewed.
- Draft minutes will be prepared and distributed within 7 days of the last SAGIC meeting for review prior to, and approval during, the SAGIC meeting.
- A remote meeting option (including audio and video) will be available for meetings upon request.

CHARTER REVISIONS

Any future revisions to this charter must be approved by a simple majority of voting members.