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March 10, 2004

TO: Members of the MAG Telecommunications Advisory Group
FROM: Greg Binder, Phoenix, Chairman
SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, March 18, 2004, 10:00 a.m.
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Telecommunications Advisory Group (TAG) will be held at the time and place noted above. Members of the Telecommunications Advisory Group may attend in person, by videoconference or by telephone conference call. Those attending by telephone conference call are requested to call 602-261-7510 between 9:55 a.m. and 10:00 a.m. After the prompt, please enter the meeting ID number 624824 (MAGTAG) on your telephone key pad followed by the pound key. If you have a problem or require assistance, dial 0 after calling the number above. Those attending by videoconference are requested to contact MAG by Tuesday, March 16, 2004.

If you are attending in person, please park in the garage under the Compass Bank Building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum in order to conduct business. A quorum is a simple majority of the membership, or 11 people for the MAGTAG. **If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you.**

If you have any questions or need additional information, please contact Heidi Pahl at (602) 254-6300.

TENTATIVE AGENDA

ADVISORY GROUP ACTION REQUESTED

1. Call to Order and Roll Call

2. Call to the Audience

An opportunity will be provided to members of the public to address the MAG Telecommunications Advisory Group (TAG) on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Chair of the MAGTAG requests an exception to this limit. Please note that those wishing to comment on action agenda items will be given an opportunity at the time the item is heard.

3. Approval of February 19, 2004 Meeting Minutes

4. E-Privacy and Public Records for Local Governments

As part of the Information Sharing Working Group initiative to educate and inform the TAG and others on various telecommunications issues, one agenda item each meeting will be devoted to an informational telecommunications-related issue. For this informational session, three guest speakers will provide information on E-Privacy and public records for local governments. Margie Pleggenkuhle, Administrative Assistant at the City of Phoenix City Clerk's Office will speak on the City of Phoenix' approach to E-Privacy; Richard Pearce-Moses, Arizona State Library Director, will speak on State electronic records policies and the Arizona Electronics Task Force; and Jill Kennedy, Maricopa County Deputy County Attorney will speak on the legal aspects of electronic records. Please invite interested

2. For information.

3. Review and approve February 19, 2004 meeting minutes.
5 minutes

4. For information and discussion.
80 minutes

parties from your agency to attend this information sharing session on E-Privacy and public records.

5. MAGTAG Working Group Projects

As part of the Additional Sites project, MAGTAG members voted to recommend approval of the purchase of high quality speaker phones, a web based scheduling package for the RVS and a new server for Latitude applications. The Polycom phones are available for pick up. A web based scheduling package evaluation team prioritized the web based scheduling packages. MAG staff is evaluating one of the web based scheduling packages. An update on the Additional Sites project will be provided.

MAGTAG, members requested that the Information Sharing Working Group arrange informational sessions on telecommunications related issues for future MAGTAG meetings. An update will be provided.

The MAG Regional Videoconferencing System (RVS) Marketing Group recently approved several marketing materials including an online Videoconference User Satisfaction Survey, two brochures and three How-To Guides. Copies of the materials are attached. An update will be provided.

6. MAG Regional Videoconferencing System Awards

The Regional Videoconferencing System Marketing Group implemented a Videoconferencing Recognition Program to recognize outstanding levels of videoconferencing usage among MAG member agencies and MAG committees in order to encourage and sustain videoconferencing over the long term,

5. For information and discussion.
15 minutes

6. For information and discussion.
5 minutes

thereby reducing travel and air pollution. Awards for Calendar Year 2003 accomplishments were presented at the March MAG Management Committee meeting. An update will be provided.

7. Announcements and Public Input

An opportunity will be provided to Committee members and members of the public to address the MAGTAG.

8. Date of Future Meetings

MAGTAG meetings are held once a month. The next meeting of the MAGTAG is scheduled for 10:00 a.m. on Thursday April 15, 2004 in the MAG Saguaro room. The remainder of meetings for 2004 are as follows:

May 20, 2004
June 17, 2004
July 15, 2004
August 19, 2004
September 23, 2004
October 21, 2004
November 18, 2004
December 16, 2004

7. For information and discussion.
5 minutes

8. For information.