



December 30, 2019

Katherine Jessen, Assistant Attorney General  
Office of the Arizona Attorney General  
2005 North Central Avenue  
Phoenix, AZ 85004-1592

Re: Open Meeting Law and the AZSITE Consortium Governing Board

Dear Assistant Attorney General Jessen:

The AZSITE Board is in receipt of your letter dated December 20, 2019 regarding the October 2, 2019 public meeting. As requested, the minutes from the afore-mentioned meeting are attached, and we have since added them, along with the audio recording, to the AZSITE page on the State Historic Preservation Office (SHPO) website at <https://azstateparks.com/azsite>. Typically, the AZSITE Manager posts the meeting minutes on the official AZSITE website (<http://azsite3.asurite.ad.asu.edu/azsite/meetings.html>) within 3 days of the public meeting; as the position has been vacant since September, this was not done. The AZSITE Manager position has been recently filled, with the new hire starting work on January 6, 2019.

The AZSITE Board received a single request from a member of the public (Sarah Herr) on December 7, 2019 to review the October 2 meeting minutes. The minutes were sent to Dr. Herr on December 9, 2019 via email from previous chairperson, Kelley Hays-Gilpin; Dr. Herr acknowledged receipt on December 10, 2019 (copy of email is attached).

The next meeting of the AZSITE Board is set for January 8, 2020. The Board will introduce the new AZSITE Manager and discuss Arizona's Open Meeting Law and measures to ensure the meeting minutes are available as required pursuant to §38-431.01.D. The public notice and agenda will be posted on the official AZSITE website by January 6, 2020, and the new AZSITE Manager will post the minutes to the AZSITE website within 3 days of the January 8<sup>th</sup> meeting.

Please do not hesitate to contact me at 602.542.7120 or via email at [mwalsh@azstateparks.gov](mailto:mwalsh@azstateparks.gov) if you have additional questions. Thank you.

Sincerely,

Mary-Ellen Walsh, M.A.  
AZSITE Chairperson

Arizona State Museum, P.O. Box 210026, 1013 E. University Blvd., Tucson, AZ 85721-0026

