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AZSITE Ad Hoc Advisory Committee October 8, 2020 3-4 PM Meeting Minutes

Meeting held via Skype

Present: Dan Garcia, Tina Thompson, Michael O'Hara, Theresa Coleman, Mark Reavis, Caroline Klebacha, Ryan Arp, Margaret Hangan, Gabe McGowan

Not Present: Ian Milliken, Steve Swanson, and Ryan Arp

Special guest: William Reed USFS

1. Introductions and welcome new committee members Margaret Hangan, Caroline Klebacha, and Ryan Arp. Also welcome to Gabe McGowan
2. Review charter and rules:
 - a. The committee agreed that since the committee meetings were not open to the public and not subject to open meeting laws that a less formal structure was appropriate, but rigid adherence to Robert's rules was not necessary. No quorum is necessary, and any votes would be passed by simple majority with for and against votes recorded for benefit of the AZSITE Executive Board.
 - b. EO 2006-03 *"a standing advisory committee ("Committee") that shall assist the Board in issues related to the management, access, security, content and delivery of information in AZSITE. Members of the Committee shall be appointed by and serve without compensation at the pleasure of, the Governor... The Committee may include representatives from each of the following: the Governor's Office, a state agency, a federal agency with an Arizona presence, a tribal preservation office, and a private cultural resource consulting firm."*
 - c. Current guidance *"The purpose of the Committee is to advise the Board on matters of concern to AZSITE users. The Committee shall identify a chairperson and meet periodically, as determined by the Committee; these meetings shall not be open to the public; however, the chair of the Committee may invite the President of the Arizona Archaeology Council and Chair of the Governor's Archaeology Advisory Commission (or their delegated representatives) to attend any meeting as non-voting members. The AHAC shall provide a written report to the Board no less than two weeks before the scheduled AZSITE meeting so that the Board's agenda may be finalized. The Committee Chair or its designee shall attend the AZSITE Board meeting and be prepared to discuss the report. However, the Chair of the Board maintains the right to set the AZSITE Board Meeting agenda."*
3. AZSITE news since last meeting:
 - a. New AZSITE hire Carrie Schmidt, a GIS professional with archaeology/geoarchaeology background. The amount of backlog available for AZSITE has increased and Carrie is picking up momentum.
 - b. Mercator (direct GIS) access for all AZSITE users is now online
4. Discuss homework assignment – 1 way to improve AZSITE
 - a. Dan Garcia – revise AZSITE map attribute tables so that data returned on query matches data required by ASM/SHPO report standards.

- b. Michael O’Hara – improve bibliographic references for projects by linking AZSITE directly to the ASM LARC Library Catalog and eventually scanned reports.
 - c. Tina Thompson – only archaeologists have access to AZSITE, but NRCS range conservationists need access to sites information. Also private property owners should know what is on their land.
 - d. Caroline Klebacha – cross reference sites to projects, not just bibliographic reference. Projects show which other sites are involved. Knowing if a survey is negative is useful. Link in-use structures to AZSITE
 - e. Ryan Arp’s provided a wish list. Dan read some of these to the group and will forward to all upon permission from Ryan.
 - f. Margaret Hangan and Will Reed presented the Forest’s NRM system, which is similar to AZSITE but has more polished functionality.
 - Can do a record search on the fly in the map, does Class I search for you.
 - Projects also have multiple actions called task – surveys, mitigation, etc.
 - Incorporates compliance information (much of which is missing in AZSITE). Project data linked to sites.
 - FS does not participate in AZSITE. Some FS data in AZSITE is 15 years old and not updated.
 - Washington office proposed to start working on data sharing with programs like AZSITE to make NRM speak to AZSITE.
 - Will Reed – proposal works toward new system that can send data to other systems. Top priority project, in progress, just site be site right now. Working with NM to make sure NRM is compatible with new NMCRIS under development.
 - AZSITE should consider how to incorporate FS data in future.
5. Adopt some strategic goals for committee
 - a. Increased functionality/usability
 - b. Expand user base to important non-archaeologist managers, landowners
 - c. Flexibility to accept outside data like FS, SHPO In Use Structures
 6. Discuss content for report to AZSITE Executive Board on 10/28
 - a. Dan will draft short report and circulate to committee before executive meeting.
 7. Discuss scope and schedule of next meeting
 - a. Discuss specific improvement ideas
 - b. Wait until after executive board meeting is decided and input from executive.
 - c. Meeting sooner than two weeks prior to executive meeting is better so we have time to work on input.

Action items:

- Gabe and Caroline can provide Zoom capability.
- Get together with Gabe on wish list
- Set next meeting day and time for a Thursday at 3PM at least two weeks prior to the next AZSITE Executive Board Meeting