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From: Garcia Daniel M (Dan) on behalf of Dan Garcia
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Conversation: AZSITE AHAC Meeting Minutes 03252022
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**AZSITE Ad Hoc Advisory Committee
March 25, 2022 1:00 PM
Meeting Minutes**

Held via zoom

Present: Dan Garcia (Chair), Branden Fjerstad, Ian Milliken, Mark Reavis, Reylynne Williams, Scott Courtright, Tina Thompson, Rachel Fernandez, Zach Rothwell, Keith Pajkos, Gabe McGowan, Sarina Mann (UA ASM)

1. Welcome and introductions
 - a. Welcomed new committee members Rachel Fernandez (Digital Antiquity/tDar), Zach Rothwell (North Wind Resource Consulting), and Keith Pajkos (AZ Department of Forestry and Fire Management), explained committee charter, rules, and strategic goals.
 - b. Welcome special guest Sarina Mann, new director of the ASM Database Management Office, who is Gabe McGowan's supervisor.

2. AZSITE Update (Gabe McGowan)
 - a. Gabe let the committee know that ASM ARO is hiring additional staff to keep up with processing workload.
 - b. The \$26k CLG/Pima County grant that was expected to be awarded soon fell through due to a perceived conflict of interest because SHPO being part of the AZSITE Consortium would be benefitting from any award money. Ian Milliken explained that CLG grant money cannot be used to fund SHPO programs. Garcia asked if AZSITE would be able to qualify for heritage fund or any other cultural resources grants for the same reasons, which is problematic for an unfunded program. Milliken stated that AZSITE would likely need to raise user fees to cover costs.
 - c. McGowan reports that it is still feasible for the AZSITE staff to continue with some of the system revisions that were planned for the grant money with cash on hand and existing staff. McGowan asserted that much of the priority backlog work has been accomplished freeing up time for him and two staff to turn attention to development of the next version of AZSITE. McGowan stated that a test development environment is now stood up allowing for development work.
 - d. The committee expressed support for the AZSITE staff to move on with development tasks. Dan Garcia expressed some concern that the AZSITE board would redirect the staff's efforts to backlog work as they have done in the past.
 - e. AZSITE is in talks with ASU repository to add ASU sites to repository. Also talking to ASM about adding Gila Pueblo archive into AZSITE.
 - f. ARO site recording guidelines being are being revised, which means a significant development and data manipulation effort may be required to accommodate or translate the revised ASM schema into the current AZSITE structure. Garcia mentioned USFS INFRA data example and how incomparable data moved to a new structure became much less useful, so be careful how data are manipulated.
 - g. McGowan discussed more updates to the ASITE User Agreement regarding cloud storage, specifically that storage of AZSITE data on ArcGIS online (AGOL) would be allowable, but wonders what the committee feels about that. Garcia asked if restricting data from AGOL would limit interoperability with future versions of GIS software that might require cloud connectivity. Milliken stated that cloud data is not absolutely necessary. Rothwell states that this would be difficult if not impossible to enforce and that many CRMs and agencies

use cloud services for GIS data that are secured. Garcia suggested possibly having the agreement prohibit public dissemination of data. Fjerstad suggested that it might be worth standardizing and formalizing AZSITE governance of cloud data.

3. Workshop AZSITE User Training outline

- a. The group reviewed the current draft of the AZSITE User Training outline proposal:
 - i. Fernandez suggest specifying the training formal – video or in person.
 - ii. Courtright suggests explaining the ASM ARO and AZSITE relationship
 - iii. Rothwell asked if training should include a how to use section. McGowan stated that there is already online documentation to accomplish this. There also is a FAQ page that could be fleshed out to assist with user documentation. Williams stated that there is a need to have a vehicle to ask questions as part of the training.
 - iv. Thompson requested that the document title be clarified to reflect purpose of training. Williams suggested “user agreement orientation.” Fernandez agreed suggesting title reflect who the training is intended for.
 - v. Pajkos thinks this is good because non-professionals using AZSITE would not get this information any other way. Also, he expressed a need for “AZSITE for dummies.” Reavis agreed.
 - vi. Milliken stated that the outline be clear that this is not user training but why protection is important – breaking the law, but in a polite way.
 - vii. Fjerstad suggests including real world examples of AZSITE protecting resources. Also discuss what could go wrong if data gets into the wrong hands.
 - viii. McGowan suggested that the training include explanations of what conclusions can or cannot be made from AZSITE data.
 - ix. ASITE staff can create and host an online the quiz. Also, there is an AZSITE youtube channel that can host the video.
 - x. Milliken suggests contracting out training development script. Perhaps solicit input at the next statewide preservation conference.
 - xi. Milliken suggests adding in local laws and policies
- b. Williams offered to revise the outline based on the discussion. Garcia will finalize and present to the board for the next meeting.

4. Updates on other AHAC Initiatives

- a. Land Ownership/Jurisdiction (Ian Milliken)
 - i. Milliken met with deputy state cartographer. This is an AZGeo project goal. Limitations of ALRIS. There is potential that this is going to be fixed at the state level. Will report back in future.
- b. Canal Data (Dan Garcia)
 - i. No update.
- c. Reports in AZSITE
 - i. Updated committee on the discussion at the last AZSITE meeting
 - ii. Gabe says ARO team is on radar. New ASM collections information system would like to add module for ability to have links to reports for authorized access.
 - iii. Sarina is more than happy to answer questions.

5. Adjourn

Dan Garcia

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