

AZSITE Consortium Board Meeting Minutes

April 4, 2024

10:02 a.m. to 10:39 a.m.

A quorum was obtained.

A. CALL TO ORDER (Walsh)

Meeting called to order at 10:02 a.m.

Board members present:

Christopher Caseldine, Arizona State University (ASU)
Jim Watson, Arizona State Museum (ASM)
Mary-Ellen Walsh, Chairperson, Arizona State Historic Preservation Office (SHPO)
Kelley Hays-Gilpin, Museum of Northern Arizona (MNA)

Members of the public present:

Gabe McGowan (AZSITE Manager)
Lesley Rodriguez (Northwind Resource Consulting)
Brent Kober (Desert Archaeology)
Jenni Rich (Logan Simpson)
Mattie Tigges (Tierra Right-of-Way)
Scott Courtright (USDA NRCS)
Sara Cullen (AZ DFFM)
Stephanie Bosch (AZTEC Engineering)
Rachel Fernandez (ASU Libraries)
Sarina Mann (ASM)

B. Introductions

1. Members of the AZSITE Board were introduced.
2. The AZSITE Manager was introduced.

C. Agenda Items – The Board may consider or take action on any of the following:

1. Discussion and Approval of 1st Quarter 2024 Meeting Minutes (Walsh)
 - a. Motion to approve (Hays-Gilpin)
 - b. Seconded (Watson)
 - c. Approved – Unanimous
2. Finance Report (McGowan)
 - a. McGowan presented the official fund summary received from UA Financials on 3/5/2024. Another official summary will be received on 4/5/2024.
 - i. Current Fund Balance: \$155,870
 - ii. Total Income, FY24: \$186,890
 - iii. Total Expenses, FY24: \$142,880
 - iv. Encumbrances/Pre-encumbrances: \$35,244
 - v. Uncommitted Cash Expenditure: \$120,626

- b. McGowan presented updated fund numbers based on additional information compiled on 4/3/2024.
 - i. Current Fund Balance: \$148,143
 - ii. Total income, FY24: \$201,060
 - iii. Total Expenses + Encumbrances, FY24: \$182,719
 - iv. Cash expenditure authority: \$124,029
 - v. ASU GRS invoiced for new servers on 4/4/2024: \$9,928. This is not included in encumbrances.
 - vi. Received hiring freeze exemption from UA, currently hiring 0.5 FTE GIS technician. Approximate FY24 encumbrance for this position would be \$8,751.
 - vii. Outstanding invoices: \$26,575
 - c. McGowan that at the last meeting it seemed the fee increase had depressed user participation slightly. Currently, this does not seem to be the case. AZSITE has more users than last year, and has invoiced \$208,265 for user accounts, compared to the \$199,400 projected with the first year of the fee increase. McGowan noted that these numbers do not include \$2,995 received from USFWS for application development services, or grant monies that will be discussed later in the meeting. In summary, the financial picture looks good.
 - d. McGowan presented FY25 budget estimates. The total budget for FY25 with a GIS technician at 0.5 FTE for the entire FY would be \$195,050. With the GIS technician at 1.0 FTE for the entire FY, the total budget amount would be \$231,157.
 - e. McGowan presented account balance projections through FY27, assuming the second year of the fee increase is implemented for 2025, and the GIS technician is 0.5 FTE for the rest of FY24 and then 1.0 FTE starting in FY25. McGowan noted that spending plus encumbrances will inflate slightly by the end of FY24 due to the accrual of credit card and UA administrative fees, but the account should still have a positive balance of roughly \$20,000 for FY24. In subsequent years, the FY balance of funds is roughly neutral.
 - f. Walsh noted that SHPO has a new grants coordinator (Jessica LaPota) who may be able to assist AZSITE with funding some technology costs through grants.
- 3. Draft Annual Report (McGowan)**
- a. McGowan noted that he has been keeping a list of monthly accomplishments and events to serve as an outline for the annual report.

- b. McGowan has shared this outline with the Board and wants to set up a plan to finalize and submit the report by June 30.
 - c. Walsh requests draft report be sent to Board by May 24th. McGowan noted that some items will have placeholders to be replaced with final numbers before submittal.
4. Data Sensitivity Training (McGowan)
- a. McGowan noted that the Ad Hoc Advisory Committee has compiled a draft Data Sensitivity Training over the past year. In fall of 2023, the missing piece was tribal perspectives on the sensitivity of data in AZSITE. AZSITE sent out consultation letters in October and November 2023, and follow up letters in February and March 2024.
 - b. AZSITE met with the White Mountain Apache Tribe on this topic in February, and their THPO provided a statement to include in the training. The San Carlos Apache Tribe has also expressed interest and McGowan is working on scheduling.
 - c. McGowan recently cleaned up the draft training slideshow for formatting consistency. He also created a web exam to be taken at the end of the training.
 - d. McGowan asked the Board if they want to move towards holding the training with the materials as they exist, which can then be revised in the future, or if we want to receive more input.
 - e. Walsh requested to wait for additional input, conducting additional phone or email inquiries as necessary, until we hear from most or all tribes in the state. Walsh also recommended presenting to the Four Southern Tribes on this topic. Watson said McGowan should contact him for information on getting AZSITE on a future Four Southern Tribes meeting agenda.
5. Ad Hoc Advisory Committee (McGowan)
- a. McGowan briefly summarized recent activities of this group, including a meeting on March 22, 2024, in which possible grant opportunities and updates to AZSITE canals data were discussed.
 - b. McGowan noted that the committee does not currently have a chair, and current members do not have availability to fill that role. As a result, managing committee membership and coordinating meetings has fallen to him. McGowan noted that the AHAC was set up in 2020 to mirror the structure of the Advisory Council AZSITE was intended to have. This structure involves representatives from different sectors serving up to two consecutive two-year terms, with voting on membership conducted by the committee.

- c. If current members opt not to continue to serve, reach their term limit, or are voted out, applications need to be solicited to fill those positions.
- d. AHAC members have noted that the urgent concerns which led to the creation of the AHAC have generally been addressed and suggested replacing this committee with a less structured user group to provide input on AZSITE initiatives or to bring concerns or other feedback to AZSITE.
- e. McGowan asked the Board if they wish to continue with the current administrative structure of the AHAC, or should a different approach be taken.
- f. Walsh suggested suspending the AHAC and forming a committee within the Arizona Archaeological Council to advise AZSITE. This would also make it possible to reactive the AHAC in the future.
- g. Walsh asked members of the public in attendance, particularly AHAC members, to comment. Courtright concurred with McGowan’s description.
- h. Motion to suspend the AZSITE Ad Hoc Advisory Committee (Hays-Gilpin)
- i. Seconded by Watson.
- j. The motion passes - Unanimous

6. AZSITE Updates (McGowan)

a. Summaries:

i. Uploads:

	2004-2009	2010-2014	2015-2019	2020	2021	2022	2023	2024
Projects	1,061	840	109	452	2,225	172	220	36
New Sites	1,706	1,287	194	1,084	4,087	1,663	696	18
Site Updates	-	-	-	752	5,033	299	360	35
PRFs	-	-	-	335	231	257	361	215
New/Updated Site Cards	-	-	-	322	511	405	743	9
Fixes	-	-	-	73	316	48	221	23
ASM Reports	-	-	-	-	-	4	3975	34
ASU Site Cards	-	-	-	-	-	117	56	475

McGowan noted that large numbers of ASU site cards have been coming in, and that AZSITE has been given permission to upload ASM new fee structure projects earlier in the curation process. These can be processed quickly, and users should start to notice more of these in AZSITE in the coming weeks.

ii. ARO New Fee Structure:

	2018	2019	2020	2021	2022	2023	2024
Projects Uploaded by Accession Year	95	199	146	118	44	0	0
Projects Uploaded by Calendar Year	0	0	128	368	74	77	19
Sites Uploaded by Calendar Year	-	-	167	140	177	82	0

iii. Data Clips:

	2019	2020	2021	2022	2023	2024
Requests	48	46	51	200	102	27

b. Other Updates:

i. Data:

1. Inactive ASM Sites and Consolidated ASM Sites layers have been online and accessible to SHPO and ARO teams for several months, and will be added to primary GIS services and web mapper in the next week or so.
2. McGowan is working with Caseldine to add a Lower Salt River Valley Hohokam Canals dataset based on Caseldine’s research.
3. A UA GIS graduate student is interested in updating AZSITE’s Howard Canals dataset. They are conducting initial research and scoping on that effort to see if it could serve as their capstone project.
4. USFWS has started providing site and survey GIS data to AZSITE.
5. McGowan is meeting with another federal agency about providing data.

ii. Development:

1. McGowan explained that Ayan Mitra, who has been AZSITE’s developer and server manager at ASU GRS for years, is leaving that role. McGowan has been working with ASU GRS on managing the transition. AZSITE has also been given some more direct control and responsibility for the servers. There will be a learning curve, but there is enhanced flexibility in making changes to AZSITE’s web apps.
2. USFWS document library: McGowan noted that a development version of this component has been created. There has been an issue with some of the documents provided pertaining to ASM sites.

McGowan is working with USFWS and the ARO to untangle that issue. McGowan noted that the document library has been structured to serve documents from additional agencies, with USFWS serving as the first partner agency.

3. McGowan noted that internal documentation is a priority ahead of a GIS tech hire, and that updating documentation for users and public will be a priority for the GIS tech once they start.

iii. Grants

1. Arizona Association of Conservation Districts (AACD) applied for and received \$5,000 from the South 32 Social Investment grants program to pay for AZSITE accounts for tribal government cultural resources personnel. AACD also provided a \$5,000 match. These funds will sponsor 16 individual accounts, which are available one per tribal government per year until the funds are exhausted. McGowan noted that these funds were not included in the financial report as they are not AZSITE's funds until the accounts are purchased.
2. Walsh asked how this program is being advertised to the tribe. McGowan noted that it has been posted on AZSITE's website and distributed to the listserv. McGowan created a flier about this program, which Watson will provide to all THPOs. Walsh agreed to post this flier on the AZSITE area of the SHPO website.
3. Hays-Gilpin noted that she has received approval for AZSITE to make MNA reports available in AZSITE.

D. Public Comment

- a. No public comments.

E. Date and Time of Next Meeting

- a. The next meeting is scheduled for Thursday, July 18, 2024, at 10:00 a.m. The meeting will be on Zoom.

F. Adjournment

- a. Motion to adjourn (Watson)
- b. Seconded (Caseldine)
- c. Meeting adjourned at 10:39 a.m.