

## Garcia Daniel M (Dan)

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**From:** Garcia Daniel M (Dan)  
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**Conversation:** AZSITE Ad Hoc Advisory Committee Meeting 08272020  
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### AZSITE Ad Hoc Advisory Committee August 27, 2020 3-4 PM Meeting Minutes

Meeting held via Skype

In attendance: Dan Garcia, Ian Milliken, Tina Thompson, Michael O'Hara, Theresa Coleman. Steve Swanson joined late at Small business representative selection. Mark Reavis was not present

1. Opening Statements: Dan Garcia made some opening remarks.
  - This is the first meeting of the AZSITE Ad Hoc Advisory Committee.
  - Here is the direction from AZSITE Board and Mary-Ellen Walsh:
    - *The committee's first order should be to vote for a chair, then vote on the other members of the committee.*
    - *The chair should inform the Board when the committee adds new members.*
    - *The chair of the committee should contact the chair of the AZSITE Board prior to the next board meeting (October 28, 2020) with agenda topics, and a brief report, if any.*
2. Establish ground rules.
  - 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.
3. Review Committee Charter.
  - All members reviewed the AZSITE executive order and recent direction from the AZSITE Board and quoted below.
  - 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."*
  - 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."*

4. Elect Committee Chairperson

- The committee nominated and unanimously voted for Dan Garcia to be the committee chairperson. As chair, Garcia will ensure a written report is submitted to the board and will attend and contribute to the AZSITE Board meetings.

5. Establish process to identify remaining committee members

- The committee decided to review the applications and vote for the best qualified applicant in each group.
- For Federal Agency – Margaret Hangan (Kaibab NF) was nominated and unanimously elected for her Forest Service experience and history of collaboration. Several committee member acknowledged Teresa Gregory's institutional knowledge, but felt there were liabilities based on her past employment history with AZSITE and that she was not an employee of a federal agency.
- Large CRM Firm – Caroline Klebacha (PaleoWest) was nominated and unanimously elected for her experience in both archaeology and her legislative background which makes her a unique candidate. Both of the other candidates were highly spoken of by Committee members.
- Small CRM Firm – Ryan Arp (EPG) was nominated and unanimously elected. Several committee members spoke highly of his work and valued his technical knowledge of GIS as an asset. David Stephen (Past) was not recommended because he expressed less specific knowledge than Ryan.

6. The next committee meeting will be Thursday October 8, 2020 at 3PM. The date was chosen to allow time for a report to be submitted two weeks prior to the next AZSITE Executive Board Meeting on October 28.

Action Items:

- Dan Garcia will contact Mary-Ellen Walsh about having a member of the AZSITE Executive Board or the AZSITE Manager regularly attend meetings. The committee sees value in having Gabe McGowan attend, if possible.
- Dan Garcia contact Mary-Ellen Walsh on the results of committee member selection and determine if the committee can meet with the new membership prior to the next Executive Board Meeting.
- Everyone has a homework assignment – come up with one AZSITE improvement idea to discuss at the next meeting.

**Daniel Garcia, M.A., RPA**

Senior Cultural Resource Management Specialist

SRP | Biological and Cultural Resource Services | PAB359

P.O. Box 52025, Phoenix, AZ 85072-2025

P: (602) 236-2336 | M: (480) 213-1177