AZSITE Board Meeting Minutes
April 12, 2016
10:00am
Center for Archaeology & Society
ASU Alameda Building, 734 W. Alameda, Suite 120
Tempe, AZ

1) Meeting called to order at 10:06 am

2) Introduction of board members and acknowledgement of public present
   a) AZSITE Board:
      i) Jim Cogswell, State Historic Preservation Office (SHPO
      ii) Kelley Hays-Gilpin, Museum of Northern Arizona (via Web)
      iii) Arleyn Simon, School of Human Evolution and Social Change (SHESC), Arizona State University (ASU)
      iv) Jim Watson, ASM

   b) Public:
      i) Todd Pitezel, ASM
      ii) Shannon Twilling, ASM
      iii) Shea Lemar, School of Geographical Sciences and Urban Planning, ASU
      iv) Steve Swanson, Environmental Planning Group, LLC
      v) Mary-Ellen Walsh, SHPO
      vi) Kathryn Leonard, SHPO

   c) A quorum was obtained

3) Agenda items
   a) Approval of January 2017 Meeting Minutes (Watson)
      i) Motion: Hays-Gilpin
      ii) Second: Simon
      iii) Approved: unanimous
   b) AZSITE Administrator position at ASM (Watson and Pitezel)
      i) Teresa Gregory's contract was not renewed. Her last day with ASM will be 6/31/2017. She is no longer working on anything related to AZSITE. No further details can be shared.
      ii) This was not conducted as part of an ASM reduction in place, a replacement will be hired.
      iii) There will be a search committee for replacement, likely consisting of Lemar, Pitezel, and an AZSITE Board member.
      iv) Until the position is filled, Pitezel will serve as AZSITE point-of-contact.
      v) No GIS updates will be made until new hire is in place. However, may try to keep "New Sites" layer updated.
      vi) A statement will be issued by ASM to address the current situation and plans for new hire.
      vii) Board members are upset they were not consulted in advance of this change.
      viii) If Gregory is not working on AZSITE anymore, why is she still being paid out of AZSITE funds? This will be brought to the attention of the ASM Director Patrick Lyons for consideration.
      ix) How will approved users get access until a new AZSITE Administrator is put into place? Currently Lemar is doing that.
      x) Three user meetings are anticipated in the future – will be held in Tucson, Phoenix, and Flagstaff. Will not be "webinars."
      xi) AZSITE website needs updating. Personnel at ASU usually conduct this work, however due to the current funding limitations, the updates will be put on the backburner.

xii) Lemar provided information regarding ASU involvement in ASITE
    (1) Annually gets about $25,000, which roughly translates into 160 hours.
    (2) 40 hours left until 6/31/2017
    (3) AZSITE Board came to ASU in the mid-1990s for assistance on development of the AZSITE website. They continue to maintain the site to provide information to users.
    (4) Work is conducted by Lemar and Ayan Mitra of ASU's School of Geographical Sciences and Urban Planning.
    (5) In the past, user meetings would generate requests. ASU, Rick Karl (former AZSITE Administrator), and Cogswell would prioritize and implement as able.
    (6) Mapping portion of AZSITE website has always been housed at ASU.
    (7) Recently, AZSITE functions housed at ASM were migrated ASU.
    (8) Reason for migration – ASU server space is less expensive and Mitra can conduct website/server maintenance for AZSITE.
    (9) CRM firms can view data two ways:
        (a) Via AZSITE website
        (b) Purchasing a "large" user account which allows them to view data through their own ArcGIS desktops. In the past, AZSITE has been very accommodating to various versions of ArcGIS.
    (10) ASU handles "higher" levels of GIS for AZSITE, such as data architecture, workflow, and management.
    (11) AZSITE is housed on four servers at ASU. Three paid for by AZSITE. 4th is paid for by ASU.
    (12) BLM has provided a one-time grant to develop an online AZSITE entry module.
        (a) ASU can provide technical development
        (b) Cogswell can provide archaeological input
        (c) If ASU started now, it can be ready for testing by October 2017 and in use by December 2018.
    (13) Swanson provided input about the use of the current entry module by CRM firms.
        (a) Stated it is often inefficient because of the amount of copying/pasting involved.
        (b) It also requires some duplication of efforts between site card generation and database entry.
        (c) In their experience it is cheaper for them to send hard copy site cards to the ASM and pay the fee for the ARO to do the database entry.
        (d) Large users get spatial data but not attribute data. There is not a link directly to the attributes like there is in the AZSITE website. Limited amount of data appears when a query is conducted. It is necessary to look up each site individually in the attribute tables. This is because the server that holds the AZSITE spatial data is not linked to the rest of AZSITE.
    (14) Records searches conducted by the ASM have included data from AZSITE, both in research and results

Next meeting will be held;
Monday, July 11, 2016 at 10:00am in Flagstaff
Location: Museum of Northern Arizona

Motion to adjourn by Cogswell; second by Simon.

Adjourned at 11:16am