

AZSITE Consortium Board Meeting Minutes

April 13, 2022

10:00 a.m. to 11:02 a.m.

A quorum was obtained.

A. CALL TO ORDER (Watson)

Meeting called to order at 10:00 a.m.

Board members present:

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

Members of the public present:

Gabe McGowan (AZSITE Manager)
Carrie Schmidt (AZSITE GIS Technician)
Sarina Mann (ASM)
Allen Dart (Old Pueblo Archaeology Center)
Dan Garcia (Salt River Project)
Jenni Rich (ACS)
Rachel Fernandez (ASU)
Reylynne Williams (GRIC)
Karen Leone (ASM)
Zachary Rothwell (North Wind)
Abraham Arnett (AZGF)
Scott Courtwright (NRCS)
Keith Pajkos (DFFM)
April Carroll (APSC)
Michael Brack (Tierra Right-of-Way)
Branden Fjerstad (PaleoWest/Codify)
Nina Rogers (WAPA)
Stephanie Bosch (AZTEC)
Paula Pflepsen (Swift River)

B. Introductions

1. Members of the AZSITE Board were introduced.
2. The AZSITE Manager and AZSITE GIS Technician were introduced.

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

1. Discussion and Approval of 1st Quarter 2022 Meeting Minutes (Watson)
 - a. Motion to approve (Walsh)
 - b. Seconded (Hays-Gilpin)
 - c. Approved unanimously.

2. Finance Report (Watson):
 - a. Finance Report:
 - i. Current Fund Balance: \$239,915.00
 - ii. Income: \$124,425.00
 - iii. Expenses: \$141,077.00
 - b. AZSITE staff salaries will be raised in July due to Arizona State Museum (ASM) staff salary increases.
3. Funds/Effort for Web Mapper Modernization (McGowan):
 - a. McGowan stated that the Pima County pass-through grant (\$26,000) fell through due to conflict-of-interest issues. The web mapper update estimates from amount to approximately \$29,000. Since the backlog and processes are more under control, it could be the time to apply resources to application updates. ASU-GRS (Geospatial Research and Solutions) has installed the web app builder on our development server, so AZSITE staff can supplement the work going towards these updates.
 - b. Discussion:
 - i. Watson inquired if these updates have been identified as the top priority for improving AZSITE.
 1. McGowan replied that two-thirds of users are Mercator and Attribute Search users, so they are not only relying on the web mapper. Discussions with ASU-GRS have confirmed that the web mapper interface is outdated and contains out-of-date data. Updating the framework would make it easier to host dynamic data layers.
 - ii. Watson inquired about the time availability of ASU-GRS for working on these updates.
 1. McGowan stated that these updates would likely take a year if all the work is done by ASU-GRS. Since AZSITE staff have been given access to the servers and needed applications, this time estimate could possibly be shortened.
 - iii. McGowan stated that payments to ASU-GRS have switched to a purchase order process for the entire fiscal year. The amount of work that could be undertaken by AZSITE can be assessed when it comes time to calculate the purchase order for the next fiscal year.
 - c. Motion to approve allocating the needed funds to update the member web mapper.
(Hays-Gilpin)

- i. Seconded (Walsh)
 - ii. Approved unanimously.
- 4. E-signatures (McGowan):
 - a. McGowan proposed allowing e-signatures for next year's application cycle.
 - b. Discussion:
 - i. Board members agreed to allowing e-signatures.
 - ii. Walsh stated it would be more efficient if the user signatures could be submitted with the organizational signature electronically.
- 5. Ad-Hoc Advisory Committee Report (Garcia):
 - a. Garcia presented the Ad-Hoc Advisory Committee Report. For 2022 meetings so far, the main goal was to fill vacant seats. New members Rachel Fernandez, Zach Rothwell, and Keith Pajkos were added to the committee since the last AZSITE Board meeting. There have been ongoing discussions concerning the training outline, which was submitted to the board. The goal of the training is to provide non-archaeologists with information about using sensitive data from AZSITE.
 - b. Outstanding initiatives include adding well-known sites without ASM numbers to AZSITE, the public AZSITE mapper, and using AZSITE as a repository for reports.
 - c. Discussion:
 - i. Walsh requested a spreadsheet with committee initiatives that will allow for project tracking and updates.
 - 1. Garcia agreed and stated that some of the initiatives are also on the radar of AZSITE staff.
 - ii. Watson stated that he liked the training outline. All AZSITE users, even archaeologists, should take this training. Watson inquired about the training format.
 - 1. Garcia stated that virtual training is likely the most efficient format. The committee has discussed who is the most appropriate person or entity to develop the training. The Arizona State Museum and tribes would be the most appropriate entities. More collaboration and decisions are needed in development of this training.
 - 2. Walsh stated there is a growing tribal interest in AZSITE and the cultural resources processes in the state. She can act as a liaison with tribes concerning the training.

3. Watson stated that AZSITE could do more presentations at tribal working group meetings.
 4. Caseldine inquired about how rigorous the end of training quiz will be.
 - a. Garcia replied that making the quiz rigorous was not the goal of the training. The quiz is meant to show retainment of knowledge.
 5. Garcia stated that the committee could start fleshing out the outline prior to sending to tribes for feedback.
 6. Watson stated that AZSITE staff will likely take on most of the training development with input from offices at the Arizona State Museum (ASM), SHPO, and tribes.
- 6. Legislative Updates (Garcia):**
- a. Garcia reported no legislative updates. Legislative Updates do not need to be on board meeting agendas under the end of 2022 or early 2023.
- 7. AZSITE Updates (McGowan & Schmidt):**
- a. Backlog:
 - i. Projects: 2,270 uploaded (89%)
 - ii. New Sites: 5,770 uploaded (76%)
 - iii. Site Updates: 5,214 uploaded (73%)

b. Uploads Overall:

	2004-2009	2010-2014	2015-2019	2020	2021	2022
Projects	1,061	840	109	452	2,225	65
New Sites	1,706	1,287	194	1,084	4,087	431
Site Updates	-	-	-	752	5,033	52
PRFs	-	-	-	335	231	3
New/Updated Site Cards	-	-	-	322	511	137
Fixes	-	-	-	73	316	17

c. New Fee Structure:

	2018	2019	2020	2021	2022
Projects Uploaded by Accession Year	91	197	127	50	0
Sites Uploaded by Calendar Year	-	-	167	140	88

d. User Applications and Billing:

	2021	2022
User Organizations	109	100
Users	331	322
Mercator Users	218	216
\$ Invoiced	\$126,075	\$128,850

e. Data Clips:

	2019	2020	2021	2022
Requests	48	46	51	23

f. Updates:

i. Web forms:

1. User Changes – for organizations to add, remove, or update users outside of the annual application period.
2. Data Fix Request – to request fixes for incorrect AZSITE data.

ii. Development:

1. AZSITE staff received access to the source code to the web applications, like the Attribute Search.
2. The Web Entry Module is still high on the AZSITE staff's priority list. Waiting for the updated Site Recording Manual from the Archaeological Records Office (ARO) in order to incorporate associated changes.

iii. McGowan demonstrated draft updates to the Attribute Search application on the development server. Having access to the development server will allow AZSITE staff to address user comments and improve functionality for applications. It is planned to link documents (site cards, PRFs) to the associated record in the Attribute Search.

1. Garcia asked when these updates will be live.
 - a. McGowan replied that more work is still required. Additional updates can be presented at the next Ad-Hoc Advisory Committee Meeting. Once passed to ASU-GRS, publishing the updates should be relatively quick.
2. Walsh recommends addressing the inconsistencies in the NRHP data in the Attribute Search.

- a. McGowan replied that there are currently several different types of SHPO determinations in the database.
 - b. Walsh acknowledged and will look into. There will hopefully be more SHPO data by the end of 2023.
 - 3. Caseldine inquired about sites with multiple site numbers from different agencies and if there is a plan to integrate these sites.
 - a. McGowan replied that other site numbers are listed under the 'Location' tab.
 - iv. ASU sites cards will soon be integrated into AZSITE.

D. Public Comment

- a. Garcia suggested to that the AZSITE board consider raising user fees. Legal and conflict-of-interest issues may prohibit further grant opportunities. Due to changing attitudes toward AZSITE, raising fees would most likely not be an issue to users.
- b. Garcia stated that there should be a plan to accept comments concerning the updated Site Recording Manual and associated schema changes.

E. Date and Time of Next Meeting

- a. The next meeting is scheduled for Wednesday, July 13, 2022, at 10:00 a.m. The meeting will be on Zoom.

F. Adjournment

- a. Meeting adjourned at 11:02 am