

AZSITE Board Meeting Minutes
December 18, 2019
10:00 am to 11:00 am

Members of the AZSITE Board attended by internet conferencing.

A quorum was obtained

A. CALL TO ORDER (Hays-Gilpin)

Meeting called to order at 10 am

B. Introduction of Board Members

1. Introduce AZSITE Board

Board members present:

Melissa Powell, Arizona State University (ASU)

Mary-Ellen Walsh, Arizona State Historic Preservation Office (SHPO)

Jim Watson, Arizona State Museum (ASM) (online)

Kelley Hays-Gilpin, Museum of Northern Arizona (MNA) (online)

2. Introduce other attendees

Karen Leone, Arizona State Museum

C. Agenda Items

1. Discussion and approval of October 2019 meeting minutes (Hays-Gilpin)

Minutes were approved, motion by Watson, second by Walsh

2. Update on AZSITE Administrator position (Watson)

Gabe McGowan has been hired for the manager position. Barring any delays in HR processing his employment, his start date is scheduled for January 6th. McGowan brings considerable technical skills to the position. The ASM has also hired a database manager for collections. Eventually, the two will work together to improve database management for both ASM and AZSITE.

3. Discuss acknowledgment of letter from the Governor's Archaeology Advisory Commission rec'd Dec. 6, 2019

The board members agree to craft a response to the letter rec'd from GAAC. Hays-Gilpin will draft the overall response including appreciation for the thoughtful and detailed communication, commitment to move forward with discussions of the programmatic agreement and executive order with the governor's office, commitment to working with GAAC on the question of the AZSITE Advisory Committee, and commitment to developing performance expectations and benchmarks for the AZSITE manger position. As part of this effort, the Board will encourage the new manager to hire an assistant. Watson will draft responses to several points raised about ASM and ARO. Motion to draft, circulate, finalize,

and submit a response letter. Motion by Watson, second by Powell. Motion carried unanimously.

4. Other items discussed—history of AZSITE manager position and state Human Resources processes; history of Advisory Committee meetings. Reviewed text of the Executive Order and verified that it states that AZSITE is the state's inventory, not the Archaeological Records Office—we recognize this as problem to be addressed in the coming year. Also flagged for future action in context of working with Governor's office, GAAC, Advisory Committee: role and function of the Museum of Northern Arizona's seat on the AZSITE Board; addressing backlog and accuracy of records; updating roles, responsibilities, configuration, communication of current members and additional stakeholders.

D. Public Comment

none

E. Establish Date and Time of Next Meeting –

Next Open Meeting: February 5, 10 am to 12 pm at ASM

Suggestions for future agenda items: specific items to be submitted to Mary-Ellen Walsh, mwalsh@azstateparks.gov

Draft performance expectations for AZSITE manager including timeframe for hiring and training an assistant to address backlog and accuracy.

Report on progress/executive meeting with Governor's office to discuss reviving the Advisory Committee, revisiting executive order and programmatic agreement

F. Adjourned at 11 am (motion by Watson)