AZSITE Board Meeting Minutes
January 11, 2017
10:00am
Center for Archaeology & Society Repository
Arizona State Museum
734 W. Alameda, Suite 120
Tempe, AZ

A quorum was obtained

Called to order at 10:06am

Introduction of AZSITE Board
  Members present:
    Jim Cogswell, SHPO
    Kelley Hays-Gilpin, MNA (online)
    Arleyn Simon, ASU
    Jim Watson, ASM

Also present:
  Teresa Gregory, ASM
  Todd Pitezel, ASM
  Suzanne Eckert, ASM

Confirmation of 2017 Chair and Vice Chair
- Cogswell (2016 Chair) handed over the meeting to Watson (2017 Chair)
- Simon will be 2017 Vice-Chair
- Rotating positions previously agreed upon by Board

Approval of October 2016 meeting minutes
- No corrections; Motion passed.

Renegotiation of AZSITE agreement (Watson/Pitezel)
- Watson spoke about the reorganization at ASM.
- Pitezel discussed the draft memorandum of agreement (MOA) between the AZSITE Board and ASM.
- Cogswell had concerns and edits on the six page MOA document, including sections III-A,B,F; IV-B; and V. Also items such as II-I-2 with SHPO, not AZSITE, reporting to the Governor's office annually and the duration in section VIII-A was a concern.
- It will be a representative at each institution (e.g., contracts office) that will sign the MOA and not the individual Board members.
- It was agreed that all Board members will submit their edits to Gregory and another meeting or two will be held via GoToMeeting in order to get a final draft in place before the April quarterly Board meeting.

Restructuring of ASM fees (Eckert)
- Three handouts were distributed to the Board - ASM's Proposed Cultural Resource Management Services Rate and Fee Schedule for July 1, 2017; Graph of AZSITE Financial Summary since 2014; and the Proposed AZSITE Subscriptions for July 1, 2017.
- Eckert outlined the new ASM rates and fees that will begin with the upcoming fiscal year and be revisited each year thereafter. She explained that ASM has not charged enough for storage or actual cost in the past and that the VPR (Vice President of Research) was involved in assisting ASM with a new fee structure that more accurately reflects the costs. A tracking software will aide ASM for managing hours spent on each project. Eckert explained this was prompted by the passing of Senate Bill 1418 in August.
- The graph showed the subscription income (minus the BLM-ASU monies) and cost of AZSITE over three years; Income levels were below actual cost for each year.
- The final handout showed several proposed AZSITE subscription rates for the Board's review and comments. As of January 17, 2017, Gregory was removed administrator of the Archaeological Records Office and is now working 100% for AZSITE. Eckert explained the current unsubsidized total annual cost to ASM ($122,511.06) and the coming July 1 outline of a 50% GIS Manager, a 25% student worker and ASM operation costs. The proposed flat-fee for AZSITE users is recommended by ASM in order to have a similar fee structure to ASM.
- Cogswell and Gregory raised concerns about less accounts therefore less money and more password sharing if a per-user fee structure was put into place. Watson assured Board that this was just a proposal.
- The AZSITE consortium members will have compensated accounts; all others will pay the fees.
- Pitezel suggested once again having AZSITE User meetings in order to better understand and utilize AZSITE; Last User meetings were five to six years ago; Gregory agreed this was a good idea.

AZSITE upgrades and tasks (Gregory)
- Gregory quickly outlined cost to move all AZSITE data from ASM up to ASU servers. The cost is about $6,000 for three years.
- Simon motioned to approve cost, Cogswell second; Motion passed.
- Amended that monies will come from annual BLM funds (managed by SHPO) to speed up server moving process; All Board members approved.

12:05pm - Hays-Gilpin had to leave meeting.

ASM's policy and procedures for historical sites
- Pitezel informed the Board that ASM will no longer be issuing ASM site numbers for modern or historical, in-use linear features such as roads, canals and transmission lines; only archaeological features over 50 years will be issued ASM site numbers.
- However, under Section 106, these must be recorded so a historical sites and features layer will still be on AZSITE; It is unclear who manage such data; Pitezel suggested that archaeological consultants submit data directly to AZSITE; Cogswell stated that this may lead to sites being ignored or dismissed as not eligible.
- Gregory stated that it may be possible to have a unique ID by AZSITE for such linears, and perhaps be similar to the SHPO historic districts layer.

Agenda items C-6 and C-7 were not addressed due to lack of time.

Public comment
- No public comment.
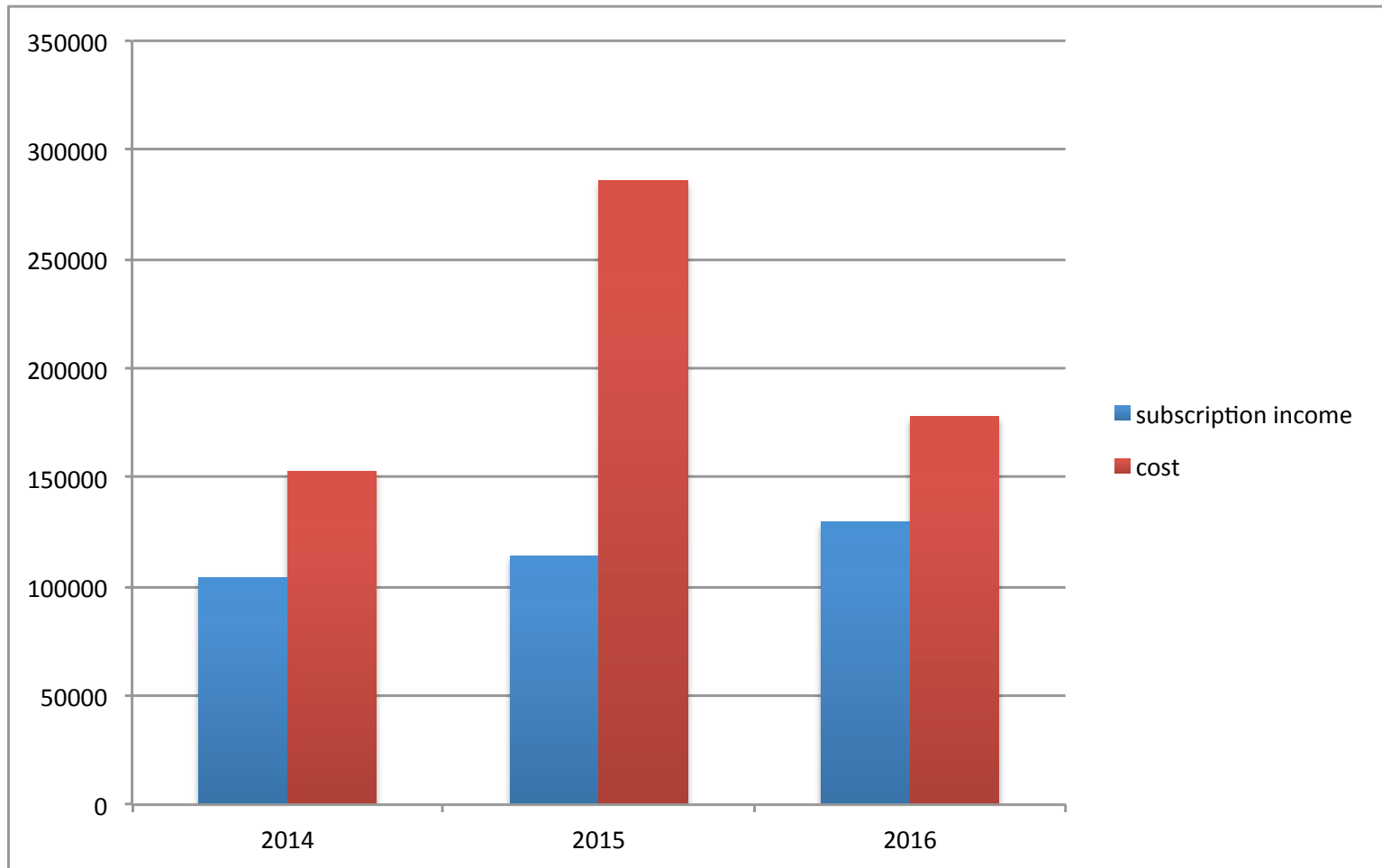
Next meeting will be held
TBD
Location: TBD

Motion to adjourn by Watson; second by Cogswell

Adjourned at 12:34pm

AZSITE financial summary
(source: RDI-BC)

NOTE: costs do not include operations or other indirects

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AZSITE Financial Model (based on study by UA Core Facilities)

Unsubsidized Total Annual Cost to ASM: $122,511.06

Costs include: 50% Specialist (AZSITE Manager), 25% non-Specialist (Student worker), Operations (Telecom, CPU support, Servers, Office Supplies, etc.), AZSITE Manager travel

2016 Subscriptions

$1500 ($500/user)	User account annual fee: small (up to 3 users)
$3,000 ($333/user)	User account annual fee: medium (up to 9 users)
$5,500 ($367/user)	User account annual fee: large (up to 15 users)
$500	User account annual fee: each additional user (with small/medium account)
$350	User account annual fee: educational institution
$250	User account: single calendar month
$500	User account: 30 non-consecutive days within a calendar year

Proposed Subscriptions

$512	AZSITE user account: per year per user
$43	AZSITE user account: single calendar month per user
$63	AZSITE user account: 30 non-consecutive days within one calendar year per user

Alternative Subscriptions #1 (discount to students, educational institutions, and non-profits)

$515	AZSITE user account: per year per user
$43	AZSITE user account: single calendar month per user
$63	AZSITE user account: 30 non-consecutive days within one calendar year per user
$350	User account annual fee: student discount, educational institution, non-profit

Alternative Subscriptions #2 (discount to educational institutions and large user accounts)

$2250 ($750/user)	User account annual fee: small (1-3 users)
$3600 ($400/user)	User account annual fee: medium (5-9 users)
$5250 ($350/user)	User account annual fee: large (10-15 users)
$515	User account annual fee: each additional user
$350	User account annual fee: educational institution
$250	User account: single calendar month
$500	User account: 30 non-consecutive days within a calendar year

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Proposed Cultural Resource Management Services
Rate and Fee Schedule
Effective July 1, 2017

Schedule of Mandated Cultural Resource Management Service Rates and Fees

- Pricing structure is based on hourly service rates for mandated services that include project registration, development of burial agreements, consultation regarding the discovery of human remains on state lands, collections intake, and burial excavation and analysis.
- In-perpetuity curation fees are charged per box of objects and per linear foot of documents deposited. These fees are assessed in addition to collections intake charges based on service rates.
- No charge is assessed for the issuance of permits, consistent with ARS § 41-1001 through 41-1092.
- A Project Estimate will be provided at project initiation and will include estimates of the number and type of service hours to be provided as well as the number of boxes of objects and the number of linear feet of documents to be submitted for curation.
- A deposit equal to 15% of the estimated cost of services to be rendered, not to include in-perpetuity curation fees, will be due at project initiation.
- Project Estimates are non-binding. Projects will be billed monthly based on actual service hours provided and in-perpetuity curation fees will be due at the time of deposit, based on the number of boxes of objects and the number of linear feet of documents submitted.
- Current Rates and Fees will be charged at the time services are provided or objects or documents are submitted.
- Rates and Fees are subject to change through the process described in ARS § 15-1631.

Proposed Hourly Service Rates	
$38	Assistant
$83	Specialist
$125	Professional

Proposed In-Perpetuity Curation Fees	
$3,004/box	Curation of 1 cubic foot box of artifacts
$2,577/foot	Curation of 1 linear foot of documents

Arizona Antiquities Act Permit	
No charge	Permit application review, up to 30 calendar days turnaround