

AZSITE Board Meeting Minutes

January 23, 2019

10:00 am to 12:00 pm

Arizona State Museum

1013 E. University Blvd, Room 309

University of Arizona

Tucson, AZ

A. CALL TO ORDER (Hays-Gilpin)

Meeting called to order at 10:00am

Board members present:

Melissa Powell, Arizona State University (ASU)
Jim Cogswell, Arizona State Historic Preservation Office (SHPO)
Jim Watson, Arizona State Museum (ASM)
Kelley Hays-Gilpin, Museum of Northern Arizona (MNA) (online)

Also present:

Malissa Hubbard, AZSITE Manager
Ian Milliken, Pima County
Chris Cody, SHPO
Mary-Ellen Walsh, SHPO (online)
Al Dart, NRCS (online)
Ryan Hart, EPG (online)
Steve Swanson, EPG (online)

B. Introduction of Board Members

1. AZSITE Board members were introduced.
2. New chairs noted. Kelley Hays-Gilpin, chair. Jim Cogswell, vice-chair.

C. Agenda Items

1. Meeting Minutes from October 2018 were presented. Watson moved to approve minutes, Powell seconds. Minutes approved by unanimous vote.
2. Hubbard reported AZSITE status.
 - a. AZ Department of Forestry and Fire Management Layer has been created and Hubbard and Kyle Gehrke are in discussion on how to best present the data.
 - b. AZSITE did not receive the FaunAZ grant from AZ Game and Fish.
 - c. Hubbard presented updates on her progress since August 2018. She has since tweaked the project uploader, fixed the AZClient, recorded instructions and directions for future AZSITE employees, fixed and updated the advanced sites layer, updated and reorganized part of the website, detailed large user access, updated user accounts for 2019, worked with users on troubleshooting, and developed a scheme for creating clips for users.

- d. Progress is being made on the uploading of PRFs, new project/sites, and advanced sites layers. Hubbard would like to employee others to help speed up this process.
 - e. So far 65 institutions have signed up for AZSITE 2019 and earnings for the year are currently about \$111,000.
3. ARO Status Report (Keith Knoblock)

The Arizona State Museum (ASM) is transitioning workflow to keep the records office (ARO) and AZSITE separate. AZSITE payment processing is being shifted from Shannon Twilling to Hubbard. The process to move data between ARO and AZSITE is being developed. ASM is working on their backlog and increasing personal resources to complete this task. ASM has a new page on their website directed to AZSITE. A new commerce website was created for AZSITE. Starting Feb 1st ASM will document backlog processing and will present a time table for completion in May 2019. ARO has submitted missing PRFs to AZSITE which are now being uploaded by Hubbard.
 4. Update on BLM support (Hubbard)

BLM will be paying their financial support to AZSITE through the account at UofA. UofA is paying ASU for their services. This process is currently on hold because of the government shutdown.
 5. Financial Report (Watson)

AZSITE currently has an uncommitted cash expenditure of \$108,700. This will be readdressed in July.
 6. Report on clip requests (Hubbard)

Hubbard has determined that creating clips for users is not a time-consuming process and proposes that AZSITE provides clips to users of up to 500 data units for free until a new structure can be set up for 2020. Watson moves to approve request, Cogswell seconds. Request approved unanimously.
 7. AZSITE staffing (Cogswell, Hubbard)

Hubbard requests permission to hire an employee to help with data entry. The board discussed options and financial limitations. Watson motioned to approve the hire of a part time student worker, Cogswell seconded. Request approved unanimously.
 8. Discussion of data Requests (Hubbard)
 - a. Request from Pima County (Ian Milliken)

Milliken presented his request for a clip of Pima County with a buffer. The board discussed the different options on how a user could retrieve this data. Watson moved to approve request, Cogswell seconded. Request approved through unanimous vote.
 - b. Army National Guard Request (Teresa Gregory)

Gregory was not available for comment and this request has been tabled for a future meeting.
 - c. BLM request from Daniel McGrew, Safford field office (Hubbard)

Hubbard presented BLM's request for a clip of the Safford Planning Area less tribal data. Watson moved to approve, Cogswell seconded. Request approved unanimously.

D. Public Comment

Chris Cody (SHPO) thanked the AZSITE board and employees for their hard work and suggested they come to a decision as to what resources and time will be needed to get AZSITE completely up to date.

E. Date and Time of Next Meeting

Next Open Meeting

Date: Wednesday, April 24th 2019

Time: 10am

Location: State Historic Preservation Office, AZ State Parks and Trails

1. No suggestions for future agenda items.

F. Adjournment

Watson moved to adjourn, Cogswell seconded. Meeting was adjourned at 12:06pm