

AZSITE Board Meeting Minutes

October 11, 2018

10:35 am to 12:55 pm

Center for Archaeology and Society Repository
734 West Alameda Drive, Suite 120, Room 120B
Arizona State University
Tempe, AZ

A quorum was obtained

Meeting called to order at 10:35am

Board members present:

Arleyn Simon, 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)

Also present:

Melissa Powell, ASU
Keith Knoblock, ASM
Karl Gehrke, Arizona Department of Forestry and Fire Management (DFFM)
Malissa Hubbard, AZSITE Manager
Nicole Mathwich, ASM

Introduction of Board Members

AZSITE Board members were introduced.

Melissa Powell was introduced. Powell will be the new ASU representative to AZSITE board starting January 1st.

Malissa Hubbard was introduced. Hubbard is the new AZSITE Manager.

Agenda Items

Meeting Minutes from July 20th, 2018 and July 24th, 2018 were presented. Watson moved to approve both minutes. Cogswell seconds. Minutes approved by unanimous vote.

Cogswell reviewed changes to the State of Arizona Open Meeting Law as of August 3rd, 2018. Items discussed were how to record board votes, the penalty changes for violations to the law, where the updates can be viewed (Arizona Ombudsman website), and how communication between the board members must be conducted.

Watson presented the financial report. AZSITE had an uncommitted cash expenditure of \$74,603. Simon moved to approve report. Cogswell seconds. Report approved by unanimous vote.

Keith Knoblock from ASM explained the implementation of the new fee structure and online quoting system at the museum. Workflow has changed since the separation of the Archeological

Records Office (ARO) and AZSITE. The board discussed the data differences between the ARO and AZSITE such as data availability on tribal lands.

Hubbard explained her schedule, workflow, and priorities to the board. The advanced sites layer was updated at the end of September with plans to be updated monthly. A survey is to be created to get feedback from AZSITE users in order to improve AZSITE functionality.

Cogswell and Hubbard explain past data availability with the intent to create a new data request procedure and rate structure. It was decided that Hubbard will fill current data request orders while determining time needed to such orders. A workflow and fee structure will then be created to be voted on by the board at a future meeting. Data breaks between small and large requests, CLG access, and needed value added items will also be researched. A data request from Arizona National Guard (AZG) was read by Hubbard. The board decided that the data need can be filled under the existing large user account parameters. Simon moved to deny request. Cogswell seconds. Board denies request by unanimous vote.

Karl Gehrke from DFFM spoke about a decadal resource assessment that they are working on. He requested a layer or map be created from AZSITE data that shows the concentration of cultural resources around the state. Gehrke and Hubbard discussed the feasibility of creating such a layer. Watson moved to approve the creation of this layer. Cogswell seconds. Board voted unanimously to approve request.

Nicole Mathwich spoke about FaunAZ and her grant proposal to update FaunAZ. FaunAZ was originally launched in 2007 and has not been updated since. It needs back end technical updates and increased front end data availability. The new grant request is for Arizona Game and Fish and will increase aDNA documentation of fish in the Little Colorado River. SHPO will be working to help update FaunAZ as well. Watson moved to approve AZSITE's support of the grant proposal. Cogswell seconds. Board unanimously approves support for grant proposal.

Cogswell explains the past and future availability of Bureau of Land Management (BLM) funding for AZSITE. This funding has been used to pay ASU for their services. The board wishes to streamline the process for funding ASU. A meeting will take place on October 17th where this will be discussed with BLM. Cogswell, Watson, and Hubbard will be in attendance at this meeting. Any suggestions should be sent directly to Cogswell. Hubbard will provide the board with a synopsis of the meeting on the 17th.

This is the last year for Arleyn Simon as ASU representative for the AZSITE board. On January 1st Melissa Powell will become the ASU representative. Hays-Gilpin, who is currently vice chair, will succeed Simon as chair. Watson moves to nominate Cogswell as upcoming vice chair. Hays-Gilpin seconds. Board unanimously approves Cogswell as upcoming vice chair.

Public Comment

No public comments.

Date and Time of Next Meeting

The next meeting will be in January. Time and date to be determined. Location will be ASM.

Suggestions for Future Agenda Items

Once Hubbard has conducted her data analysis, a special meeting will be called to vote on a la carte data availability. Cogswell suggest increasing meeting frequency. It is generally agreed upon that special meeting can be added in when necessary.

Adjournment

Watson moves to adjourn. Simon seconds. Meeting is adjourned at 12:55pm