AZSITE Board Meeting
January 15, 2015
10:30 am
Arizona State Museum

A quorum was obtained

Call to order at 10:36 am

Introduction of board:
        Board members present:
        Jim Cogswell
        Kelley Hays-Gilpin
        Arleyn Simon
        Beth Grindell

Financial report (Grindell):
- Approximately balance through December 2014: $31,00
- Income since July 2014 (approximate): $17,000
- Expenses since July 2014 (approximate):
  o UA overhead costs: $720
  o Expenses: $2,700
  o Salary: $35,300

Election of 2015 Chair:
- Motion that Beth Grindell remain chair through 2015 by Simon, second by Hays-Gilpin.
- Unanimous: Grindell remains chair through 2015.
- Cogswell projected to be chair for 2016

Standing report from AZSITE Advisory committee (presented by member of public/outgoing Advisory committee chair, Alan Dart):
- A quorum was obtained
- Barnaby Lewis elected and 2015 chair
- At meeting there was a discussion of AZSITE application form "stipulations" presented by Al Dart. Will be discussed further at next meeting. Summary:
  o Current wording (item 4 of application) states (in summary) that AZSITE User application on individual workstations must be protected by firewall. Problem – Government computers have varying security issues which may make firewalls impossible. Suggestion to re-word application to accommodate for that situation.
  o Current wording regarding the requirement of deleting AZSITE data upon end of user agreement – suggestion to re-word for clarity (such as they must delete database data, but keeping PDFs is ok?)
  o Citation of National Historic Preservation Act needs to be updated per recent change to law

AZSITE Backlog status (presented by member of public Rick Karl):
- Negative surveys: current within approximately two weeks of proper data submission
- New sites: Approximate 1 year backlog
- Sites with updates: Approximate 2 year backlog
- WAPA/COP data updated within 30 days of proper data submission
- "New Site Number" layer is active on AZSITE, so researchers know any new site numbers requested in any given location within 30 days of request

- Part of backlog is due to problematic data submissions by contractors. They will be reminded that QA/QC is their responsibility. We have been doing it in order to get the most accurate data possible into AZSITE, but it is quite time consuming.

Large data set requests (presented by member of public Rick Karl):
- Proposed guidelines have been developed by R. Karl. Will be emailed to board for discussion at next meeting
- Rick Karl: SHPO recommendation to do AZSITE search prior to fieldwork – recommended, not required. Only requirement is that report standards are followed.

Public comment:
- Introduction of Theresa Gregory as new AZSITE staff member
- Cogswell requests more microphones be purchased to have more efficient and clear webinars. Will be purchased by Rick Karl.

Requests for next agenda:
- Election of 2015 Vice Chair
- Discussion of stipulation edits to AZSITE user agreement
- Vote on new large dataset guidelines created by Rick Karl

Next meeting will be held:
Thursday April 23 at 10 am at the Arizona State University School of Human Evolution and Social Change (SHESC) Community Services Building
734 W. Alameda, Suite 102, Tempe, AZ 85287 (on ASU campus)

Motion to adjourn: Hays-Gilpin, second Simon, unanimous
Adjourned at 11 am