**Arizona Site Steward Program Foundation**

**Board Meeting**

**Minutes**

**9-13-2019**

Present: Chair Nicole Armstrong-Best, Vice Chair J. Scott Wood, Treasurer Kent Ennis,

 Secretary Ruthanna Battilana, RC Rep Dave Salge, SS Rep Jeri Meeks,

 At-Large member Shelley Rasmussen, SS State Coordinator Sean Hammond

Present by phone: SS Rep Steve Boley, SS Reps Don & Marcia Simonis,

Absent: RC Rep Doug Newton, Tribal Rep Jill McCormick, SHPO Rep Kathryn Leonard,

 Advisor Brooke Wheeler

1. Meeting called to order at 10:07 am by Chair Armstrong-Best.

2. Minutes: Battilana

 Corrections – attendance corrected to show SS Rep Don Simonis present by

 phone, 5a. correct name of tribe to Tohono O’odham, 6a. complete

sentence: conflict of interest forms to be sent out/filled out by new

 Board members and returned.

 Motion to accept Minutes as amended by Wood, seconded by Ennis, approved

3. Treasurer’s Report: Ennis, as emailed

 Donation of $1,000 received from Avenza, $100 received from supporter

 Motion to accept Treasurer’s Report by Meeks, seconded by Wood, approved

4. Update on Site Steward Program: Hammond

 a. conference call with developers of data base:

 focus on registration, vandalism, and reporting time

new: hours per site will be compiled automatically

 vandalism reports, will go to all Stewards assigned to that site

 list/history of vandalism reports by site

 will show all Stewards assigned to that same site

 b. BLM & CADO (Centralized Admin Dispatch Office ) currently requires Steward

 to also contact archaeologist with estimated schedule

 issue: concern that Stewards won’t go to their BLM sites due to

 additional administrative oversight

 c. need information from the data base for reports to feds by region

 problems compiling data

 Salge requested spread sheets by Land Manager

 d. new site spreadsheet – based on meeting requests

 sites to be identified by AZ or AR numbers

 added: column – how many visits requested by Land Manager

 & how many times site was visited

 separated out site info such as vehicle type needed, safety concerns

 need data for Governor’s report – monthly

5. Site Steward Conference Update:

 a. vendors invited – Avenza sent materials on mapping + free software

 b. 60% of people coming for 1x1 technical help

 c. 140 people registered so far, 129 for dinner

 Maswick Lodge has cap of 160 for dining room

 need to communicate that there is a cap on dinner

 d. Friday night Social – 111 people > need to double budget forecast to $2,600

 (originally planned for 60 people)

 e. need to include “training” in Conference title to receive federal funding from

 BLM - will fund lodging for 3 RCs with BLM land in their Regions ($600)

 f. speakers have rooms at Yavapai Lodge

 awardees & RCs will be funded for lodging in Tusayan

 except Jill McCormick – funded by Luke grant

 g. state per diem goes down to $96 on 11-1-19

 possibly can use federal rate by using federal grants

 h. State Parks – will fund award winners rooms at Tusayan for 6-8 people

 i. Foundation expenses: $2,607 for Friday night Social (120) people

 $1,700 for Veer Management ($1,649 + $161) = $4,265

 j. other expenses:

 the only RC requests for financial assistance from Jenny Anderson &

Steve Boley – State Parks to cover their lodging expenses

 motion to award $100 for travel expenses to Boley by Nicole,

 seconded by Ennis, approved by Board vote

 possible expenses for awardees – won’t know until awards announced

 k. Conference Planning Committee meets every Wed 4-5pm via conference call

 + meeting at the Grand Canyon on Sept 20 & 21

6. Website Update: Meeks

 a. website updated

 b. links to Conference added – hotels, registration, nomination for awards

 c. will create sponsor page for Conference

 d. The Watch – on a separate page

7. Old Business:

 a. shirts – need to order more, estimate to be presented at next meeting

 b. Salge – has a few sample Foundation shirts - for donation/supporters

 would require funding if more are to be ordered

8. New Business:

 a. Project Archaeology – have brochures & a sign but no goodies for Conference

 meeting with SHPO Leonard & others

 presenting at Site Steward Conference, teacher training set for March 21

 going to present program at teacher conferences, SRP, Mesa CC

9. Next meeting: October 11 @ 10 am

 (if second meeting needed before the Conference: October 25)

10. Adjourn: 11:41 am

submitted 10-4-2019/amended 10-11-19

Ruthanna Battilana, Secretary