**Arizona Site Steward Program Foundation**

**Board Meeting**

**Minutes**

**3-16-2020**

Present: Chair Nicole Armstrong-Best, Vice Chair J. Scott Wood, Secretary Ruthanna

 Battilana, At-Large member Shelley Rasmussen

Present by phone: Treasurer Kent Ennis, RC Rep Dave Salge, RC Rep Doug Newton,

 SS Rep Jeri Meeks, SS Rep Tee Cervantes, Tribal Rep Jill McCormick,

 SS State Coordinator Sean Hammond, later - Chair Nicole Armstrong-Best

Absent: SS Rep Steve Boley, Tribal SHPO Rep Kathryn Leonard,

 Advisor Brooke Wheeler, Joanna Brace - SHPO

1. Meeting called to order at 10:04 am by Chair Armstrong-Best – had to leave,

 meeting chaired by Vice Chair Wood

2. Minutes: Battilana

 Corrections: 4g. spelling - videographer; 4h. correct name and title – Kristine

FireThunder, Director, Governor’s Office of Tribal Relations; 6b. spelling

advertise; 7a. correct names and title – Manfred Scott, Acting Chairman of the Quechan) Kw’ts’an Cultural Committee added; 7b. correct title – Panel

Discussion on Border Activity Impacts to Cultural Heritage Preservation;

7c. correct wording – sponsorships and scholarships from SHPO/;

7d. correct name – Governor’s Awards in Public Archaeology; 8d. correct spelling – no; 9b. correct spelling – sunsetting

Motion to accept minutes as amended by Rasmussen, seconded by Battilana,

 approved by Board vote

3. Treasurer’s Report: Ennis

 a. No activity, balance remains $4,010.93

 b. Armstrong-Best reports receipt of 2 checks: grant for the Project Archaeology

 Program for $1,000 and memorial from a NE Region Site Steward for $50

4. Update on Site Steward Program: Hammond

 a. new database is now accepting applications, approximately 25 new apps so

 far; those who submitted paper apps were told to reapply online plus

 new applicants

 b. phase 2 of database roll-out = migration of data from old database, including

 sites and active Site Steward getting ready this week; delay due to

 discovering that cost of the migration was not included in original

 agreement, so added cost had to be negotiated; new student intern

 helping with this; could take up to 4 weeks to migrate all the data;

 training will be in April on how to submit hours

 c. re: funding: Luke AFB 2019 grant was for $10,000 of which $7,500 was spent

for the Site Steward Conference and Luke has now said that the

 remaining $2,500 could be used for the data migration cost;

 also: no Luke grant funds were used 2016-2018, and unlike most

 grants which confiscate unused funds, the program still has $10,000

 available from the previous grant, so the 2016 Luke grant funds will

 be used for the previously noted Conference costs, so the program

 actually now has $12,500 available, minus the #2,000 for cost of

 migrating the data, therefore, the program has “early funding” for

 the 2020 Site Steward Conference

 d. training manual for RCs is ready to be sent out

 e. applications on the new database now include the A-6 form which the

 applicants reviews and signs when applying; the A-6 form has links

 to background of the laws

 f. application process: after applicant completes the application, it is assigned

 to Battilana for reference check, then to RCs of chosen regions who

 also have a form to fill out acknowledging receiving the application and

 giving them 7 days to respond to it/contact the applicant; the RC has 2

 forms, the second one is filled out after training

5. Site Steward Conference Planning: Hammond and Cervantes

 a. conference will be in Yuma

 b. Conference Planning Committee: Tee Cervantes, Jill McCormick, Dave Salge,

 Shelley Rasmussen, Trudy Mertens, Addie Santillan, and several Yuma

 Site Stewards, and the Colorado State Park Historian

 c. idea for theme: how things are done in smaller areas = informal networks

 example of issue: donors

 d. tentative date for conference is November 13-15, need to finalize workshop

 locations and actual conference center location; re - hotel for conference

center: most opportune hotel is Hilton but it is quite expensive, need to

contact groups like Visit Yuma to help negotiate

 e. speakers: Rasmussen and Merten will be going to the Tri-National Symposium

 in Ajo and will be looking at potential speakers; there is a phone

 conference planned for Thursday with Martynecs and 2 others

6. Project Archaeology: Meeks

 a. next weeks workshop has been cancelled due to corona virus, no workshops

 until May/June

 b. funding: received $5,000 Humanities Grant plus $1,000 from the Institute of

 Heritage Education, therefore will not be taking Foundation money

 previously voted on for swag

 c. has updated the website and Facebook; acknowledgement of the grant

 has been added on Foundation website

7. Update on strategic plan for fundraising continued to next meeting.

8. Old Business:

 a. Salge: Tribal Nations Botanical Research Collaborative meeting set for

 March 24 with 9 Site Stewards on how to use/identify plants,

 will probably be a presentation at the Historic Preservation Conference

 b. Salge: re – panel discussion – information sent out

 c. Salge: Governor’s Awards – due date has been extended by SHPO,

 2 Site Stewards have been nominated

 d. Meeks: Heritage Funds bills #2454 and #1350 to be heard this week

9. New Business: none

10. Next meeting: April 20 @ 10 am

11. Adjourn: 10:42 am

submitted 4-16-2020/amended 4-20-2020

Ruthanna Battilana, Secretary