**Arizona Site Steward Program Foundation**

**Board Meeting**

**Minutes**

**11-16-2020**

Present by phone or web-ex: Chair Nicole Armstrong-Best, Vice Chair J. Scott Wood,

Secretary Ruthanna Battilana, Treasurer Kent Ennis, RC Rep Dave Salge,

RC Rep Steve Boley, SS Rep Jeri Meeks, SS Rep Tee Cervantes,

SS Rep Pam Rottas, Tribal Rep Jill McCormick, SS State Coordinator Sean Hammond

Absent: SS Rep Elliott Thompson, At-Large member Shelley Rasmussen,

 SHPO Rep Kathryn Leonard, Advisor Brooke Wheeler

1. Meeting called to order at 10:05 am by Chair Armstrong-Best

2. Minutes: Battilana

 corrections: Jill McCormick – absent

 4f. ally intern; 6a. spelling correction – should we (not be),

 add: Nicole to send out amended social media policy

motion to accept minutes as amended by Wood, seconded by Meeks,

 approved by Board vote

3. Treasurer’s Report: Ennis

 balance: $7,016 = $4,291 + grants

 one expense pending: $71.70 to Lisa

 Meeks: will be paying Project Archaeology website expense from the grant

 but it hasn’t been transferred from SHPO yet

 Ennis: renewed SAM license/permit

 motion to accept Treasurer’s report by Meeks, seconded by Wood,

 approved by Board vote

4. Update on Site Steward Program: Hammond

 a. internship for Project Archaeology and tribal coordination and

 educational materials – interviewing someone on Thursday,

 from ASU, Diné, has non-profit experience

 intern would begin in February

 will send out job description

 b. online training: 83 were online including RCs and LMs, good feedback,

 next training topic will be mapping and coordinates – in January

 c. BLM 4th Quarter Report: waiting for funding confirmation

 d. first hours report: 15,674 hours submitted, and that may only be 50%

 as some SSs haven’t taken the training on submitting hours

 e. The Watch: to be out by end of November

 Foundation contributions – Armstrong-Best - end of year summary,

 Meeks - website and donation area will be done,

 Hammond will include a link to the Foundation website,

 Cervantes - recommends advertising Giving Tuesday,

 Meeks - wants to add something on Project Archaeology,

 Salge – include an article on logging time

 f. RC meeting: focus was on site kits and training

 for field training – schedule it in advance so LMs can calendar it,

 thinking of recording a field training session to use as a

 component of the field training

 recommendation that Hammond have the “old guys” to do a video for

 field training, Wood agreed to do it

 site kits – one of the biggest problems

 what is the best approach? have a group in each region work

 on collecting site kits, use the intern

 Salge: LMs need to play a bigger role and a review process is needed

 Hammond: will discuss site kits at second LM training

5. Project Archaeology Update: Meeks

 a. annual report due December 1, sending it to Brooke Wheeler

 b. meeting on Wednesday

 c. still working on the 2 projects:

teacher workshop – waiting on grant to hire an intern

online teacher workshop stalled because grant has not be turned over yet

 d. doing videos in parks – copyright issues – need to ask parks about this

 e. Emily Early, Mesa Natural History Museum, is interested and will join the

 Wednesday meeting

 f. we have a year to do the videos – the grant was extended thru June 2021

6. Update on Website: Meeks & Cervantes

 a. Skunk Works site – comments on cosmetic issues, lighter background, etc.

 b. focus = fund raising issues

 c. meeting this afternoon

 d. ideas from Skunk Works site to be transferred to the website we already have,

 (white background, sponsors slider)

 “old” website is already formatted from pods, phones

 e. still need pictures – especially of SSs in action

7. Old Business: none

8. New Business:

 a. Armstrong-Best: for new board members, what are our plans for the future?

 need to set a time for a meeting on just this, maybe a virtual happy hour,

 just to talk, before the end of the year

 Cervantes: need to set a theme for next year, maybe cultural sensitivity

 *Retreat set for Monday, December 14 @ 5:30 pm\**

b. links needed: Rottas: need a link in The Watch to videos

 Hammond: and a link to Coalition Conference workshops

 Meeks: link to Foundation website

9. Next meeting:

December 21 meeting cancelled – replaced by *Retreat* on December 14

10. Adjourn: 10:52 am

submitted 12-16-2020/amended 1-18-2021

Ruthanna Battilana, Secretary

*\* Note: Retreat later continued to December 21*