**Arizona Site Steward Program Foundation**

**Board Meeting**

**Minutes**

**12-13-2019**

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

 Secretary Ruthanna Battilana, RC Rep Doug Newton, SS Rep Jeri Meeks,

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

Present by phone: RC Rep Dave Salge, SS Rep Steve Boley,

Absent: Tribal Rep Jill McCormick, SHPO Rep Kathryn Leonard, Advisor Brooke Wheeler

(Resigned: SS Reps Don & Marcia Simonis)

1. Meeting called to order at 10:02 am by Chair Armstrong-Best.

2. Minutes: Battilana

 motion to approve minutes as submitted by Meeks, seconded by Wood,

 approved by Board vote

3. Treasurer’s Report: Ennis

 a. no refund yet from Best Western – Salge will email them

 b. profits from Site Steward Conference: $54.50 from sale of books, $336 from

 sale of shirts, $1,003 from Silent Auction + additional payments of

 $125 and $50 (late payments for Silent Auction)

 donations: $200 from Schwab, Hayes, & Biggs, $50 on website

 Total: $3,810.93 [*I know this isn’t correct]*

 c. Ennis: received “cage” number from Frederal government

 add ASSP Foundation account

 d. need to apply for grant via Hammond (either through the Foundation or ASSP)

 for OHV grant – for damage prevention training for OHVers

 e. owe Meeks $276 for swag for Project Archaeology (previously voted on)

 f. Ennis will sign up Foundation as vendor for ASSP so Battilana can be

 reimbursed for Conference awards

4. Site Steward Conference wrap-up: Hammond, Salge

 reimbursement to Tohono O’odham for breakfast

 (previously discussed in committee but not with Foundation Board)

 requested amount = $200 (hotel was reimbursed through the grant)

 +$50 for travel/gas

 Battilana moved that $250 be reimbursed to the Tohono O’odham,

 seconded by Wood, approved by Board vote

5. Update on Site Steward Program: Hammond, Meeks

 a. Hammond: data base: should be up next Friday for applications

 3rd week in January up for hours and vandalism

 February – up for volunteer agreements

 b. Meeks: need to add a link to the website

 c. Hammond: will have multiple links for Site Stewards, RCs, LMs

 Jan 14/15 webinar for RCs & LMs

 planning classes regions at sites with multiple computers

 site spread sheets to be sent to RCs

 RCs will need to add names of SSs who are monitoring

 each site

 all sites will be on a list for each SS – so SSs can report on

 unassigned sites

 will see last time someone visited that site

 vandalism reports will go to anyone associated with that site

 - RCs, LMs, other SSs

 (note: will need to change training manual re: visiting unassigned sites)

 note: Federal rate for a volunteer hour = $25.43 + .58 mile for travel

6. Evaluation of Site Steward Annual Conference:

 all comments were positive, except about WiFi and driving

 special thanks to Tee Cervantes, Sean Hammond, Jeri Meeks

7. Project Archaeology: Meeks, Armstrong-Best

 a. need 2 letters of support from Nicole – one from Foundation, one from PGM

 letter from Wood completed

 b. AZ Humanities Grant – SHPO will take the reins on this per SHPO Leonard

 worth $5,000 + $5,000 match-in-kind

 for training and education this year

 budget will be done by Joanna Brace at SHPO

 next meeting is set for Tuesday – on the grant & 3-year plan organizating

 c. event: Jan 11 – 3-6 pm “Dig and Drink” for Project Archaeology

 trial of a “Sherlock Holmes” idea = look for clues, not artifacts

 “backwards archaeology” – message is that archaeology is a

 context issue

 - participants are given a bag of “artifacts” & go put them back into

 the dig site and infer the context

 - then go drink and compare notes/questions

 using “cahoots” – online site

 limit is 15 people, open to the public

 d. in-kind goods = time, Google form

 (time can be counted by SSs, is on the list of options)

 e. Tuesday 10am – Project Archaeology committee meeting

 Dr. Lisa Yopp – trained as master teacher, from Kentucky

8. AZ Historical Preservation Conference session: Salge

 share forum with RCs and LMs

 session on border issues and sites

 panel – need at least 4 participants

 need names by end of December

 Martynecs would be excellent but may not be available

 motion to sponsor session – at no cost to Foundation - by Wood,

 seconded by Meeks, approved by Board vote

 future issue: being a conference sponsor which will cost money

9. Board positions:

 Simonis’ both resigned as SS reps

 nominate Tee Cervantes

 vote to be held at January meeting

10. Old Business:

 a. need to revisit decision on having evening meetings quarterly

 b. do we get Foundation tee shirts?

11. New Business:

 a. add a Project Archaeology page on website – yes

 b. fundraising needs to be discussed

 c. re-visit Bylaws re focus of the organization

12. Next meeting: Friday, January 17, 2020 @ 10 am

13. Adjourn: 11:30 am

submitted January 9, 2020

Ruthanna Battilana, Secretary