I. Welcome and Introductions

II. AZ State Parks Update: Change in Leadership
    What This Means For The Site Steward Program
    A. Agency Archaeologist Update
    B. SHPO Update: Kathryn Leonard
2019 SITE STEWARD ANNUAL CONFERENCE
THE GRAND CANYON!!
OCTOBER 4TH – 6TH

A. Location/Date/Schedule

- Grand Canyon Cultural Resources are Endless
- Support From Cultural Resource Staff
- Additional Training Opportunities: Do We Include Two (2) Days of Workshops?

**Previous Conferences**
Friday Afternoon: LM & RC Meetings
Friday PM: Social Gathering
Saturday AM/PM: Workshops
Saturday PM: Awards Event
Sunday: Choice of Several Field Trips

**Grand Canyon?**
Thursday Afternoon: LM & RC Meeting
Thursday PM: Social Gathering - All Attendees
Friday & Saturday: Workshops
Saturday Evening: Awards
Sunday: Choice of Several Field Trips
B. Funding & Estimated Cost

- Costs: In The Coming Month We Will Develop a Budget
  - Scholarships, Catering, Printing, Awards,
- Lodging: Yavapai, El Tovar, Kachina/Thunderbird/Maswick lodge, RV & Camping
  - Other Hotels/Lodging to Pursue?
- Site Steward Foundation
- Identifying Potential Donors

C. Discussion on Type of Workshops to be Offered

- Access to Grand Canyon Cultural Resource Staff (Ellen Brennan, Program Manager)
- Speakers
- LMs, Stewards?
D. Sunday Field Trips

- Ideas

E. Conference Planning Committee

- Dave Ryder Consulting
- Volunteers Needed
- Regions in Vicinity
- Every Tuesday: 3PM Conference Call

IV. BLM: CADO & Program Updates

- Centralized Admin Dispatch Office (CADO) Policy
- Program Updates
- Tucson Region
V. Land Manager Priorities, Concerns, and Suggestions

A. Sample Discussion Items: Site Kits, Field Training, Vandalism Reports, etc...
B. Cost-sharing (copying, supplies)
C. Turn-Over Procedures: How is the Site Steward Program Passed to New Staff?

VI. Volunteer Agreements: Time to Fix This Problem

A. Process
B. Problems and Negative Effects on Program
C. Forest Service and the Office of Management & Budget
   Comments/Instructions
   - Daisy Morgan, Southwestern Regional Office, Albuquerque
D. Global Form: Standard Forms and Using Data Base for Volunteer Agreements
Step 1: RC Mails/Emails Forms to Stewards

- RC Process, Copy, Send to LM
- Stewards Handwrite Responses/Sign
- Each Steward Mails (Snail) Back to RC

Repeated Every Year

Last Step: LM Processes Forms

VI. Volunteer Agreements: Time to Fix This Problem

B. Problems and Negative Effects on Program
   - Time Consuming: 3 Month Process!!??
   - Forms Often Not Fully Complete—send, resend
   - Old Forms Get Mixed In
   - Not a Paperless System -Why?
   - If Form Doesn’t Change, Then Why Every Single Year?
   - LMs—Processing, Typing

We Can Do Better

“Volunteers Have Quit Over Chaos of Volunteer Agreements”

RC Quit Over Agreements —leaving a Region w/o a RC

The issue and resolution of this email points out the 'depth of bureaucracy' that many RC/SSIs find repugnant. Right form vs. Wrong Form - Right way to fill out form vs Wrong. Did it wrong? Do it over again... Prime example of “How to drive away volunteers”.
VI. Volunteer Agreements: Time to Fix This Problem

C. Forest Service and the Office of Management & Budget Comments/Instructions

- Daisy Morgan, Southwestern Regional Office, Albuquerque
- Merlene Mazyck, Program Manager, Forest Service National Forest System, RHVR, Washington D.C.

- Encourage Digital Signature: “We want this process to be paperless”
- Group Form vs. Individual Form
- Only sign Agreement when form is changed. Don’t need forms signed every year. Fed Form updated every 3 years.

“digital signatures on the volunteer agreement are allowable and encouraged.”
-National FS -Washington, D.C
VI. Volunteer Agreements: Time to Fix This Problem

D. Global Form: Standard Program-Wide Agreement
   • Global Forms: Do the forms mostly or exactly ask for the same basic information: Name, Address, Contact, Worker’s Comp Statement, Emergency Contact? If yes, we should develop a form that would work for a number of agencies.
   • Federal OMB Forms
     - Using Data Base for Volunteer Agreements -Demo

VII. Regional and Assistant Coordinator Priorities, Concerns, and Suggestions

A. General Discussion
   • Update Stewards Contact Information
   • Active/Non-Active
   • Send List of Upcoming Awards (5-year, 10-year, 20-year Print)

B. Regional Conferences

C. Retiring Soon? Identifying Next In-Line RC
   • RC Mentorship Program
   • Support System for New RC

D. Regional Updates & Successes

E. SSP Coordinator’s Regional Site Visits

F. A6’s
SSP Coordinator’s Regional Site Visits

Yuma Region

Heber

NE Region

Amity Pueblo Management Plan

Developing New Partnerships

SSP Coordinator’s Regional Site Visits

AZ Strip West

AZ Strip East

Red Rock/Middle Verde

Lake Havasu Region

AZ Strip

AZ Strip East

Red Rock/Middle Verde

Lake Havasu Region
SSP Coordinator’s Regional Site Visits

Tucson

Simulating a Vandalism Scene – Showing Stewards in training what they may see and the procedures to follow.

Central/Tonopah

Flagstaff

Payson
III. Reporting Hours: Why So Important?

A. SHPO Federal Grant: Matching Requirements
- Historic Preservation Fund – Administered by NPS – Annual to SHPO
  - For SHPO to Continue Services – Must Provide MATCH
  - How do they get Match? From Steward Volunteers

  CALCULATING THE VALUE:
  $24.51 per hour is the dollar value
  \[ 18,045.5 \text{ Steward hours in FFY 2018} \times 24.51 \times 18,045.5 \text{ total Steward hours} = 442,295.21 \]
  THIS IS AWESOME!!!

  WHAT IS THE REQUIRED AMOUNT PARKS/SHPO MUST REACH?
  - Minimum non-Federal match of $537,100
  
  DID WE REACH MATCH GOALS?
  - NOT QUITE – SHORT $94,805.46.

  Reporting Hours Enables Parks/SHPO Ability to Receive a Critical Federal Fund

IX. AZ Site Steward Foundation

A. New Website: https://www.asspfoundation.org/
B. Expense reimbursement up to $50 for workshops
C. Project Archaeology
  - Getting the Message to Youth – Advocates, Pursue Field
Archaeology Southwest
John Welch

A. On-Line Training Program For Archaeologists, Site Stewards And Law Enforcement
   • Partnership Grant: Archaeology Southwest, tribal & agency partners
   • Interested in taking free or very low cost online training?

1) INTRO TO ARCHAEOLOGICAL RESOURCE CRIME (International and National Contexts)
2) (2) RECOMMENDED PRACTICE FOR COMPLETING THE ARCHAEOLOGICAL RESOURCE DAMAGE ASSESSMENT PROCESS

XI. Program Updates
A. Developing a New Interactive Site Steward Map
   ➢ Knowing the Boundaries
   ➢ Inform New Applicants
   ➢ Support to LMs

   • AZ State Parks GIS Team -Jeff Schmidt; Demo
   • GIS Team Needs from Land Managers & RCs

What Other Features Would Help?
Program Updates

A. Manual Workgroup Update
   • Team In Place
   • Dissected Chapters-Assigned Roles

A. Student Intern: Clara Krause
   • Student Recruitment
   • Some Admin
   • Important Meetings
   • Steward – Flagstaff & Sierra Vista

D. Development of New Data Base
   ➢ Secure Site: Used to Manage Federal Trails & OHV Grants – Sensitive Survey Data

   Central Location for:
   ➢ Volunteer Agreements, Other Forms: Completed On-Line
   ➢ Site Folder: Maps, Photos, Description – LM Choice; List of Assigned Stewards
   ➢ Store Photos
   ➢ Vandalism Reports: Email Each Steward Assigned

   • Newly Developed App- Wanda Raschkow with Friends of Cedar Mesa
   • March 1, 2019: Complete Project - Developing Forms; Process
   • Migration of Site Kit information: How to Handle?
E. Communicating With Media
- Encourage Steward Stories
- Contact Sean Prior
- Criticism

F. The Watch
- Not Receiving Newsletter in Emails
- December Newsletter
  - Submitting Article – December 12th

2019 Schedule

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<tr>
<th>Date To Submit Articles in 2019</th>
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<tr>
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THANK YOU