

Minutes of the First Board of Director's Meeting

71st Plains Anthropological Conference
Wednesday, October 2, 2013 6:00 PM
Snowberry Room, Embassy Suites Loveland Hotel
Loveland Colorado

Present: Mavis Greer, Mark Mitchell, Jeani Borchert, Bob Brooks, Susan Vehik, Marcel Kornfeld, Adam Graves, Amy Bleier, Mark Miller, Steve DeVore, Matt Hill, Mark Muniz, Kacy Hollenback.

Present for Her Report: Laura Scheiber

Not Present: Joe Watkins, Doug MacDonald

1) Welcome and Call to Order by Mavis Greer at 6 PM.

2) Approval of Agenda: A motion was made by Mark Miller to accept the agenda. This was seconded by Marcel Kornfeld and approved by all.

3) Introduction of new Board Members and Guests: Mavis Greer introduced Susan Vehik and Mark Muniz and said that Kacy Hollenback would be getting in a little late to the meeting.

4) Recognition of outgoing Board Members: Mavis Greer acknowledged the outgoing Board members Steve DeVore and Mark Miller.

5) Mavis Greer distributed the updated briefing packets.

6) Approval of the 2012 Minutes of the First Board Meeting: Mark Mitchell made a motion to approve the minutes as distributed to the Board at this meeting. The motion was seconded by Mark Miller and approved by all.

7) Summary of Past Year Issues: Mavis Greer gave the Board a verbal summary of the business of the Board over the last year. The following are from Mavis Greer's notes for the meeting:

I had about 1,500 emails relative to Plains business from October 9, 2012-October 2, 2013.

A. Most emails were associated with signing journal publishing contract. Left Coast Press informed us on October 24, 2012, that they would not be signing the journal printing contract we spent the past year negotiating. We began negotiations with Maney Publishing almost immediately thereafter. Many emails and phone calls occurred between PAS and Maney. We consulted with a lawyer about the contract in February 2013 before it was signed. The contract was approved by the Board and on March 7, 2013, we notified Maney of the acceptance. The contract was signed in March 2013; Maney then misplaced it, and it was resigned in July 2013. A pdf of the final, signed copy has been sent to the 2013 Board via email. The original signed copy is being sent to the PAS Archives.

Most of the transition rests now with the editor. A few things that the President helped with include:

- Notification to Institutions that their renewals would come from Maney and not PAS.
- Notified JSTOR and PROQUEST about the change to Maney.
- Notified SWETS that Maney will deal with our Institutional subscribers.
- Consulted with Maney and Editor regarding the cover.
- Wrote a letter to Augstums about the change and thanked them for their past service. In the letter I noted that if we had need of a printing service for such things as ballots, we would still use them.

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- I wrote an explanation of the change of publishers to be sent to institutions who questioned the change in cost.

B. Committee correspondence with all of them was second. Much discussion and progress occurred within the Membership Committee. I sent an email to all the people we had contact information for and to the Arch List the first of January regarding membership renewal, and we had a good response. Also, many people wrote to ask about their membership status, which I passed on to Adam. This type of reminder is critical every year.

C. Status of archaeological funding in Canada. Leigh Syms raised this issue at the annual meeting in 2012, and Amy Bleier distributed information provided by Bob Dawe. I contacted Leigh on October 23, 2012, and he was looking into whom to contact, but he never got back with us with particulars.

D. I wrote a letter of support for the Department of Archaeology at the University of Calgary for a proposal to host the World Archaeological Congress meetings in 2016.

E. I had a request for someone to be nominated to the Smithsonian Repatriation Review Committee. I put out feelers for interest and found none, so I emailed them that we had no nominations at this time.

F. I had much correspondence with Mary Ann Drass about web updates and changes, and even then there are always things to change.

G. I responded to people's concerns regarding such issues as:

- Problem with mailing of Issue 223.
- The society is too much the Plains Archaeological Society and not enough the Plains Anthropological Society.
- Permission needed to reprint articles for classes; this was granted.

8) Committee Reports:

Distinguished Service Award (DSA) Committee: Steve DeVore reported that he and Amy Bleier served on this committee. They had one nomination come in before the deadline and an inquiry after the deadline. The one nominee was a very strong candidate. The award will be presented at the Banquet.

Mark Mitchell asked Steve how he thought we could increase the number of nominations. Steve said not really, but as long as we get one good candidate we are okay.

It was suggested that we should give Augustums an award for all their years of service in printing the Plains Anthropologist. There was discussion about whether or not this should be a DSA or a special award. It was decided the DSA Committee would address this next year as a special award.

Ethics Committee: Joe Watkins sent a report as he was unable to attend the Conference. It had been decided last year that the Ethics Statement would be put to a vote of the membership. Mavis Greer will bring the ethics statement to a vote at the Business meeting, as it was printed in the PA. She will ask for a show of hands. We will need to move to a count if it is a close vote.

It was decided that if the Ethics Statement is passed at the Business meeting the Board will suspend the Ethics Committee.

Bob Brooks said there is no enforcement in this so what if a complaint comes in to the Board. There was discussion about how this ethics issue came about and the previous discussions of the Board in this

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regard. It was not intended to enforce but as a statement of ethics that all members should strive to achieve. Bob said it was just a point of discussion but we may hear from people in the future in regard to a member not abiding by the statement.

Nominations Committee: Matt Hill reported that he, Elaine Hale and Chris Lintz served on the Committee. They had many nominations; he thought our Facebook presence made a difference. Fifteen candidate suggestions were presented to the Committee. The nomination process ended August 13, 2013 when the Committee received commitments from 6 candidates to stand for election. The candidates were: Bob Brunswig, Kacy Hollenback, Edward Knell, Mark Muniz, Sarah Trabert, and Susan Vehik. Ballots were sent on August 22, 2013 to 322 current members and 91 2012 members who had not yet paid for 2013. Two reminder emails were sent out to members. The Committee received 173 ballots. Fifteen were nullified as they were not 2013 members or came in late. The results from the nullified ballots would not have changed the results of the election. The elected candidates are: Kacy Hollenback, Mark Muniz, and Susan Vehik.

Matt said the process should move toward electronic ballots. Mary Ann Drass will be helpful in the regard. This is possible but we would have to ensure that it would only be available to current members. Adam said this could be done with a link to Quick Books. Adam will look into it. There was a question about whether this would require modification to the Bylaws. See the further discussion under Web Site Committee report below.

Student Paper Award Committee: Laura Scheiber submitted her verbal and paper report. There are five students who will be part of the student paper presentations this year. There is one undergraduate student and four graduate students competing. These students are from a variety of schools and a variety of topics are covered. We have averaged seven students per competition. The Committee is growing because there are people who really want to participate in this. Kent Buehler has requested to stay on the Committee even though he is no longer editor. Kacy Hollenback was the student representative and would like to remain on the Committee even though she has graduated and has been replaced as student representative. There is a high variability in the manuscripts submitted. The Committee will meet to discuss goals and what to do if the papers aren't ready for submission to publication. People feel the need to give the award but are concerned about the quality of the papers.

It was discussed that last year we decided the winner of the award would receive a one year membership to the PAS, but that we had not voted on it. Jeani made a motion, Mark Miller seconded, and all approved the motion to give student award winners a one year membership. Bill Billeck had suggested that every competitor receive a copy of the Plains Handbook. Laura will add this to her report.

Native American Student Award: Jeani Borchert presented the Committee Report. This year we have nine individuals who have submitted applications for the award. This year's competition was very competitive and yet one applicant scored high by all reviewers. We have decided to give the award to Melanie McKay-Cody, a Chickamauga Cherokee graduate student in Linguistic Anthropology at the University of Kansas. She is deaf, fluent in American Sign Language, and has been studying American Indian Sign Language for many years. She is currently working with a Northern Cheyenne contact fluent in Plains Indian Sign Language, on a lexicographic and linguistic analysis so that she can produce educational materials for future generations.

Jeani Borchert reported that she had received inquiry into our enrollment requirement. One young woman has a certificate of blood quantum (CDIB) but is not considered an enrolled member of her tribe. A Professor had called and noted that this enrollment requirement excludes native peoples from south of the US. Jeani pointed out the issue of blood quantum within tribes; that some are changing the requirement

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for $\frac{1}{8}$ or $\frac{1}{4}$ degree of Indian blood to descendant of someone enrolled. Bob Brooks said that it is a political issue and there are lawsuits in this regard. Matt Hill does not think we should be getting into the issue of who is Native American and who is not. He thinks we should not have an evidence requirement. Mavis sympathized with Matt's position but said it is complicated; the Government's lack of recognition of some tribes is an unfair issue but we also don't want to end up giving the award to someone who is not Native American. Kacy Hollenback pointed out that within some tribes an individual needs to be $\frac{1}{4}$ or $\frac{1}{2}$ Indian blood to be enrolled while others have the added requirement that the tribal blood needs to be paternal. There are individuals who grow up on the reservation and speak the native language but are not enrolled members of the tribe. Bob Brooks suggested we ask knowledgeable individuals within the PAS membership. We should gather information over the coming year and then make a decision. In the interim Mark Mitchell made a motion to include a CDIB or evidence of enrollment to qualify for this award. The motion was seconded by Mark Miller and approved by the Board with Matt Hill abstaining.

Archives Committee: Jeani Borchert presented her written report but did not go into great detail verbally. She suggested we publish the list of missing items early in 2014 in the Journal and on our website. Further she suggested we put the guidelines on how to submit items to the Archives on our webpage. Jeani will work with Doris Peterson and the rest of the Committee to update these guidelines if needed prior to publication.

Resolutions Committee: Amy Bleier read the resolutions for Doug MacDonald. (See attached resolutions) Amy wondered if there were any others who had passed away this last year as she only had John Weymouth listed. Someone suggested adding Tony Baker to the list (It was later noted at the Business Meeting that Mr. Baker had been listed in the Resolutions last year. Also note that three other names were listed by members at the Business Meeting).

Conference and Handbook Committee: Amy Bleier discussed the current list of upcoming Conferences in Fayetteville, Iowa City, and Lincoln. She also brought up current issues. The biggest issue is the fundraising that needs to be done to pull off the expense of hosting a conference. Marcel Kornfeld believes this should be upfront so that prospective Hosts are well aware of the issues. There was discussion about the need to raise the registration amount and the expectations of the membership in regard to Conference amenities.

Web Site Committee: Bob Brooks presented his report to the Board and led discussion on a number of issues. He said the web site could have a lot of new things coming including electronic voting and Survey Monkey. He will work with Mary Ann Drass to coordinate this. There was discussion about links to other sites that we provide on our website. Bob suggested that the Board set up a policy to guide which links to place on the website. If we don't have a policy then the Board should review requests. It was decided that requests would be sent to Bob Brooks and the President of the Board for review.

There was discussion of putting a counter on the website to learn how popular it is. Kacy said instead of embedding a counter on the site we could use Google analytics to track this; it is just a cut and paste process.

The last item in his report was that Arts and Sciences at Oklahoma will migrate us to a 3rd party host soon. It will allow secured access through logins which may allow for electronic voting. Further it has counters. Once the server is set up and the 3rd party host identified he will update the Board. This will make Mary Ann Drass' job easier. Bob doesn't know if there will be a domain change with this new host, but it shouldn't affect anything as it will be invisible when searching to PAS. Marcel Kornfeld suggested we reserve the PAS domain name in case we want it for future use. Bob Brooks thinks we already have a PAS domain name. He will look into it.

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Publications/Editorial Committee: Marcel Kornfeld presented the Editor's Report. He suggested the Publications Committee really only exists when we are looking for a new Editor.

Our call for papers was successful. We have many manuscripts in the process. While it may appear we are only weeks ahead of where we were last year at this time, we are in much better shape because of the number of submissions and where they are at in the process.

A big part of what went on last year was that the contract we signed with Left Coast Press didn't go through as Left Coast Press journal publications was purchased by Maney Publishing. Since our contract had not been executed we were required to restart negotiations with Maney in regard to publishing the journal. We have manuscripts for all of 2014 and into 2015 although some of these could be rejected. There was discussion of the quality of manuscripts submitted. Marcel would like to work toward higher quality submissions. Note that with Maney these will be available electronically before the actual issue publication. Also, because Maney will be doing some of the work once we have completed the backlog of 2013 issues, we will be able to reduce the cost of the Associate Editor from \$15,000 to \$10,000. We may need more help rather than less for the next 3-6 months so this change won't take place right now. Marcel is looking for reviewers. With PayPal many people aren't able to fill out the expertise category. Maney really wants a list of expert reviewers so that Marcel can just check on reviewers for an article and they can be sent to them. Marcel has started his own list but hasn't had time to develop a database, plus there is the issue on how to take the list and make recommendations for a particular article. Mavis Greer suggested we could send out an email call for reviewers. Matt Hill wondered if we need to put out a call for submissions again. Marcel Kornfeld said we could do that if submissions slow down in 2014, but for now we are just where we need to be; we don't want more than 1-1.5 years of backlog. Matt suggested the quality may go up if we have more submissions. Marcel didn't think that would necessarily be the case. There was discussion on current submission revision needs.

Endowment Committee: Amy Bleier reported on this Committee. There hasn't been a lot of activity this year. Her focus was on increase in Membership rather than asking members for more money. A line was put in the form for membership renewal allowing for the endowment fund. There was discussion on moving the "donate" button on the website to make it more visible.

Membership Committee: Amy Bleier presented the report for Doug MacDonald. Last year there was an effort to renew lapsed memberships through emails at the beginning of 2013. The Committee also began a Facebook presence. We currently have about 200 people following us on Facebook. It provides us a free advertising opportunity. She has used Facebook for journal and Conference notifications, and nominations for the Board. We have increased our membership but institutional members are still down. Adam and Doug have worked on providing new members a back issue and a letter of acknowledgment. There was discussion about bringing in student members. Matt Hill and Kacy Hollenback suggested we start a Student Affairs Committee. Mavis Greer said it could function as an Ad Hoc Committee. The student Chair of the Committee could serve as a Liaison member to the Board. The Committee would include members from the Board and 5 students. It was decided to create this Ad Hoc Committee and have Kacy and Matt serve on the Committee from the Board. Matt Hill made the motion, Marcel and Miller seconded the motion, and it was approved by the Board. Kacy said there would be a meeting with students on Friday and they will discuss this and work out the particulars.

Mik Stockley from IU Geary contacted the Board and was concerned that archaeology was over-represented. She would like to participate on the Membership Committee to reach out to others in Cultural Anthropology, Bio-Medical Anthropology, Linguistics, etc. Mavis Greer thought she would come to this Board meeting, so we will have to wait and see if she contacts us. Marcel noted that the current book review editor, Kelly Branam, is a cultural anthropologist. Others are thinking along the same lines.

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9) Treasurer's Report: Adam Graves briefly discussed the numbers associated with his written report. We have increased our membership by 72. Many old members renewed and we added 54 new members. Our journal expenses were a little more than past years. We had more money coming in from back issue orders this year. Pay Pal has worked pretty well for us this year. We had an influx of money from the 2012 Plains Anthropological Conference of \$9787.78 which helped us into the black with an overall net income of \$7976.05 since last October. Note, however, that we have 3 additional journals to publish this year.

There was discussion about the need to have a deadline for membership to avoid confusion with the audit and to make sure that memberships are up to date prior to the Conference. It was decided the deadline should be in May if they want back issues for the year, or they can pay back issue prices. The Membership Committee will work on this issue.

Adam Graves requested a temporary assistant to put everything in Quick Books and clean it up. This assistant has a business degree. It would be a temporary onetime thing. The work would be done by the end of 2013. We would be charged \$1500 and it is estimated the work could be done in 60 hours (\$25/hour). Jeani Borchert moved that we support this temporary position. Amy Bleier seconded the motion and it was approved by the Board. Adam Graves will provide a proposal on this to Jeani to include in the Minutes of this Board meeting.

There was discussion about the Endowment Fund. Adam Graves said it is not currently held separately from the general fund. The Board thought this needed to be separated and invested independently of our other account. Adam should check and see if Jason LaBelle knows the amount that should be in the endowment fund. Mark Miller believes it is around \$53,000. Mark Mitchell said it was important to know what that number is and from now on we will need to track it separately. Bob Brooks said it needs to be in a separate account. Marcel Kornfeld said that it should be separate and we should be taking the awards out of this account. While the Endowment Fund is growing it is not yet producing enough interest to fully support the awards. Jeani Borchert asked Adam Graves if he has explored investments yet. He said our investment goals need to be defined before he moves in that direction. Next year he and the Board will take a good hard look at this and align our financial goals with this. We can discuss through email over the upcoming year. It was suggested the Endowment Committee work with Adam on this, in particular in regard to goals and investment strategies.

10) Editor's Report: See Publication/Editorial Committee Report.

11) Work Plan: Mavis said we've been working on this throughout our Committee discussions so there was really nothing to add to it.

12) New Business:

ListServ: Mavis said that Jason LaBelle had suggested we set up a ListServ for PAS to reach the membership. Most ListServes are moderated. Mark Mitchell suggested if we could find a moderator it would be OK. Mavis Greer had said the problem with sending out mass emails is there is a limit of 100 people you can send an email. Bob Brooks said he would check into this. Marcel said he had talked with his IT people about this and the limit is 100. Bob Brooks will look into our options.

Lifetime Membership: Mark Miller suggested the \$1000 charge for a lifetime membership was too low. He suggested we raise the price. We will need to look into what would be reasonable. Mark Mitchell suggested we discuss this at the Business Meeting. We could compare with what the SAA does in this regard. It was decided to do some research and then bring the issue to the Business Meeting in 2014. The Membership Committee will be in charge of checking into this for the Board.

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Back Issues: Maney Publishing is already working with Marjorie Duncan on this. It is all under control.

Forthcoming Conferences: Ken and JoAnn Kvamme came to the meeting to discuss the 2014 Conference. They have a contract, not yet signed, with Hotel Chancellor for \$99/night. Conference meeting rooms would be \$100 each. They are still negotiating for the Banquet. They left the information for the Board. Mark Mitchell noted that we do not normally sign the contracts but would be willing to look it over and discuss it.

Matt Hill noted that the 2015 Conference will be in Iowa City. They have made a 250 room commitment with \$7500 in food and beverages. They will be working through their University Conference Center. While it is a substantial fee (\$10,000) they will really help with the Conference. He noted that registration fees will have to go up and we will need to increase late registrations to encourage people to register early.

Steve DeVore reported on the 2016 Conference being planned for Lincoln. It will be the University, MWAC, and the SHPO. They are working with the Visitor's Bureau and looking at hotels. The exact date depends upon the football schedule. It will either be the middle or end of October. Someone noted that we should avoid scheduling the Conferences at the beginning of October as that is the Federal end of budget year and it makes attendance difficult for Federal employees..

Jason LaBelle reported on the current Conference. We have a full program, Sunday tours, a dance on Thursday (4 kegs), a Friday Banquet, the PAC will continue through Saturday noon, and the Colorado Archaeological Society's annual meeting will be on Saturday. For the Banquet happy hour will start at 6:15 and food service at 7 pm. While this is an expensive hotel, it is a great venue. Expenses for the Conference were increased by having entertainment on Thursday night. He wondered how meaningful that portion of the Conference is to the members. They have a tight budget and thinks we need to raise the registration fee. They were aggressive with fundraising and have \$12,000 from that effort. With only \$3,000 from PAS it is very tight. They had 405 people preregister and are hoping for 500. They made all their room block numbers (300 room nights is easy) but the cost to attendees went up after all the discounted rooms were taken.

There was discussion of the need to find out what members really want at the Conference and set the registration fee accordingly. Jason LaBelle said costs for the Conference were at about \$65,000. With the \$12,000 in donations and about \$35,000 from pre-registration, add the tours and late registrations and it will be close. Adam Graves wondered if we were going to lose money on this Conference. Location with the Rocky Mountain Archaeological Conference affects attendance. We may need to cut things in the future and raise registration costs. Amy Bleier suggested we do a survey of the membership to find out what members are willing to pay for. It was decided the Membership Committee should follow up on a survey of the members. Kacy said we should track costs - details about what was included, what the costs were, what was raised through registration and what needed to be filled in with donations for each year and include this in the Conference Handbook. It was agreed the Conference and Handbook Committee would update the Handbook with this information. There was further discussion on this issue. Susan Vehik suggested if one year we make money and the next we lose money it averages out and shouldn't be a big deal.

Mark Mitchell made a motion to **adjourn**. This was seconded by Mark Miller and approved by the Board. The meeting was adjourned at 9:45 pm.

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Resolutions Approved by Plains Anthropological Society at the 2013 Business Meeting Plains Anthropological Conference, Loveland, Colorado

Prepared by Amy Bleier, Resolutions Committee

Be it resolved, the Plains Anthropological Society expresses its thanks to the organizers of the 71th Plains Anthropological Conference. We thank our conference hosts, the Center for Mountain and Plains Archaeology, Department of Anthropology, Colorado State University. We express our thanks to Conference Organizer Jason LaBelle, Program Organizer Christopher Johnston, Conference Committee members Suzanne Brant, Hallie Meeker, Ben Perlmutter, Kaitlyn Simcox, and Support Services staff Lauren Ankarlo and CSU Conference Services. The Society thanks all the volunteers who assisted with the conference. The logo is a modified work of art by Dean Babcock, which celebrates his contribution to natural and cultural studies. The Society is grateful to session and symposia chairs and to Bob Brunswig, Cody Newton, and Michael Troyer for their pre- and post-conference field trips. The Society expresses its gratitude to the banquet speaker, Douglas Bamforth. The Society expresses its gratitude to the Embassy Suites for providing the venue for the 71th annual conference and in particular Diana Brown. We thank the conference's supporters: the Plains Anthropological Society, the College of Liberal Arts of Colorado State University, the Center for Mountain & Plains Archaeology, the Jim and Audrey Benedict Fund for Mountain Archaeology, Metcalf Archaeological Consultants, Inc., the CSU Department of Anthropology, History Colorado, PALEOWEST archaeology, SWCA Environmental Consultants, Inc., RMC Consultants, Inc., HDR, Inc., the Fort Collins Natural Areas Program, ERO Resources, Cultural Resource Analysts, Inc., Colorado Council of Professional Archaeologists, Alpine Archaeological Consultants, Inc., Wyoming Association of Professional Archaeologists and Mark Miller. We recognize friends and colleagues who passed away this year: Marshall McKusick, Sarah Moore, John Weymouth, and Randy Williams.

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October 1, 2013

First and foremost, the entire membership database needs to be entered into QuickBooks. This can be done fairly easily since the database is in Excel form, which translates to QuickBooks quite nicely. This will allow every other process to run smoothly. When it comes time for membership renewal, QuickBooks can automatically generate invoices based on the type of membership (joint, individual, student, foreign, institution). These can be sent out quickly thru email, and for paper invoices, QuickBooks can shoot out mailing labels in no time. Members' payments can be directly connected to the invoices leaving no question as to which year they are paying for. This will also allow for membership reports to be generated quickly and correctly, making the process of year end accounting run much more efficiently. This approach can be applied to sending out ballots, as well.

The past year will also need to be reentered into QuickBooks correctly. This will take some time since I will be going thru all past vendor invoices, all membership payments, and all related documents.

However, by doing this, 2014 will be a breeze for the treasurer. Everything will be prepared so that all he/she has to do is enter the payments against the yearly membership invoices, update email or physical addresses, enter vendor invoices, pay vendors, and reimburse other board members for payments made personally. At year end, everything can be submitted to the accountants through automated reports and/or an accountant's copy of QuickBooks. This means no more scrambling for missing information or documents. Everything will have a paper trail and be accounted for in QuickBooks.

Simplifying your accounting system will also make the transition between treasurers effortless. The replacement will need to be trained of course to make sure that they are entering transactions correctly into QuickBooks. However, the training process will be short and sweet. I can even write up a list of tasks or a short handbook describing each and every situation he/she may encounter.

Long story short, QuickBooks is a wonderful tool that could make the treasurer's life so much easier if it is setup and utilized correctly. I would love to assist in updating the Plains Anthropological Society's accounting system. I feel that this would be a benefit to the board, to all members, and to your accountants.

I estimate this update of your system to take me approximately 60 hours @ \$25/hour (\$1,500).

Thank you for your consideration in this matter.

Bethany Lanker