

**First Board of Directors Meeting**  
**73<sup>rd</sup> Annual Plains Anthropological Conference**  
**Wednesday, October 14, 2015**  
**Sheraton Hotel, Iowa City, Iowa**

**Present:** Amy Bleier, Kacy Hollenback, Marcel Kornfeld, Bob Blasing, Bob Brooks, Matt Hill, Mark Mitchell, Gerry Oetelaar, Chris Johnston, Kenneth Kvamme, Mark Muniz, Sarah Trabert, Doug Bamforth, and Don Blakeslee

**Not present:** Susan Vehik

**1) Welcome and Call to Order:** Amy at 6:30

**2) Approval of Agenda:** A motion was made by Kacy Hollenback to accept the agenda. This was seconded by Matthew Hill and approved by all.

**3) Introduction of New Board Member:** Amy introduced Kenneth Kvamme and said that Doug Bamforth and Donald Blakeslee would be a little late to the meeting.

**4) Recognition of outgoing Board Members:** Amy recognized the outgoing Board Members Bob Brooks, Matthew Hill, and Amy Bleier

**5) Approval of the 2014 Minutes of the First Board Meeting:** Mark Mitchell made a motion to waive the reading of the minutes and approve them. This was seconded by Kacy and approved by all.

**6) 2016 Conference Planning Report:** Jay Studevart, from the National Parks Service in Lincoln, Nebraska was invited to give his an update on conference planning for next year.

- Conference will take place at the Holiday Inn, in downtown Lincoln. This hotel is near the Haymarket area and will be \$124 per night with breakfast and \$129 for breakfast with parking. There will be a small number of government rate rooms.
- Conference highlights will include a tour of Missouri-Platte River sites and sessions celebrating the 50<sup>th</sup> anniversary of National Historic Preservation Act and 100<sup>th</sup> for the National Parks Service.
- They plan to do a survey after the 2015 conference to better plan for the next conference; specifically to get feedback on registration fees and why people might not be attending the conference.
  - Mark Mitchell says that in the past people are price insensitive as long as the prices are within reason; people don't care too much for 100-150 range; people want certain things and are willing to pay for it. Higher registration fees could offset banquet ticket prices
  - Marcel Kornfeld points out that students registration rate needs to be kept low; for this year there was no non-member student fee; Matt says that you are either a student or not and don't need a non-member student fee
  - Amy asked if there would be a student rate for the hotel? This depends on the venue and initial price for conference center; Chris Johnston pointed out that

students should be made aware of other cheaper hotels and we could put that information on the website.

**7) President's Report:** Amy gave the Board a summary of the business of the Board over the last year.

- Highlights what other committees have done over the last year
- Described the first few months following the last board meeting. There was a focus on getting financial materials from Adam Graves, the past treasurer. We needed both the physical materials (the paper information on the bank accounts) and to establish two accounts at Wells Fargo—one for general fund and one for the endowment.
- We held the election of new treasurer and Mavis Greer tallied the votes. Chris Johnston voted in as new treasurer and he along with Mark Mitchell went over Adam's financial reports.
- Amy wanted to acknowledge that the Membership Committee was very active over the last year and Amy thanked Chris Johnston and Sarah Trabert for all of their work and organization.
- Amy received numerous email complaints about either logging onto the new website and that we don't have current addresses for some people. Mass emails were sent out to membership for renewals.
- Maney Publishing was acquired by Taylor and Francis this year, but we haven't heard much on that yet.
- Amy thanks everyone for their support and diligence over the past year.
- Marcel wants to thank Sarah Trabert and Chris Johnston because people send complaints to him and he can send them to Sarah and Chris to get things taken care of.
- Bob Brooks says that website is looking great.
- Bob Blasing points out that different journals for Maney all have different logons; but if you log on through Plains website, then there isn't a problem

## **8) Committee Reports:**

### **Treasurer's report by Chris Johnston**

Chris didn't become signer on checking account until after 1<sup>st</sup> of year and thereafter Chris helped organize paperwork, paid bills and insurance, and worked to figure out the state of the 2004 books.

As of September 20, 2015 there is a balance of \$93,943.78 in the checking account and \$52,847.06 in the Savings or Endowment account. The checking account includes the funds used to pay bills and where the membership dues are deposited. The saving account is a low yield savings account with varying interest rates between 0.06-0.13%. The society operates on a cash based system—income only includes what is deposited in the account and if checks aren't cashed then they don't count towards our income.

Chris then went over the profit and loss statements. They were able to reconcile the accounts from last year; there is no money missing and there is no extra \$100,000 that was declared last

year. There are net losses each year from 2012-2014 and Marcel asked if that was because of the “lost” revenue from us no longer processing the institutional memberships. Maney Publishing hasn’t billed us for 2015 but we know to expect about \$13,000 and Chris hopes to get a bill from them soon. Maney is supposed to bill us quarterly but they have been disorganized partially due to the recent buy out. Chris says that he never thought he would have to beg someone for a bill, but this is a fixed cost and we can expect to pay it but it isn’t reflected in statements yet. Profits from last year’s conference totaled \$15,555.39 and Ken said that they received generous donations.

Some expenses from 2015 were actually from 2014 because some bills went unpaid. For example, one bill for insurance (\$1400 for 2 policies) for our general liability and property the other is a director and officers liability policy. The question was raised whether we need it since we don’t have property and Chris said he would look into it.

Questions over report and finances:

- Marcel asked about the property insurance. Someone asked if we are liable when we offer free beer at conferences? Chris isn’t sure why we have property insurance because the conference organizers are responsible for any property damage during conference. Amy asked if the property include the back issues of Plains? Chris is looking into getting a quote and to see if we need to keep it. We’ll need to ask Marjy about the property insurance since she signed for it.

Audit report for 2013: This report cost us \$4500 for the year which is about 10% of our gross revenue. The report is very similar to the profit and loss statement and if the treasurer keeps up on paying bills and cashing checks then we can generate similar reports using QuickBooks. The auditors simply make statements on our accounting practices and noted that the Plains Anthropological Society didn’t have any internal control. Mark Mitchell and Chris argue that this was solved by establishing the financial review committee. They also said that we do not need to have an audit as neither the Federal Government or state of Nebraska require them. Mark says that the report in years past was \$7800 and Chris ran all the numbers and basically created the report.

Sarah Trabert raised the possibility of compensating the treasurer given that they are essentially making the report that we had previously paid accountants to create. Mark Mitchell points out that we’ve talked about compensating some board positions in the past, but argued that if people aren’t willing to do the job then they shouldn’t do it. Looking ahead Chris says that the organization is in better shape now and the work for next year won’t be as intense, that said, Chris says it is a big job. Marcel pointed out that he isn’t being compensated as the editor, it is the associated editors that are being paid. Marcel works for a university and can get a course release to serve as the editor.

Chris raised the suggestion to change the bylaws so that we are no longer required to have an audit every year because it is not a justified expense. Gerry pointed out that if you get an audit every third year the accountant is going to want to go through the past three years and you are going to get charged a lot of money. Marcel pointed out that it is important to involve the

membership in the audit and to question the treasurer to see if everything is square. Chris suggests that it might be a good idea for a board member and other members with accounting experience/interest to check the audit. Amy argues that having Chris submit his resume before we voted made her feel better about Chris' qualifications since he had experience running the books. Amy says that when Chris leaves in 60 years that he should pass the mantle onto someone with some experience.

Treasurer recommendations: Develop an annual budget, continue to push early membership renewal; people won't get journals on time if they don't renew by January, tracking conference presenters and requiring that senior authors be members; explore the option of changing membership dues and streamlining membership categories.

Mark Mitchell made a motion to accept the treasurer's report and Mark Muniz seconded. All approved the treasurer's report.

10 Minute Beer and Bathroom break

### **Student Paper Competition Report** by Laura Schreiber

The Committee has remained stable for last several years and everyone has been really good at responding over email and they'll be meeting after the papers are presented. All committee members agreed to allow students to submit papers to both the competition and in organized session; students send their papers electronically the Wednesday before the conference. Laura noted that she needed to email student reminders about the deadlines. Laura also emailed all the mentors to see if someone had read the papers and all students' mentors got back to her. This year, all students get a trowel and the winners get a holster and a hat from Marshalltown.

Marcel suggested that he would like there to be a deadline by which the student winners need to check back with the committee--just to see if they are working on the paper or if they plan to submit. Laura said that they added a line in the judges form: would you recommend this for publication? For publication with revisions?

This year they have 7 entries and Laura said that they were nervous that the poster competition would impact numbers, but that doesn't seem to be the case. They have consistently had problems getting undergraduate students to submit papers and they haven't been awarding the undergraduate prize. The numbers might relate to venue--does the host city have a university with a grad program?

The Committee recommends maintaining the award amounts and wanted to thank all the students, mentors, and committee members.

## **Editor's report** by Marcel Kornfeld

Maney publishing has been sold to Taylor and Francis and so far there had been a fairly smooth transition. Taylor and Francis is a large group and publish several anthropology journals. Marcel has concerns about what categories PAS will end up in; he thinks we might be in Humanities, not clear where other archaeology journals are pigeon holed. At this point, we don't know if this is good or bad thing—are we going to be a small fish in big pond? However, there is nothing we can do since they bought our contract. He has been working with the same people even after buyout, but there is still a transition to come; don't know how this is going to shake down.

Amy says that this appears to be a wait and see situation and Gerry pointed out that Taylor and Francis is based in the UK and in Europe all of archaeology and anthropology journals are in the humanities; he argued that this will expose our literature to European archaeologists.

Marcel says that he has had some difficulty getting through to anyone in last month or so and that the November issue got a poor set of copy edits and might be running behind. We also don't know about ads, who makes those final decisions on what gets advertised. The style guides are a bit of a mess and we still need to reconcile old and new style guides. Given these issues, Marcel argues that the selection of the next editor needs to take place earlier than before so there is approximately 6 months of overlap with the old and new editors. The February issue needs to be uploaded in November, which is a very fast time table for a new editor on their own.

There was also a suggestion to change the title of the editor to “editor in chief”? It has always been difficult to get an editor and in the academic world, the “editor in chief” title might help people get something from their university to compensate them.

Question of pages came up. Mark Mitchell asked if Marcel saw a time to negotiate with Taylor and Francis for more pages. Marcel doesn't see this as an issue, but Mark points out the backlog of 40 articles and that the next editor might only publish already accepted articles. Marcel says that we chose our template and the contract has a renegotiation point built in. Taylor and Francis could ask for more money, so should we ask for more pages to compensate? Marcel doesn't know, the price per page appears to be lower with Taylor and Francis, so we might be able to ask for more pages. There is an increase in submissions, but the numbers are funky because of memoirs; should memoirs count as one submission? Not really. Since last year, we've published a memoir, 3 issues this year, with a 4<sup>th</sup> issue for November that is another memoir. There is a little lag in the advanced articles, but there are 6-8 coming out soon; ideally articles come out as advanced articles as they are finished.

Don Blakeslee raised an editorial suggestion. He thought we should drop period names given that they have different meanings in different places. Is Middle Archaic the same in every region? We have a calibration curve for most areas/time periods; maybe we should require calendar dates instead of periods; force authors to comply. Sarah questioned whether the board should comment on the content of articles but Don argued that this is an editorial issue. Marcel argues that this could be a suggestion in the style guide; authors should use calibrated calendar dates; follow the American Antiquity style guide for having dates.

We are going to put out the call for the editor; Amy encourages the board to consider nominations for the editor. Ideally someone that might have support staff at the institution. Kacy asks where \$10,000 paid to the editor goes and Marcel says that it is given to the associate editors for compensation; Marcel explained how this money is routed through UW, doesn't include indirect costs; but can be used for software, computers, but mostly associate editors' salaries. Kacy points out that the money doesn't cover typical RA appointment costs at her university; we might need to raise the editor stipend to attract another editor.

## **9) Standing committee reports**

### **Archives Committee by Amy**

Pretty straight forward tasks this year, Amy contacted Dorris to see what she was missing from past conferences. Amy learned how to digitize videos and was able to copy the Plains Conferences remembrances and this is now in the archives. Chris asked if a copy could be put on YouTube and Amy said this might be possible. Some Missing items include: materials from the 2015 conference organizers. We can send Dorris any historical documents and photos from the conferences.

### **Bylaws Committee by Amy**

First suggested change to the bylaws is to add that we will be communicating with the members by electronic communication. However, members can opt out of this and still receive documents and announcements in the mail.

Other suggested changes include changing the membership categories to better reflect the contract with Maney. Current memberships no longer include institutions. Kacy asked about how tribal entities are classified and whether they should be considered institutions? Kacy wanted to know if she created a list of tribal librarians if she could reach out to them to buy individual memberships. Mark Mitchell says that as per our contract that as a board member, she cannot since that would not be in good faith.

### **Distinguished Service by Amy**

Susan Vehik headed committee this year. The award was unanimous and was presented to Donna Roper before her death. There will be a tribute session at the conference. Donna's friend Nancy Arendt has worked with Mary Adair on setting up a GoFundMe account that, while not associated with the society, has been announced to the membership.

### **Endowment Committee by Kacy Hollenback**

The best thing that happened in 2014 was that the endowment funds were separated into a separate account, however, the funds are in a very low yield savings account. Kacy points out that there is no committee charter for the endowment and that it was difficult to determine what the endowment funds were originally raised for. There is also no mission for the endowment. Established in 2003, there was a push to reach \$50,000.

Kacy met with SMU's endowment office and the smallest amount endowment accounts that universities typically have is \$100,000 that is invested in something that will return 5%. A return of 5% would give PAS money to fund the Native American Student award, Student Paper and Student Poster awards, and possibly a small travel grant. The society could contribute at least \$25,000 to the Endowment, but we need to raise the rest of the funds to reach \$100,000. Kacy wants to use a NPR style fundraising campaign to relentlessly ask people for money to support student travel, research, and awards. Travel grants would really encourage students, especially a more diverse groups of students, to attend the conference.

Kacy also presented a possible estate planning document to distribute. The Endowment Committee needs to have a mission and then start more aggressively asking for money. Kacy vows to go door to door if necessary to raise funds. We could restructure the website to have a site dedicated to the fund, and we could post peoples' names once they've contributed.

Some of the societies' major issues including recruiting the youth and staying relevant. What is our mission? What is our target goals? And what is our time frame?

Mark Mitchell suggested investing in capital or municipal bonds—they have long maturities, are basically bomb proof, and pretty conservative. We also might need to consider where we're getting our money from—ethical sources? Kacy argues that we can ask people to give to specific funds—like student travel but we still need a mission to “sell our vision”

The entire board should give something to set the example and start telling the story. Take the NPR route—we have a webpage, a Facebook page, we have access to large firms to encourage them to contribute. Mark argues for a year worth of planning to instigate a year worth of fund raising. Matt suggested tie into 75<sup>th</sup> anniversary “\$75 for the 75<sup>th</sup>” We'll need full board involvement as this is not easy task for just three people on the committee.

### **Facebook Committee** by Amy

We need to share more photos, announcements, etc. We also need to like the photos and posts, and contact the Student Affairs Committee with announcements.

### **Membership Committee** by Sarah Trabert

Individual member numbers are up from the last five years with a total of 339 regular members, 90 students, 19 joint memberships, and 30 lifetime. Some major initiatives over the last year were to fix payment and profile problems left over from the switch to the website, ensure that only paid members are receiving journals, and that people who did pay were actually receiving their journals.

Some new tasks for the chair of this committee include assisting the treasurer with renewals and creating profiles through the website for new members. Updating memberships in a timely fashion and encouraging people to renew before January 1<sup>st</sup>. Every time someone renews or purchases a new membership, the chair now updates every profile. Over the last year, the chair exchanged over 400 emails with the treasurer in this role. Some difficulty at the beginning of the year with institutions wanting to purchase individual memberships, had to make changes to the

website to better fit our needs, and had to clear up lingering member issues from the previous year (i.e. members not getting their journals).

Marcel pointed out that the board decided that senior authors should be members if they want to publish in PAS, but Marcel has reservations as other larger journals don't necessarily have this policy. SAA offers a way to find members in an online database, and this might be something that Plains wants to copy? Mark Muniz agrees that this might be a benefit of membership, but Mark Mitchell argues that this would cost the society money to change the website.

### **Native American Student Award** by Mark Muniz

John Reynolds, a graduate student at St Cloud State University, is the winner this year. He was not able to attend the conference as the cost was too great, which shows the need for travel grants. His research combines Dakota ethnography and archaeology and is an excellent candidate for the award.

There was only had one applicant this year and although several students were encouraged to apply, they didn't, even after extending the deadline. Last year we had 7 or so applicants, and Mark suggested that the board members really encourage more students to apply for the next year. There has been some past and current debate whether students from related disciplines could be given the award. Would giving them the award and a travel grant draw more attention to PAS?

### **Nominations** by Mark Muniz

We moved to an electronic election that seemed to work "ok" as we received approximately the same return as the previous year which is about 30% of the membership. We also received immediate feedback from new members and others and didn't have to deal with counting errors. It was easy to see who voted and if someone had already voted. We saved \$900 because we didn't have to do a paper mail out, however, this proved to be more work for Mark and Chris--more trouble shooting to get the wording right, figuring out why people didn't get their ballots (go to spam folder?). The time commitment for the chair was significantly greater this year than last year. However, we can design future polls to avoid some of these problems and save the future chair some time.

482 ballots were sent out, only 297 were opened meaning that a 1/3 of the ballots weren't even opened—maybe went to Spam folder. Only 151 were started once they opened, so a fair number of members opened the email and chose to not finish. Members who are accustomed to using online surveys seemed to have had fewer issues.

Need to streamline the email next time, include a line saying "It is time to Vote" "Click here" Keep the email very basic with only one URL to avoid problems. The potential issue with ballots being sent to people's junk folders is very serious. Emails sent to the membership are getting through to people, maybe in the future, send out more emails to have them watch their inboxes and spam folders.



Despite these issues, Mark says there is no going back—doesn't matter the details, we have to keep doing it, and build on this test. Tell the membership how much money we are saving

### **Resolutions** by Amy

Amy asked if there were any items that needed to be added to the resolutions before the business meeting and banquet. We added several names to the list of condolences: Larry Agenbraod, George Brox, Wil Husted, Donna Roper, Art Rohn, Karl Schlesier, Hester Davis, Fred Wendorf, Charles McGimsey III, and Allen Lynch.

### **Website Committee** by Matt Hill

Most of the report is related to ongoing issues with the website. Matt thanked Chris for all of his help over the last year. We need to determine if we can/should post outside content on the website and if we want to follow the Midwest Archaeological Society and have members pay through the PAS website rather than through Paypal.

The administrators of our website, the Iowa Office of the State Archaeologist also works with Midwestern Society and they have switched to having all payments going through the website rather than going through Paypal. It is possible to integrate payment and profile updating to make updating much easier. Matt argues that over the next year, we should consider making some of these changes. There is also the possibility of paying for the conference through the website too. The money would go to the society and then the conference chair would have to spend the money through the society. This would have made it much easier for Matt to plan the 2015 conference. This is a recurring discussion--should the society be more involved in the funding/organization of the conference? We'll need to see how much it would cost and what possible issues might be.

Amy asked if Matt would serve as a member at large to continue on the board to serve as a go-between in the next year and he agreed. Mark Mitchell made the recommendation that we seriously pursue this switch.

## **10) Old Business**

### **Financial Review Committee and the Audit** by Mark Mitchell

Everything is filed and are books are fixed. Some long term recommendations to the board include: having written financial management policies to help in future board transitions and transparency, create an annual budget, work on best practices moving forward, and encourage the board and members to have a greater role in the society's finances. It is standard procedure for nonprofit organizations to have a budget, as we need to determine if we need more revenue, what we can actually spend, etc. We have overspent what we made in 2012-2013 and this can't continue.

Mark suggested that there should be travel expense stipends for the key officers (treasurer, editor, and president). It is also important to realize that as we get more members that our

revenue really increases because we don't have more expenses if we have more members. It is very possible to balance our budget every year, but we are right on the balance point and every time the board makes a decision to spend money that could tip the budget. One suggestion is that if we are always so close to balancing, why don't we raise the amount of the membership rates? There was general agreement that membership is our main source of revenue, that we need to have a budget and see what a dues increase would do for the society.

Amy asked Mark if he would continue to serve as a member of the ad hoc committee and he agreed. Mark motions that the board should consider over email what the budget should be and everyone approved.

### **Student Affairs Committee** by Sarah Trabert

This committee has continued seeking input from student members and based on their recommendations have implemented a new student poster competition at the conference and a student workshop. Members are now administrators on the Facebook page and have been using this platform as well as emails to reach out to students with important information on the society and upcoming conferences.

It is clear that student members would like to see more competitive travel and/or research grants from the society and the endowment would help meet some of the financial needs for activities. We would like to continue having the chair of this committee come to the board meeting to present their report to get more information on the society.

### **CRM Award Committee** by Mark Muniz

The committee didn't get too far this year as other committee commitments prevented allocating the necessary time for making substantial progress. Mark restated that the "CRM Award" is not the official title and that in general the society should consider being more inclusive with reaching out to people working in public archaeology, public outreach, and that we need to be more welcoming to pick up more memberships. Marcel agrees and said that our goals should be to get more anthropologists in the society—we are more than just archaeologists. They will be continuing the committee and discussion over the next year.

### **Back Issues Report** by Amy

We have plenty of back issues. Marjy pointed out that she does spend money to send back issues to foreign individuals/intuitions. Marjy may be retiring and we will need to determine soon who will take over back issues. The OK Survey might be willing to keep storing them and Sarah Trabert said that she would contact Bob Brooks and Marjy about possibly taking over the task.

## 11) Current and Future conferences

- Iowa City Update by Matt Hill
  - The Early Bird Party is over
  - There were a lot of late registrations, 226 pre-registrants (71 were students)
  - Larger deficit because they drank all the beer at the early bird party and Matt had to buy more beer
  - The University of Iowa is charging Plains \$8000 to handle the money and this has really impacted the budget, but Matt anticipates breaking even
    - There is no food at coffee breaks, no merchandise, cancelled last tour to save money
    - They had 20 donors, but the per donor price is small
- Bismarck update for 2017—Amy
  - Venue is at the Radisson again, locked down rate of \$99 for a double room, a single for \$75
  - A lot has changed in the area since 2010
  - Amy asks if there are any requests for tours
  - This will be the 75<sup>th</sup> anniversary, will work to come up with activities to celebrate

## 12) New Business

- We now have a credit card reader at the membership table so members do not have to pay only by check or cash
- Suggestion for change to ethics by Sarah Trabert
  - The Society for American Archaeology and other regional societies have recognized that gender based harassment is taking place in field work situations and they are working to change their code of ethics to explicitly state that this behavior will not be tolerated in our field
  - Sarah suggested that we wait to see how the SAA changes their code of ethics and that we discuss over the next year if we would like to follow suit

## 13) Motion to adjourn at 11:30 pm; all approved.