

First Board of Directors Meeting
Plains Anthropological Society
77th Plains Anthropological Society Conference
Wednesday October 16, 2019
Bloomington, Indiana
(final correction 3-2021)

1. Welcome and Call to order (President Adair) 6:25 pm
Members present: Mary Adair, Jay Sturtevant, Wendi Field Murray, Brendon Asher, Chris Johnston, Kelly Pool, Bob Horde, Chérie Haury-Artz, Courtney Ziska, Lauren Ritterbush, Richie Meyers. Student representatives Evie Pickering, Danielle Sosa. Brandi Bethke (delayed by travel complications) and Lance Foster absent. Mike Fosha has had to withdraw from the Board for personal reasons.
2. Approval of the Agenda
 - a. Motion to approve
 - b. Motion 2nd
 - c. Approved unanimously
3. Approval of the 2018 board meeting minutes
 - a. Motion to approve
 - b. Motion 2nd
 - c. Approved unanimously
4. Introduction of New Board Members (Adair) These individuals assume positions at the second board meeting.
Kelly Pool (Principal Investigator, Metcalf Archaeological Consultants, Inc.), Richard (Richie) Meyers (Acting Director and Chair, Graduate Studies Department, Oglala Lakota College), Brandi Bethke (University of Oklahoma)

Committee Reports

1. President's report (Adair)
Adair briefly summarized a busy year. The major activities centered around establishing the sexual harassment task force, launching the new web site, and focusing on problems that have arisen in our relationship with the journal publishers. These topics are discussed in more detail elsewhere.
2. Complete committee reports are included in the *Board of Directors Briefing Packet*, report highlights were presented with specific points that require discussion.
3. Treasurer's report, Financial Review Committee, and Endowments (Johnston)
Highlights:
 - a. Net revenue is clearly directly related to the success of the annual conference. Last year the conference lost a little, only ca. \$400
 - b. 2018 was a great year ending with an ordinary income of \$83,150 (including \$75,000 donation from the Donna Roper Foundation).
 - c. 2019 will likely be in the red. This is not unexpected owing to new expenses including the web site re-design (one-time expense), student travel grants, a

- booth at the 2020 SAA meetings (one-time expense) and moving/discarding back issues from their storage area at OU (one-time expense).
- d. Endowments: PAS Endowment and Donna Roper Endowment. Initial investments on both accounts are Permanently Restricted. They will never be touched or allowed to drop below their initial value. Income from both is Temporarily Restricted to allow for growth before they are tapped for disbursement.
 - i. Roper Research Fund = \$6,209 under Temporary Restriction
 - ii. PAS Endowment = \$4,626 Temporary Restriction
 - iii. Both are down due to stock market but are starting to rebound (about 3% to date)
 - e. Recommendations:
 - i. No audit this year – tax preparation should be sufficient
 - ii. Continue to explore other short-term investments for money sitting in checking. \$35,000 – \$40,000 cover general expenses for yearly operations – we should hold off on short term investments until next year. The conference at Boulder will likely make money then we'll see what we have available for operating and short-term investments.
 - iii. Continue to update Financial Handbook
 - iv. Decide on future role of Treasurer
 - f. Chris Johnston's tenure up in one year – there is no decision yet on whether he will continue in this role. He will keep the Board informed as his plans develop.
 - g. Motion to accept Treasure's report by Ritterbush
Seconded Asher
Approved unanimously
4. Editor's report (Hoard)
- a. Submissions are steady from 2018. Rejection rate is average.
 - b. The major complaint is the difficulty finding reviewers. He will emphasize this at business meeting later this week asking people to at least respond quickly, whether yes or no, when they are asked to review a paper.
 - c. It takes 48 to 75 days to complete peer review. Hoard tries to stay in touch with authors when things drag on to keep them from becoming discouraged and withdrawing their paper.
 - d. Hoard has some concerns about our publishers, Taylor and Francis. They are slow to respond or do not respond at all when issues arise. Major concerns relate to copy editing and copyrights. Addressing these concerns and dealing with slow responses becomes very time consuming for the editor. Other concerns include:
 - i. Copyright – PAS should control copyrights, requests should go to PAS Board or to the editor NOT to Taylor and Francis. This needs to be clarified by rewriting the contract with Taylor and Francis, or by looking into another press.

- ii. Copy editing appears to be out-sourced overseas and returned material has unnecessary changes including British spelling and, often, reformatted references. Correcting these changes creates in a lot of extra work for the editor.
 - iii. Mary Adair and Bob Hoard have explored working with Allen Press in Lawrence, Kansas. It appears that this would more than double cost over Taylor and Francis, and we would not have access to the more than 3,000 institutional members that Taylor and Francis distribute to.
 - e. Discussion: Should we continue to explore other presses? We need to tell Taylor and Francis by the end of this year if we want to terminate our contract. They require one-year notice. Hoard recommends continuing with Taylor and Francis for a year while continuing to explore other presses. In either case, we need to rewrite the contract with Taylor and Francis to address the concerns about copyright and copy editing.
 - f. Motion by Hoard: Continue with Taylor and Francis through December 31, 2020 and continue to negotiate a new contract with them to resolve copyright and other issues. Officers will continue looking at options for new publishers during that time.
 Seconded by Sturdevant
 Approved unanimously
5. Membership report (Field Murray)
- a. Membership is very stable – currently there are 464 members, only one less than last year.
 - b. The new web site has made a huge difference for how membership is processed making her job much easier. Field Murray would like to use her extra time to create a membership survey to investigate topics such as increasing non-archaeological members, why people don't renew, who doesn't renew etc. She will reach out to Board about questions we'd like to pursue in such a survey. Johnston has questions from a similar SAA survey that can be used as a template. Field Murray would like to require members take the survey as part of the membership renewal process to facilitate full participation.
 - c. Motion to accept Editor's report by Hoard
 Seconded by Ziska
 Approved unanimously

Standing Committee Reports

1. Distinguished Service Award (Ritterbush) – A committee consisting of Lauren Ritterbush, Rob Bozell, and Fred Schneider received three exceptional nominations for this year's award. It was decided to recognize two individuals this year. The first recipient selected is unable attend the conference this year for health reasons. This

individual has already received their award and a taped acceptance speech will be shown at the banquet.

The second awardee came from a late breaking nomination. This award will be presented at banquet on Friday (10/18/2019). Jay Sturdevant will be taking photos at award presentation and Courtney Ziska will announce the recipients on web site and Facebook right after the conference.

- a. Ritterbush recommended changes in briefing packet to clarify the tasks and procedures for committee (see complete committee reports in the *Board of Directors Briefing Packet*). The primary recommendation is that *service to PAS* be emphasized in requirements for nominations.
2. Nominations Committee (Ritterbush) – A committee including Mavis Greer, Kacy Hollenback, and Lauren Ritterbush assembled a slate of six good candidates. All were willing to serve. 27% of the membership voted in the election and three new members were selected: Kelly Pool (Principal Investigator, Metcalf Archaeological Consultants, Inc.); Richard (Richie) Meyers (Acting Director and Chair, Graduate Studies Department, Oglala Lakota College); and Brandi Bethke (University of Oklahoma). Thanks to new members for their willingness to serve.
 - a. Voting on the web site appears to have worked well.
 - b. Ritterbush also recommended clarifications in the procedures to guide committee in the future (see complete committee reports in the *Board of Directors Briefing Packet*).
3. Website and Social Media (Ziska) –
 - a. Ideas for social media exposure
 - i. Post summaries of conferences, blogs of field work or field trips and other activities.
 - ii. Awards presented at this year's conference will be covered in social media.
 - iii. Students don't use Facebook anymore, therefore, we need to develop a presence on Instagram and Twitter. Student representatives Evie Pickering and Danielle Sosa expressed interested in developing an Instagram page to cover summer activities students are participating in, student awards, and other student activities.
 - b. Discussion: We need a Social Media Plan. Sturdevant suggested that we need to establish a Web Master/Social Media Director. This position may need to become a position like editor and treasurer for continuity and, we may need to offer some compensation for time spent. Student Affairs committee should take a lead with newer formats and work with Web Master to address student interests via the current social media venues. Guidelines for this position will be needed.
 - c. The new Website was a huge accomplishment – thanks to Chris Johnston for all his help. Iowa is working out OK, they seem to be more responsive now than earlier. The committee is open to suggestions and revisions.

- i. Johnston suggested a need to make some changes in the membership data base. One idea would be asking members to indicate their preferred research topics when they join or renew. This will help the editor find reviewers.
 - ii. A web calendar was also suggested.
 - iii. Hopefully Ziska can make these changes rather than having to go through Iowa.
 - iv. It is also recommend that we write out the responsibilities for this committee.
4. Student Affairs (Field Murray, Asher, and Pickering) – The committee has worked on creating and updating the student listserv and organized the luncheon at conference. The luncheon was planned for 50 people but fewer that that have sent RSVPs). The topic for the luncheon is – “Transitioning from Student to Professional”.
 - a. Discussions continue about how to do more with social media platforms like Instagram and Twitter.
 - b. They will continue to work on keeping listserv up to date so information can be disseminated efficiently. We need an Instagram hash-tag. The committee will try to come up with something that will work from one year to the next, not be confused with other organizations, and will allow conference organizers to join in each year as an administrator (one suggestion was spelling out #PlainsAnthropologicalSociety).
5. Student Paper Award (Scheiber) – The competition had a robust committee of judges who have served for a number of years. Four papers were submitted this year, all graduate students. Thanks to advisors to encourage students to participate. Two students entered both paper and poster competitions. They were told that this would be allowed but they had to present on different topics.
 - a. A question arose about supporting the costs of banquet tickets for all competitors in student competitions (36 tickets were required this year at a cost of \$1000). It was agreed that PAS should back this cost if conference cannot cover the it. This should be made clear to future conference organizers so they can anticipate the costs. It will show up as a line item on the Conference ledger sheet to help clarify.
 - b. This year’s conference organizers gave student authors free registration and encouraged local community to participate. As a result, 40 student papers/posters were on the schedule this year. The experiment appears to have proved a successful way to encourage student participation. It will be up to future conference organizers to decide if they want to continue doing this.
 - c. Schreiber would like to see consideration of raising the award amount for the paper competition in future. She emphasized that papers involve more effort than posters (papers must be submitted in advance in writing, cannot have co-authors, and are judged on both writing and presentation). Increasing the award may encourage more participants.
6. Student Poster Competition (Haury-Artz)

- a. This year there were 10 poster submissions, 1 withdrew so 9 will be competing. Submissions included five graduate students and four undergraduates. Judges were to be Kathy Holen, Joe Artz (stepping in for Mike Fosha), and Chérie Haury-Artz (Kathy Holen was unable to attend the conference so Brad Logan stepped in to assist with the judging).
 - b. Over the past year Haury-Artz worked with Laura Schreiber and others on the Board to clarify rules for poster competition submissions as distinct from paper competition submissions and to develop “tips for successful submissions”. These were posted on the website along with the call for submissions (see complete committee reports are in the *Board of Directors Briefing Packet*).
7. Native American student Award (Haury-Artz and Foster)
 - a. This year we had one applicant for the award. Carlton Gover, Ph.D. student at University of Colorado and a member of the Pawnee Nation of Oklahoma applied and received a glowing recommendation from his advisor. The committee was happy to recommend the full \$1000 award to this applicant.
 - b. The committee would like to expand the pool of eligible students to include those in Indigenous Studies programs, noting that many tribal colleges have Indigenous studies and do not have Anthropology programs. Discussion: Adair has looked back through the records of past awards and noted that these awards have included individuals from 24 tribes, suggesting that we are reaching a broad audience. Adair suggested that, if we do include Indigenous Studies, we need to be very clear about the kinds of research or study topics required for the award. Participants need to be focusing on the Plains and studies should be “anthropological” in nature. It was considered worthwhile to investigate including Indigenous studies. The 2019-2020 Committee will work to come up with specifications for awardees to make certain that their studies are focused on the Plains and anthropological topics.
8. Archives (Haury-Artz) no discussion, see *Board of Directors Briefing Packet*
9. Resolutions (Sturdevant) – A complete text for the resolutions is included with the committee reports is in the *Board of Directors Briefing Packet*. Names of individuals who have passed includes Janet Goldstein Ahler, Dennis Stanford, Francis A. “Cal” Calabrese, Dan Watson, Patricia J. O’Brien, Thomas A. Witty, Jr., Larry J. Schmits. Names subsequently added to the list include Chris Von Wedell, Allan Outram, and Toby Morrow.
10. PAS Conference Guide – There were no comments from Todd Ahlman from the San Antonio conference so there are no updates.

Ad Hoc Committee Reports

1. Back Issue report (Bethke) – The University of Oklahoma asked that the back issues of the journals be removed from their storage space. A few sets of journals were saved as Bethke’s new space allowed. The remainder were recycled. The cost of

hauling them away was covered by the University of Oklahoma. PAS paid for extra shelving to store the sets that remain.

2. W. Raymond Wood Outstanding Publication award (Hollenback, Adair) – Adair asked if the parameters of the award need to be expanded. She will approach Kacy Hollenback and ask where she wants to take this. Eventually a standing committee should be established to create specific guidelines and administer the award.
3. Student Travel Grants (Field Murray) – The committee developed guidelines for the travel grants.
 - a. Grants are limited to undergrads only.
 - b. Grants are open to individuals, groups, or faculty who want to bring students to a conference.

They also created electronic application form. Three applications were received requesting support for travel for four to six students. All were funded with money left over. The committee is looking for better ways to promote the program, now that web site is up and running this should be easier.

Motion: Johnston moved set fund back to \$5000 and do one more year of a pilot program.

Motion seconded

Passed unanimously

4. **NEW** Sexual Harassment and Anti-Discrimination Policy (Trabert). The committee is chaired by Sarah Trabert with Chérie Haury-Artz serving as Board liaison and Evie Pickering serving as Student Affairs Committee liaison. Committee members: Danielle Soza, Rob Bozell, Lynelle Peterson, Bill Lees, and Dale Henning.
 - a. The full statement developed by the committee is found in the *Board of Directors Briefing Packet*.
 - b. Discussion: Much of this statement should be included in PAS code of ethics. When this statement is posted on the website, we could have a box that members are required to check when they join or renew their membership and at the time that they register for a conference. Checking the box will be a commitment to adhere to the code of ethics while at conference. This should be required for both PAS members AND non-member guests.
 - c. Motion by Hoard: It is moved that we adopt the policy shown in bold on page 29 of the *Board of Directors Briefing Packet* (quoted below) and that membership beginning in 2020 be contingent on agreeing to the policy.

“The Plains Anthropological Society (PAS) is committed to providing a safe and collegial space for all of our members regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or for reasons unrelated to professional performance. All members of the PAS deserve courtesy and respect in an environment where one can converse, interact, learn, and grow. The PAS does not tolerate harassment, assault, bullying, or intimidation. As an organization, the PAS is committed to ensuring the safety, well-being, and inclusion of all our members and guests at PAS meetings and other functions.”

Seconded by Chris Johnston

Discussion – What does “other functions” mean?

Amendment to motion – change wording. Adopt in principal

Motion withdrawn by Hoard

New motion – by Adair: Accept draft policy as it is presented; however, allow for changes to be made before it is presented to the membership for their agreement. Beginning in 2020 Membership and conference registration will contingent on agreeing to the policy.

Motion seconded

Discussion: We should remove “and other functions” from statement and change it to “PAS meetings and the Plains Conference”. Can these changes be made by representatives of the task force within the next couple days?

Motion withdrawn

New Motion by Sturdevant: Accept the policy shown in bold on page 29 of the Board of Directors Briefing Packet amended to read “PAS sponsored functions” in place of “PAS meetings and other functions.” Have this as a check box required for both for membership and conference registration.

Seconded by Adair

Passed unanimously

Final statement agreed on:

The Plains Anthropological Society (PAS) is committed to providing a safe and collegial space for all of our members regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or for reasons unrelated to professional performance. All members of the PAS deserve courtesy and respect in an environment where one can converse, interact, learn, and grow. The PAS does not tolerate harassment, assault, bullying, or intimidation. As an organization, the PAS is committed to ensuring the safety, well-being, and inclusion of all our members and guests at PAS-sponsored functions.

The committee will continue to work on processes and responses to complaints during the coming year.

New Business

1. Vacancy on the PAS board (Adair) – Mike Fosha has had to resign from the board for personal reasons. The Bylaws require that this vacancy be filled in order to maintain the required number of board members. Also, as he was Vice President slated to step into the presidency for 2019-2020, we need someone to serve as President for the next term. Mary Adair has offered to stay on as a full board member as opposed to taking the role of Post-President. Ritterbush asked if Adair will be willing to stay on as President, as well. Adair agreed on the condition that

on Friday, at the second board meeting, we pick a Vice President who will step in and Adair will not have to serve a three-year term. This decision was unanimously lauded by the board members.

2. Change in the selection of the PAS President (Fosha, Hoard) – It has been proposed that the position of PAS President be changed to a two-year term and that the position be elected by the Membership, rather than by board members. At the 2018 Business Meeting Mike Fosha agreed to do some research examining how presidents are elected in other organizations. As a result, he has proposed that the PAS President be elected by membership for a two-year term. This would require a Bylaws change. Discussion:
 - a. President would come on to the Board as President Elect and serve a two-year term as President (this would fulfill their three-year Board term).
 - b. There would only be a President election every other year.
 - c. President would not be an extra Board member – the position would be announced to the membership as a nominee running for President.
 - d. The position of Past-President would be eliminated as the President Elect would be mentored by the current President.
 - e. Ritterbush suggested that if we do this President should be an additional board position. Every other year there would be an extra nominee running specifically to be President Elect voted on by the full PAS membership.
 - f. This will come up at the business meeting. It was proposed last year and we followed up as we promised. Is the Board willing to pursue this system? If the membership agrees there will have to be Bylaws changes.
 - g. *The Board will propose that Bylaws be changed so that the PAS membership will vote for a President Elect every other year. The position would be an additional Board member. After a year as President Elect, the President will then serve a two-year term. This will add a member to the Board.*
 - h. This proposal would expand the Board to 10 members which will also require a Bylaws change.
 - i. The Bylaws also indicate that a quorum for a board meeting is half which could result in a split vote if there are 10 members. Will this require additional changes?
 - j. Pool suggests testing the waters at the Business meeting by asking if there are people who would be willing to serve a two-year term as President.
 - k. Bob Hoard volunteered to rewrite the Bylaws if the membership goes along with the proposal.

3. Additional changes to the Bylaws (Haury-Artz) – Currently the PAS Bylaws defining the secretary position seem very out of date.

Current Wording (emphasis added):

The Secretary shall keep the minutes of the meetings of the members of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of the Bylaws or as required by

law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Neither Haury-Artz nor recent past secretaries have ever heard of either a book of the minutes nor a seal of the corporation. Haury-Artz suggests that wording be changed as follows.

Proposed Wording Change:

The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in an electronic format provided for that purpose; see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; ~~be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these Bylaws;~~ and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Discussion: Changes from notebook to electronic devise are good. Keep it vague to allow for frequent changes in technology. Paper copies of records will continue to be archived. More research needs to be done to find out about the "Corporate Seal". Ziska will inquire about it with Luann Wandsnider in Nebraska where PAS was first incorporated. Final Bylaws changes will be decided when full information is available.

4. Journal, change in publishers – Hoard and Adair will continue to explore possibilities
5. Table at SAA – swag is available for a PAS table at the 2020 SAA meeting. It was suggested that a PAS sticker be added to the swag collection.
 - a. Mary Adair, Bob Hoard, Kelly Pool, Wendi Field Murray, and Brandi Bethke will be at the SAAs to support the table.
 - b. The Board is not in favor of putting PAS logo in the SAA conference book (at extra cost).
 - c. This is an experiment – we need to decide how will we measure success? Can we recognize if we get new members as a result of our presence at SAA? Can we look for an increase in web site hits?
6. Completion and circulation of meeting minutes (Adair) – Haury-Artz will get them out to Board ASAP
7. Adair will explore finding one or more individuals interested in creating a publication on the history of the PAS. Do we want to focus on just the conference

or on the society as a whole? Such a publication could be put on Web site or published as a journal memoir. Marlin Hawley was suggested as a person who might be interested in a project like this. There are other possibilities as well. Can we offer a stipend? We should at least cover costs for travel and interviews etc. Mary will propose this to Marlin and see what his reaction is.

8. Increase in the Treasurer allocation (Adair) – Chris and Bob will abstain from voting.

Proposal:

- a. Currently the editor gets \$10,000 plus conference travel. This amount was originally intended to cover hiring an assistant which was important in the pre-digital days.
- b. Currently the treasurer gets only \$2,000, plus conference travel.
- c. Both the editor and treasurer put in a tremendous amount of personal time.
- d. Adair proposes an increase in treasurer's compensation.

Discussion: Chris Johnston estimates he spends 3 hours a week of his personal time in addition to compensated time. His knowledge and skills are indispensable. If Johnston doesn't continue for another term we may need to hire someone to take the job.

Are we discussing a raise for Johnston specifically or for the position in general? Chris has been involved in many projects beyond just treasurer duties, such as the work he put in on the web site. The next treasurer may not do as much extra work as Johnston has. Can we afford to make the positions equally paid? We need to evaluate this as the treasurer's position – not just what Johnston has been doing.

- i. With Johnston we are comfortable not getting an annual audit.
 - ii. Treasurer's responsibilities have increased beyond "balancing the check book" to include managing investments, endowments, web site, and conference finances.
- e. Sturdevant proposes increase to \$7000 for treasurer's position to account for increased responsibilities.
 - f. Mary would be more comfortable with \$8,000. Discussion: If we agree on an increase for Johnston can we change it if a new treasurer comes along? We need a job description and calendar to evaluate time for a treasurer position.
 - g. Motion: Increase compensation for Chris Johnston to \$7000. Within this next year ask him to create a position description and calendar for future evaluation of treasurer position.

Motion 2nd

Passed unanimously

9. Future PAS Meetings

- a. 2020 University of Colorado, Boulder, Doug Bamforth
- b. 2021 South Dakota State Historical Society, David Williams
- c. 2022 University of Oklahoma, Sarah Trabert and Brandi Bethke

- d. 2023 Ethnoscience Inc., Billings Montana, Lynelle Peterson - **pending**
10. Ritterbush asked if anyone has an idea for a place to house Donna Roper's Distinguished Service Award. Kansas Archives do not take objects. She is looking for ideas. Nothing was forthcoming but people will think about it.

Motion was made to adjourn

Seconded

Passed unanimously

Meeting adjourned at 10:14 pm