

Plains Anthropological Society
First Board Meeting (1A) – 2021
Wednesday, **3 November 2021**, 11:30 am–1:30 pm CT
Virtual (Zoom) Meeting
PRIOR to the 78th Annual Plains Anthropological Conference
MINUTES

Present: Mary Adair (Past-President), Nancy Arendt, Brandi Bethke, Bill Billeck (*PA* Editor), Alison Hadley Hilburn, Chris Johnston (Treasurer), Richie Meyers, Kelly Pool (President), Lauren Ritterbush (Secretary), Courtney Ziska (Webmaster); (new Board members) John Hedden, Spencer Pelton, Adam Wiewel

Unable to Attend: Brendon Asher, Shawn Bubel (new Board member)

- **Welcome and Call to order** (Pool)

Meeting called to order via Zoom 11:38 am CT (10:38 am MT). The purpose of this meeting (1A) is to review officer and committee reports prior to the First Board Meeting held at the conference (1B) on November 10, where discussion of specific agenda items will take place.

- **Approval of the Agenda**

Motion by Chris, seconded by Mary; approved.

May meeting minutes will be circulated for approval at the Nov. 10 meeting at the annual Plains Conference.

- **Welcome New Board Members**

- John Hedden (replacement for open Board position)
- Shawn Bubel
- Spencer Pelton
- Adam Wiewel

Officer Reports

- **President's report** (Pool)

- To be presented at the Nov. 10 meeting.

- **Treasurer's report** (includes Endowments) (Johnston)

- The PAS survived financially in 2020, but without holding the annual conference we lost members. The conference and membership provide the primary income for PAS, thus, drive the society's financial health. Overall, the net income looks good because it includes our endowment funds, which made money, but actual revenue and expenses were a loss of about \$10,000. Nonetheless, we have solid reserves (and endowment as back-up if needed). Most expenses happen late in the year, so Chris does not yet have a wrap-up report for the year. Hopefully, the conference will run a profit given that the hotel has worked with us to eliminate minimums, and the conference organizer, Doug Bamforth, has actively sought sponsors.
- Possible new agenda item: Make webmaster a standalone compensated position. (Discussion item for Nov. 10.)

- Endowment accounts: Both endowments did well in the markets; \$36,000+ earned by the PAS Endowment Fund (even after losses in 2018 & 2020). The Roper Endowment Fund has gained \$43,000+ since its inception.
 - The PAS Endowment Committee has not been active (only Chris for now) but needs to get active again in advance of availability of funds next year.
 - The purpose of each endowment was briefly reviewed. The Roper Fund has formal guidelines. The PAS Endowment was originally to be invested for 5 years before using any of the funds. Since that waiting period is passing, guidelines need to be established soon.
- Recommendation:
 - No financial audit this year.
 - Continue to develop the Financial Handbook.
 - Monitor investments & explore a different financial advisor.
 - Board agreed to exploration
 - Make webmaster an appointed position.
 - (Discussion item for Nov. 10.)
- Mary asked a question about the differences in amounts in different tables that were presented for the endowments. Chris explained that the numbers were from different dates.

Lauren moved to approve the Treasurer's report; seconded by Brandi. Unanimous Board approval.

- **Editor's report** (Billeck)

- Bill started the position of Editor for the *Plains Anthropologist* on July 1, taking over from Bob Hoard who has provided much assistance. Matt Hill agreed to continue as Book Review Editor. The Taylor & Francis (T&F) Editorial Manager program is complicated, so Bill has faced much learning through trial and error.
- For 2021, three issues have been published and sent to membership. The last issue for this year has been sent to the publisher.
- Manuscripts for the next issue have been accepted. Bill expressed some concern about incoming manuscripts. It was suggested that we all encourage more manuscripts from presenters at the conference (since Bill cannot attend).
- Courtney noted that a call for manuscripts can be posted to social media.
- Chris asked if there are any plans for memoirs. Bob had reported that he had inquiries late in his tenure, but Bill has not received any. It would have to be one of the four issues, not as a separate issue and there is a limit of 112 pages per issue.
 - Spencer asked, what is the process for creating a memoir? Bill noted that any possible memoir submission would be treated like a manuscript and would go out for peer review. The page limit still applies, but extra material can be posted online. It is good to check on applicability with the editor, but Bill cannot give a commitment.

Chris moved to approve the Editor's report; seconded by Mary. Bill abstained. Unanimous Board approval.

Standing Committee Reports

- **Archives** (Ritterbush)

- The PAS Archives continues to be maintained by the University of South Dakota Special Collections and Archives with Doris Peterson as our point of contact.

- Access to our collection has been limited over the past two years due to the coronavirus pandemic and renovations, but materials continue to be received, including programs from past conferences, in order to fill out holdings and create duplicates for possible scanning.
 - One set of materials that is lacking in our archives is photographs. The PAS is encouraged to take and share (printed) photos, with the permission of individuals included in those images.
 - Mary has PAS materials left by Carlyle Smith and asked whether to send those to Doris or contact her first. Lauren recommended making a list and send that to Doris before shipping.
 - Courtney reported on a project to digitize old conference programs in order to put those online. The initial thought was to have Doris do this, but it was later decided to scan what is available locally at History Nebraska and the Kansas Historical Society. Courtney has a list of which programs they have and can share that with anyone interested in helping fill in any gaps of missing programs.
 - Adam noted that Marcel Kornfeld has taken photos at past conferences and may be willing and able to share those with the archives.
 - Kelly inquired about whether we have a copy of the PAS Archives collection policy and whether this can be posted on the PAS website.
 - Courtney encouraged getting photos to the webmaster (for social media) and to the archives. Permission of individuals in images is needed, but we are not sure whether this needs to be a signed form. Chris suggested that this permission be included on the conference registration form.
 - Bill noted that many people take pictures on conference field trips. Courtney recalled that Laura Scheiber established a hashtag to post photos for the 2019 conference. No one knows if Doug has done this for this year.
- **Bylaws** (Adair) (Discussion item for Nov. 10.)
 - The primary proposed change to the bylaws is to have the PAS membership vote for a president and have them serve a 2-year term. Mary discussed the rationale for this change.
 - Mary included suggested rewording of the bylaws in her written report [see Briefing Packet distributed Nov. 10, pp. 84-85].
 - This issue was not resolved last year because of cancellation of the annual conference; the Board wants the membership to be able to discuss it in person at the Business Meeting.
 - Some consider adding the president as a separate position to the Board as a possible problem due to that resulting in an even number of Board members (10), but Mary and John (who helped with this committee) don't expect that to be a problem.
 - Kelly asked for clarification about whether the president-elect would serve as vice president (VP) or whether the position of VP would still be elected from the Board members.
 - Lauren noted that wording should be added to Article V Sec. 5 that the president-elect must attend Board meetings, thus, they serve for that year plus the two-year term.
 - Mary noted that we need to discuss who would serve as president should they be unable to serve (for example, would there be a VP for this).
 - Courtney requested of Mary that a schedule about how the rotation would work be sent to the Board.
- **Conference Handbook** (Johnston)
 - There was no conference in 2020 so there was no handbook update last year, but updates will be needed after the 2021 conference. Chris, Courtney, and Doug have

discussed a number of these, and Chris has compiled a list. Revisions should be done by end of 2021.

- Brandi requested that an update about the abstract submission statement on ethics be included.
- **Distinguished Service Award (Ritterbush)**
 - Lauren extended her thanks to David Gradwohl and Fern Swenson for serving on this year's committee.
 - Two nominations were received. Both qualified for the award, but the committee opted to award only one this year. That winner will be announced at the banquet in Boulder next week.
 - Mary reminded us that all award announcements at this year's banquet are also to include announcement of last year's awardees.
- **Membership (Hadley Hilburn)**
 - PAS membership as of today is 449. This is a 19% increase from last year, mostly students (likely due to having a conference this year). Colorado has the highest membership, likely because this year's conference will be in Boulder. The nearby state of Wyoming has the second largest number of members.
 - Some members have not always received their journals, but there are no ideas on why this has happened.
 - One goal for next year is to expand efforts to continue to increase student membership (with the conference being key to this). The previous membership chair (Wendi Field Murray) thought a survey might be useful to find out more about our membership. Some information along these lines is now available through the website.
 - There was some discussion about whether to stop sending print copies of the *Plains Anthropologist* to PAS members (as some other professional organizations that produce journals are now starting to do). This would save mailing problems. However, based on what was learned last year from members after there were frequent problems receiving journals, many people still want to receive print copies of the journal. Students, on the other hand, may not. Should we consider an opt-out option. Courtney thinks the T&F website is too poor to go digital only.
 - Alison reported that one lifetime member no longer wanted to receive the journal.
- **Native American Student Award (Meyers)**
 - One application was received at the last minute and that is our winner, Joni Tobacco.
 - Richie provided some context about difficulty reaching Native American students who may not be enrolled in traditional Native Studies or Anthropology programs. Also, most tribal colleges do not have Anthropology programs. This affects how Indigenous students identify themselves and how we find candidates.
 - The Association of Indigenous Anthropologists has asked for a pause on land acknowledgements until institutions and organizations make commitments for something meaningful. This is a big issue with tribal peoples and affects educational identities (e.g., Native Studies; Anthropology).
- **Nominations (Asher)**
 - Brendon's report will be presented at the Nov. 10 meeting.
- **Resolutions (Bethke)**
 - Brandi is awaiting more acknowledgements from the conference organizer.

- Please send notice of any deaths of Plains anthropologists from this past year that may have been missed.
- **Student Paper Award** (Kacy Hollenback)
 - Kelly summarized the Student Paper Award and thanked PAS member Kacy Hollenback for stepping in to lead efforts for this year's award.
 - There will be three student competitors presenting at the upcoming conference.
- **Webmaster/Website** (Ziska)
 - The website is still a work in progress. Courtney is making a handbook that will be useful for future webmasters.
 - Website is being used well for the most part.
 - Webmaster tasks this year mostly consisted of managing existing content and issues related to this year's conference. One useful change has been to create access for the conference organizer.
 - Having Iowa OSA host the website has been useful. They have to handle some parts for a set fee.
 - The website email system is poor so we now use MailChimp, which works and provides more analytics. Courtney hopes to link MailChimp to the website email.
 - Courtney has found that 53% of PAS members open emails from the PAS and 30% of previous members do.
 - Courtney asked how long should we keep track of previous members?
 - (Discussion item for Nov. 10.)
 - Social Media: PAS continues to have a Facebook presence, and friends continue to join, but analytics show fewer people are actually following our posts. Posts with people photos get the most likes.
 - Twitter: This has not been updated and is not being used but it might be more attractive to younger members.
 - The student social media committee has not been active.
 - What gets posted to the website and social media is up to committee chairs, who must submit relevant materials.
 - There have been some issues with T&F responding to emails.
 - The membership expects the webmaster to respond immediately which is not always possible. Any future webmaster must be responsive.
 - We should have a secondary backup for access to the website, social media, etc. (e.g., president, vice president).
 - Courtney indicated that there is a big learning curve with this website, so we need a position dedicated to it.
 - Regarding this year's conference, there have been some issues with people bypassing the self-certification statement during online registration. Some of these may be due to members buying registration for others (e.g., students, family member attending part of conference [e.g., banquet]).
 - Spencer inquired about an estimated amount of time Courtney has devoted to these duties, but Courtney has been unable to quantify, especially because parts of the work are cyclical in nature. It is not a full-time job, but also not a light load!
 - (Discussion item for Nov. 10.)
- **Student Poster Competition** (Asher)
 - Kelly briefly summarized; see his report.
- **Ethics and Inclusion** (Bethke)

- A brief history of how this committee developed was presented.
 - Cherie Haury-Artz and Mary Adair started much of this during the previous several years.
 - This year's committee consisted of Brandi, Cherie, Richie, Kelly, and Doug Bamforth, as conference organizer.
- The committee carried out much research and learned much from other organizations (e.g., SEAC).
- It was determined that we cannot be a legal body to investigate accusations.
- Major accomplishments include development of the self-certification statement and process for membership, a conference abstract submission statement about ethics, and a conference code of conduct, but the latter needs more work.
- A stand-alone session on anti-harassment has been organized for this year's conference on Thursday at 11:00 am with presentations by University of Colorado's Office of Institutional Equity and Compliance staff.
- We are behind on what other organizations have been doing about anti-harassment (e.g., SEAC has been working on this for 6 years, especially an awareness campaign, consulting with lawyers, holding forums for members, developing a reporting system, etc.), and Brandi feels we need to continue to work together to refine our policies in the next few years.
- Courtney noted that we also need self-certification for conference vendors. Also, what if someone chooses to not self-certify for the conference, what is our action? There should be a firewall if someone cannot/will not self-certify.
 - (Discussion item for Nov. 10.)
- Kelly gave special thanks to Brandi for her extensive and diligent efforts!! She also extended gratitude to Mary, who worked with CU to arrange workshops and for information and guidance, as well as to other active committee members.

Ad Hoc Committee Reports

- **Donna C. Roper Research Fund Award** (Adair)
 - This fund made a good investment return in 2021 so we kept \$20,000 for this year's awards (leaving \$16,000 in the PAS bank account for next year).
 - Five applications were received. The committee decided to make two awards.
 - The winners will be recognized at the conference.
- **Financial Review Committee** (Mark Mitchell)
 - Chris provided a brief summary of Mark Mitchell's report and recommendations (see written report [in Briefing Packet p. 110]).
- **Journal/Publications/Editorial Committee** (Pool)
 - Kelly reported that contract renewal negotiations with Taylor & Francis are still in progress.
- **Student Affairs** (Carlton Gover)
 - Kelly summarized that this committee has been largely inactive. They will be selecting a new chair at the upcoming conference. We will be seeking Board members for liaisons if anyone wishes to help the students.
- **Undergraduate Student Travel Grant Award** (Arendt)

- Nancy reported that three awards will be given: one for the full amount, one a partial award (after correcting errors in the student's figures), and the remainder of the fund to a faculty member bringing students to this year's conference.
- This is a pilot program. What about the future?
- Another question is if a student received funding in the past, can they apply and receive funding again?
 - (Discussion item for Nov. 10).
- **W. Raymond Wood Outstanding Publication Award** (Kacy Hollenback)
 - To be presented at the Nov. 10 meeting.

1:41-1:46 Kelly lost internet connection [This is why we need a VP.]

- **Plains Anthropologist Back Issues** (Bethke)
 - We sold 10 copies in 2 sales.

Chris moved to adjourn; seconded by Brandi.
Meeting adjourned 1:48 pm CT (12:48 pm MT).

Minutes respectfully submitted by Lauren W. Ritterbush (PAS Secretary).