

DRAFT MINUTES
SHA Board of Directors Meeting
Sheraton Suites Old Town
June 17, 2017
Alexandria, Virginia

1. Call to Order – 8:29 a.m. in the Boardroom, 1st floor
 - a. Board Members Present: Joe Joseph, Sara Mascia, Patricia Samford, Matt Reeves, Linda Stone, Marco Meniketti, Mark Warner, Chris Matthews, Katherine Hayes, Sarah Miller, Shannon Dunn
 - b. Alasdair Brooks (attended remotely), Timo Ylimaunu (attended remotely)
 - c. Also Present: Karen Hutchison
2. Approval of Agenda (Mascia, Samford, unanimous approval)
3. Consideration of Draft Minutes from January 4, 2017 and January 7, 2017 Board of Directors Meetings (Reeves, Stone, unanimously approved)
4. Reports
 - a. Consent Agenda (Mascia, Reeves, unanimously approved)
 - i. Academic and Professional Training Committee (White)
 1. Executive Summary: The Academic and Professional Training Committee continues in its various roles to support the local conference committees – helping to plan continuing education workshops for the 2018 SHA conference, promoting the workshops, organizing PR and media events for students and conference attendees, and addressing other professional training issues through blog posts on the SHA Blog. We also oversaw the 2017 SHA Student Paper Prize and continue to assist the ATPC Student Subcommittee in encouraging and promoting professional development for student and professional members of the SHA.
 - ii. ACUA (Meniketti)
 1. Executive Summary: The ACUA has engaged in an active letter writing campaign supporting protection and establishment of marine sanctuaries at Malloes Bay, and in Wisconsin, and in support of revised legislation in Florida (HB6019 and SB214) designed to curb site damage by non-professionals. Additionally, the ACUA countered the exhibit of artifacts from the Belitung shipwreck, excavated for commercial gain, using a proactive effort to educate other museums concerning the artifacts. The ACUA will again sponsor the George Fischer Travel Award to assist international students attending SHA conferences. ACUA maintains current Blogs and a student oriented newsletter. The ACUA participated at the UNESCO meetings on historic preservation and underwater archaeology, and the meeting of the Scientific and Technical Advisory Board (STAB) held in Paris. ACUA

also participated in the UNITWIN meetings held in association with the STAB conference.

iii. Co-Publications Editor (Corbin)

1. Executive Summary: SHA Co-publication's goals for 2017 remained on track. Currently SHA has co-publications agreements with the University Press of Florida, University of Nebraska Press, Spring Press and are working with the University of Tennessee Press and the University of Alabama Press on projects that will be forthcoming. The Print on Demand (POD) series, *Perspectives*, is proving quite popular and productive for SHA with ever increasing sales, as well as new SHA Special Publications – selling in every book format available (print, pdf download, ebook, ibook, NOOK, and Kindle). We are seeing downloads coming from around the globe! Lifetime earnings for SHA from our Co-Publications effort has reached \$67,150.71 to date.

iv. Ethics Committee (Warner)

1. No report

v. Headquarters Report (Hutchison)

1. Executive Summary: Since the January Board meeting, staff completed follow up work on the 2017 Conference, mailed out second dues renewal invoices, began work on the 2018 Conference, mailed out a 50 for 50 follow up letter to members who had not donated to the campaign, prepared and sent out the Exhibitor Prospectus for the 2018 Conference Book Room, and worked with tDar to get the conference abstracts from the 2013 through 2017 conferences loaded onto the tDar website.

vi. History (Pykles)

1. Executive Summary: The History Committee has been rather quiet since the 50th anniversary meeting in January of this year. Members of the committee continue to work on preparing new materials to add to the online exhibit celebrating the SHA's first 50 years. The committee also continues to collect and publish oral history interviews with past SHA Presidents and award recipients. Several interviews are in process. We also continue to provide content for the "Images of the Past" section of the Newsletter. Finally, the committee would like to make lists of past presidents and past award recipients easier to find on the SHA website and then link to the published oral history interviews, memorials, and articles for these individuals. This should be fairly straightforward now that we have assembled all of the published material for the *Special Publications* volume we published this year.

vii. Newsletter (Brooks) [Removed from Consent Agenda to Regular Agenda]

viii. Public Education and Interpretation Committee (Gidusko)

1. Executive Summary: The PEIC had the opportunity to meet in person at the 2017 annual meeting. Currently, members are working on blogs for the SHA webpage and planning a mid-year conference call. Projects for the remainder of the year will focus on a continuation of the blogs, coordinating paper sessions that will focus on climate change/archaeology, a paper session exploring new theoretical approaches to public archaeology outreach, and assisting Mark Freeman on an SHA webpage update. Members have contributed to a variety of other publicly accessible venues, including Public Archaeology Notes (from Giovanna Peebles) and the Public Archaeology in 3D blog. Later this year, PEIC member Sara Ayers-Rigsby will attend NCSS in San Francisco to represent SHA at the AEC booth.
- ix. RPA Representative Report (Hoffman)
 1. Executive Summary: The Register held its annual Board of Director's meeting March 9, 2017, at the Society for American Archaeology conference in Vancouver, British Columbia and has prioritized finalizing and implementing a 2017-2021 Strategic Plan. Strategic initiatives already underway include an expanded social media presence via Facebook and Twitter accounts (@registerRPA) and advertising for a graduate-level ethics intern to research and compile resources on archaeological ethics with the goal of developing a website for posting these resources. The Register currently has six affiliated state societies, in addition to the four sponsoring organizations. RPA continues its Continuing Professional Education certification program which, along with the Field School Certification program, serves as a quality control measure allowing RPAs to identify ethical programs taught by qualified instructors. There are now 37 Register certified Continuing Professional Education training programs. As of May 2017 there are 2,767 RPAs.
- x. Technologies Committee (Goddard)
 1. Executive Summary: The technologies committee has been focusing its efforts on committee membership and recruitment, technology room planning and new formats for sponsored symposiums. Future discussions about mechanisms to provide technology training to the SHA membership is a new goal for the committee moving forward.
- xi. UNESCO Committee (Evans)
 1. Executive Summary: The committee revised and expanded draft text and content for a committee-specific webpage within the overall SHA website. The content is ready to be sent to the SHA Website editor for review and posting. The committee drafted a proposed conference session abstract on ocean literary and

archaeology, to be presented as part of the 2018 SHA conference program in New Orleans (final title and papers to be determined). The proposed session will touch on several issues, including climate change, raised during the 2016 STAB meeting and the 2017 Meeting of the States Parties. The session organizers plan to turn the session papers into a thematic journal issue. The committee submitted their re-accreditation application to retain SHA's status as an NGA to the 2001 Convention States Parties and STAB in 2016. Ten of the total 15 NGOs were up for review. During the Meeting of States Parties on 31 May 2017, SHA was informed that their application was approved, and that SHA has been renewed as an accredited NGO.

xii. Website (Freeman)

1. Executive Summary: The loss of publications on the website has not affected overall traffic. The website continues to develop new content, particularly the Abandoned Graves page, and will undergo some re-organization later this year.

b. President (Joseph)

- i. Executive Summary: The President worked with the Government Affairs Committee Chair on the Coalition for American Heritage leadership council and worked on collaboration with other archaeological societies and agencies through a series of conference and meetings.
- ii. Action Item: Consideration of cross-promotion collaboration with WAC. Collaboration to include shared exhibit space at conferences on a one-to-one basis. Suggest developing a formal agreement for the collaboration; need someone to table the SHA booth at WAC in Prague 2020. (Mascia, Meniketti, unanimously approved)

c. Secretary (Dunn)

- i. Reviewed votes conducted via email since the 2017 conference Board meeting.
 1. Board vote appointing Christopher Matthews to fill the current vacancy in the Research Editor position on the SHA Board of Directors until an election can be held to fill the position in the fall of 2017. Board vote on SHA sponsorship of the March for Science conducted via email in March 2017; sponsorship includes no financial obligations but entails signing an MOU that would allow march organizers to list SHA as a sponsor. Motion to approve sponsorship of the March for Science carried with 12 yeas, no nays, and one abstention (via no vote).
 2. Board vote on 2018 Conference budget conducted via email in March 2017. 2018 conference budget is represented in the 2018 minutes in the Board Book. Motion to approved as proposed

(Matthews, Samford, motions carries with 11 yeas, no nays, and no stated abstentions).

d. Treasurer (Mascia)

- i. Review of May 2017 SHA Financial Statements. Included in Board Book.
- ii. Mascia presented highlights from the report.
- iii. Accepted

e. Committee Reports

i. Standing Committees

1. Conference Committee (submitted by Della Scott-Ireton, presented by Chris Matthews)

- a. Executive Summary: Plans for 2018 are on track and nearing completion. The Conference Committee is working with 2019, 2020, and 2021 local committees on planning. A letter of intent was received to host the 2022 conference in Philadelphia, PA; site visit is needed pending Board approval. A letter of intent was received to hold the 2023 conference in Minneapolis-St. Paul, MN. Executive Director should make a site visit to the 2021 venue in Lisbon. A report regarding the new conference app and recommendations is appended at the end of this report [see Board Book].

b. Action Items:

- i. Consideration of Philadelphia, PA for 2022 Conference. Discussion of Philadelphia as an attractive location for SHA conference. Motion to accept pending financial details (Miller, Samford, accepted unanimously).
- ii. Consideration of Minneapolis-St. Paul, MN for 2023 Conference. Discussion of Twin Cities as a possible location for SHA conference. Motion to reply to proposal asking for formal presentation (Stone, Reeves, accepted unanimously).

2. Journal (submitted and presented by Chris Matthews)

- a. Executive Summary: The publishing partnership with Springer is in place and working very well. *Historical Archaeology* issue 51(1) has been printed and mailed. Issue 51(2) will be printed and shipped in June, and issues 51(3) and 51(4) are in production. We expect 51(3) to be printed in October and 51(4) in December.

b. Action Items:

- i. Approval to form a committee, beginning with editorial staff, to explore creating an award for the best article published in *Historical Archaeology*. Discussion of proposal, including scope of papers

considered, method of presenting award, criteria for ranking or rating. Motion to approve forming committee to discuss and present additional information to the Board (Reeves, Meniketti, unanimously approved).

- ii. Matthews announced/reminded Board that he will work to find replacement as his term draws to a close, to end 2020. Joe and Mark agree to put together a search committee and announcement asking for volunteers for this position. Chris will reach out to the Associate Editor to determine if they have any interest in serving as Journal Editor. No board action at this time.

3. Nominations and Elections (submitted by Charles Ewen, presented by Joe Joseph)

- a. Executive Summary: All elections have been held or scheduled within SHA By-Laws.
- b. Action Items:
 - i. Consideration of how to handle an approved candidate's withdrawal from the Nominations slate. Potential to draw from previous year nominees to determine if still interested and available in service, particularly with demand of preparing nominee statements. Suggestion to Nominations and Elections Committee: communicate to nominees when asking to serve that continued presence on slate and service if elected is an expectation if nomination accepted in spite of any complications; if nominee asks to be removed from slate after Board approval, draw from unelected recent nominees. Motion to approve (Miller, Mascia, unanimously approved).
 - ii. Approval of 2018 provisional slate. Discussion of lapsed membership of some nominees. Motion to approve (Stone, Reeves, unanimously approved).

ii. Presidential Committees

1. Awards Committee (submitted by Teresita Majewski, presented by Joe Joseph)

- a. Executive Summary: Between mid-December 2016 and the end of May 2017, the Awards Committee completed the following activities: held a committee meeting at the 2017 annual meeting, selected and announced the Harrington medalist for 2018, coordinated with the Fort Worth meeting organizers and others, presented and reported on

the 2017 awards, coordinated write-ups for the 2017 Harrington, Ruppé, Roberts, and Cotter Awards for the journal, and began implementing the process for the 2018 awards and the transition to a new committee chair after the 2018 conference. The chair will continue to work with SHA Headquarters on the awards portion of the website. The chair will work with the Harrington nominator and medalist for 2018 on the arrangements and presentation for the award, and will continue working with the SHA 2018 local conference committee to plan for the presentation of the awards in 2018. The conference chair for the future conference in St. Charles has already begun reaching out to the awards chair regarding that conference. The chair has confirmed 2018, 2019, and 2020 support for the Roberts Award with Commonwealth Heritage Group. The chair requested that the board approve changes to the descriptions of the Jelks and Tubman (travel) Awards to extend the eligibility for the awards to undergraduates as well as graduate students. The board was also asked to approve some conceptual changes to the Roberts and Mack Awards to better distinguish between the two awards. The award committee chair and Chris Fennell from GMAC will ensure that the conceptual changes are adequately conveyed in the calls for nominations for the two awards.

b. Action Items:

- i. Proposed change to eligibility for both Jelks and Tubman awards to include undergraduates as well as graduate students. Discussion of undergraduate participation generally in conferences and likelihood to submit to awards. Motion to approve expansion to include undergraduates in both awards (Mascia, Reeves, unanimously accepted).
- ii. Approval of revised Roberts and Mack Awards descriptions to delineate differences; emphasis of Roberts on sustained achievement/program level and Mack as emphasis on stakeholder engagement/project level. Motion to approve language differentiating awards (Samford, Stone, unanimously approved).

2. Collections and Curation (submitted by Sara Rivers-Cofield, presented by Mark Warner)

- a. Executive Summary: The Collections and Curation Committee is currently focused on two main projects: 1)

ensuring that collections issues and success stories are well represented at the SHA conference, and 2) compiling updated resources, such as curation standards, cost-saving tips for labs, box fees, etc. Additionally, Committee members Mark Warner, Sara Rivers-Cofield, and Julia King are working with the Archaeological Collections Consortium (ACC), which is a group of representatives from ACRA, SAA, SHA, and governmental agencies. This group has drafted standards for no-collection projects that are ready for Board review, and the ACC is also working on an edited volume about the current issues in archaeological curation (to be published jointly by SAA, SHA, and ACRA).

- b. Action Item: If appropriate, offer expression of support for *Best Practices for No-Collection Projects and In-field Analysis*. Discussion of need for Board approval or acknowledgement in light of SHA support for and participation in Archaeological Collections Consortium (ACC). Document proposed to be published in newsletters of member organizations (SAA, SHA, ACRA). Discussion of potential to outline extensive history of collaboration and research effort and history of document within the document itself as well as emphasizing interim nature of document. Tabled: next steps include Board to provide comments to Warner and Rivers-Cofield by July 15, 2017; Warner and Rivers-Cofield will return revised draft to Board for vote on expression of support prior to publishing/wider distribution.
- 3. Development (submitted by Chris Fennell, presented by Linda Stone)
 - a. Executive Summary: Progress continues. In addition to the “50 for 50” campaign, which will continue in 2017, our current focus is mostly on thematic fund-raising for targeted initiatives.
 - b. Action Items: Create a web page listing of sponsors and contributors. At the end of each year, a list of all members will be included in the Newsletter.
 - c. Board ask of Development Committee: provide recommendation to Budget Committee regarding how to distribute funds as the 50 for 50 campaign concludes.
- 4. Gender and Minority Affairs Committee (submitted by Flordeliz Bugarin and Lewis Jones, presented by Matt Reeves)
 - a. Executive Summary: The GMAC will reconvene at the 2018 meetings. Updates will be shared regarding our many

ongoing projects. Short-and long-term objectives will be developed and steps will be made to continue work on successful endeavors. We plan to discuss among other topics: 1) objectives regarding anti-racism and diversity projects; 2) proposals for new GMAC projects; 3) further development of the GMAC website; 4) the progress of ongoing competitions; 5) establishing a sub-committee to organize the 2018 Diversity conference excursion; and 6) promotion of GLBT inclusivity and people with disabilities. All of these initiatives were designed to encourage diversity in the SHA membership.

- b. No Action Items. In committee report, GMAC requested line-item support of Anti-Racism workshop; Budget Committee replied via Reeves that Board is unable to commit to line-item support for committees without endowment. Discussion of fundraising by GMAC, including potential grant-seeking efforts with support of SHA Board of Directors.
- 5. Government Affairs (submitted by Terry Klein, Marion Werkheiser, and Eden Burgess, presented by Joe Joseph)
 - a. Executive Summary: Working closely with our government affairs consultant Cultural Heritage Partners, the committee continues to work to amplify SHA's voice on key issues in Congress, paying particular attention to the current Administration's efforts to counter much of the progress made over the past few decades. We are aware of potential risks to the Historic Preservation Fund, the National Historic Preservation Act, the Antiquities Act, and other important legal protections for historic and archaeological resources. We have closely monitored a wide variety of developments in order to make sure SHA provides input to Congress, and expect challenges to funding and to current regulations to continue to play a significant role. We are also monitoring federal agency and other entities. SHA's leadership role in the Coalition has already shown to have a positive impact on drawing a broader array of groups to the Coalition's mission and to increasing our capacity to work collectively to respond to the new Administration's initiatives, and we expect to continue that trend for the rest of 2017.
 - b. No Action Items. Discussion of methods to increase member engagement in advocacy.
- 6. Membership (submitted by Barbara Heath, presented by Sara Mascia)

- a. Executive Summary: The Membership Committee analyzed trends in membership by category, recommended against a new membership category of “affiliates,” and corresponded with members needing help with renewals.
 - b. Action Item: Discussion of proposed strategies and research into membership recruitment and renewal, focusing recruitment in the Regular and Student membership categories.
- f. Newsletter (MOVED from section 4.a.vii above; submitted and presented by Alasdair Brooks)
 - i. Executive Summary: The Newsletter has been produced to schedule, and in the wake of the new journal publishing arrangement with Springer, we have stopped the residual print run for institutional members; the newsletter is now entirely digital. I have been working closely with my current research coordinators over the Spring and Summer issues to reinvigorate the latter section of the newsletter. Response from the coordinators and preliminary response from contributors (noting that I’m writing this on submission deadline day) has been positive. There will be some turnover of coordinators. There are 25 coordinators. Three failed to respond to any of my e-mails this year and will be replaced. A fourth replied belatedly offering to step down and has helped to find a replacement. A fifth has stepped down entirely independently due to ill-health.
 - ii. Brooks expressed interest in having his successor appointed before the New Orleans conference to work with him during 2019 before he steps down. Mark Warner will convene a search committee of himself, Mark Freeman, Kat Hayes, and Alasdair and solicit applications.
 - iii. Discussion of archiving digital newsletters. Financial implications of formats/options currently unknown. Recommendation to archive PDF copies.

5. Old Business

- a. Discussion of proposed revisions to SHA Strategic Workplan. Last workplan created 2009. Discussion of content and purpose of workplan; proposal for less focus on metrics and more focus on strategic, big-picture, high-level, “broad brush stroke” intentions and values. Board will provide comments on Warner’s suggested abbreviated workplan by September 4, 2017. Mascia will provide copies of a draft mission statement to Board for comment in relation to workplan. After incorporating Board revisions, Warner will distribute to committees in advance of January 2018 SHA meeting and will solicit feedback from committees on their missions and how they align with strategic plan, as well as potential definition of annual goals with definition of metrics for achievement.

6. New Business

- a. O*NET Occupation Expert Data Collection Program (presented by Joe Joseph). SHA contacted by Department of Labor (DoL) regarding desire to conduct survey of archaeologists, looking particularly for experts in historical archaeology, as well as regional/geographic information. The O*NET database provides information about the skills, abilities, activities, and work context for about 900 occupations nationwide. SHA proposing to provide contact list to DoL for members who have been members for ten years or more; members who fit criteria for selection will be notified and provided the opportunity to opt out; if individual chooses to opt out, name and contact information will not be provided to DoL. Motion to approve as discussed (Miller, Mascia, unanimously approved).
- b. Discussion of impact of climate change in relation to archaeology. SAA has an active committee on climate change. Committee would liaison with other committees and associations working on climate change to raise awareness regarding climate change and impact on historic sites. Motion to create a Heritage at Risk as new SHA committee (Stone, Reeves, unanimously approved). Sarah Miller appointed chair of the committee. Membership will be alerted via newsletter.
- c. Abstract deadline for January 2018 conference may be extended to July 15, 2017 (from June 30, 2017).
- d. Consideration of SHA Budget (Mascia). Included in Board Book.
 - i. Recommendation to amend 2017 budget to add \$500 to membership expense to mail journals to SHA academic members to help recruit additional members, particularly students (Dunn, Stone, unanimously approved).
 - ii. Recommendation to add \$500 for PEIC budget for 2017 cost (Mascia, Hayes, unanimously approved).
 - iii. 2018 budget review and discussion. Budget approved (Stone, Reeves, unanimously approved).

7. Adjourned at 2:53 (Warner, Meniketti, unanimously approved).