

**ARCHAEOLOGICAL SOCIETY OF SOUTH CAROLINA, INC (ASSC)**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**January 9, 2016  
Thomas Cooper Library  
University of South Carolina  
Columbia, SC**

The regular bi-monthly meeting of the ASSC Executive Committee was held Saturday, January 9, 2016 at the University of South Carolina. The meeting was called to order at 1:46 p.m. by President Chan Funk. A quorum was present.

In attendance: Chan Funk – President; James Stewart- Past President; Savannah Hulon-Treasurer; Rebecca Shepherd-Secretary; Brent Burgin-Archivist; Ryan Sipe – Newsletter Editor; Christopher Moore – Journal Editor; Members-at-Large: Karen Smith, Walter Clifford, Josh Chaplin, Stacey Young; David Gordon – President of the Hilton Head Chapter; Members in attendance include Bach Pham.

**Previous Meeting Minutes**

The minutes from the July 2015 meeting were approved.

**Officer Reports:**

**Secretary Report-** (Rebecca)

The previous meetings minutes were sent out and there were no corrections. We need to focus on encouraging membership renewals and new memberships

**Treasurer's Report-** (Savannah)

We haven't had a lot of changes in the balance over the last quarter because we didn't have Fall Field Day. The main change is paying the annual fee for the website.

The journal hasn't gone out yet, which will greatly impact our current balance. Even with member renewals, we may not have enough to cover our estimated expenses.

- Starting Balance October 29, 2015- **\$1,710.37**
- Expenses – **\$319.40**
- Income - **\$685.00**
- Ending Balance January 7, 2016 - **\$2,075.97**

**OTHER ACCOUNTS**

PayPal Account	\$58.97
Grant-In-Aid	\$2,361.92

T-Rowe Price Mutual Fund Portfolio Value –September 31, 2015  
Scurry Funds \$2,410.00

\$25,160.20

#### Archivist Report- (Brent)

Brent is planning to pick up all of the remaining copies of *Antiquities* from SCIAA and create an inventory of all of the past journals. Brent pointed out that we need to begin discussing the future of journal copies. The first 40 years of journals exist on a disc, but what should we do with the hard copies. Donating some to the Caroliniana Library is a possibility.

He also wants to digitize all of the hard copies of *Features and Profiles* that we have and he requests all digital copies of the newsletter, as many are missing from the website.

He would like to start having an archivist contribution to the newsletter.

He would like to have the inventory of the archives complete by the end of February.

#### Newsletter Editor – (Ryan Sipe)

Sarah has gotten Ryan up to speed on the newsletter. He will get a set schedule in place for when the newsletter will be released soon. The next one will be out before the conference.

Chan pointed out that the newsletter editor really has free reign in terms of content. He also pointed out that there was once a movement to put paid advertising into the newsletter, which we might want to revisit.

#### Journal Editor- (Chris Moore)

The 2015 issue is almost ready. Chris had some trouble getting articles and is still waiting to receive one more. The issue should be complete by next week and then Chris will send it to Create Space for printing and mailing.

Last year it cost \$13 to print and mail each copy of the journal. Create Space is slightly complicated because each journal has to be ordered one at a time. However, this method still costs less than when we were ordering journals and shipping them ourselves. We also earn royalties this way for any orders placed on Amazon. Chris needs to figure out how to transfer the royalties to our account.

#### Chapter Representatives: (David Gordon – Hilton Head)

The Hilton Head chapter is kicking off this year's lecture series with Jim Spirek as their first guest. Stacey Young may give February's lecture.

Dr. Matthew Sanger is beginning to excavate at Sea Pines shell ring and he contacted the chapter because he is interested in volunteer support, which the chapter is hoping to provide. The chapter is also exploring working with the Santa Elena excavations.

## **2016 Projects/Committee Reports**

### **Conference:**

Past president, James Stewart, provided an overview of what the Conference/Annual Business Meeting typical entails for all new officers. This year's conference theme is Settlement Archaeology/450 Years of Exploration/Santa Elena.

The conference will be on February 20<sup>th</sup> at USC. Savannah is looking into securing a room in Gambrell Hall. The keynote speaker will be Dr. David Moore. The keynote usually gives a colloquium the Friday prior to the conference at the anthropology department in exchange for the department paying for the honorarium and lodging. Ken Kelly, chair of the anthropology department needs to be contacted as soon as possible to discuss the honorarium and colloquium.

A conference committee was formed. It will be chaired by Keith and includes James, Karen, Stacey, and Carl Steen (if he agrees).

The possibility of showing the film "Digging the Kolb Site" at the conference, similar to last year's Dave film screening, was discussed.

### **Fall Field Day:**

There was a discussing about the emails from Carl Steen and Chris Judge about rethinking the format of Fall Field Day.

Holding this year's FFD at USC Aiken's Science Education and Enrichment Day is a strong possibility.

It was also suggested that ASSC begin attending and having a booth/demonstration at multiple festivals around the state, throughout the year, as well as having more presence at Chapter events.

A Fall Field Day committee was formed. It is chaired by Chris Moore and includes BJ, James, Keith, and Becca.

### **Grant-in-Aid:**

James said that Brooke Brilliant plans to put out a call for proposals following today's meeting.

We currently have \$2,361 available for awards. We need to start rethinking how we acquire funds for grant-in-aid.

There is a standing committee for Grant-in-aid that includes Brooke Brilliant, Aaron Brumitt, Ramona Grunden, and Ken Kelly. But it was suggested at a current board member should also be on the committee. A new committee was formed chaired by Savannah and including Karen and Becca.

#### Merchandise:

We need to create a current inventory of merchandise and then we can discuss ordering new items.

A merchandise committee was formed. It will be chaired by Ryan Sipe and includes BJ and Bach Pham.

#### Social Media:

We need to either consider getting rid of the facebook group (and just having our official FB page) or if we can turn off comments and leave the group static. Becca will check into that.

Whether a full social media position is needed was briefly discussed, but the solution was to possibly have a board member at large handle it. Emily Dale will be asked if she is interested.

If anyone has any ideas about social media, they should be sent to Becca.

#### Spring Workshop:

This year's spring workshop was proposed to be a photography workshop with Mount Vernon lab manager, Karen Price, organized by Brandy Joy. The board unanimously approved this workshop idea. The workshop will be offered free to ASSC members and held at SCIAA. There should be a cap of ~25 participants due to space restraints in SCIAA. The society will cover the travel expenses of Karen Price, dinner, and an honorarium.

Stacey agreed to be the liaison with Brandy for the event.

Spring workshops are open format. We only returned to doing them last year, with a flint knapping event. We need to start thinking of ideas for next year's.

#### Website:

Bach showed the new website and gave a brief introduction of all he has done. The new website is being hosted by Wordpress business, which is a \$299 yearly fee but provides us with unlimited space. It will also be hosted under a new domain: [archaeologysc.org](http://archaeologysc.org)

Bach has currently transferred all of the content he could from the old website to the new one. Discussions about updating/changing the website's content need to be had, as well as whether there should be one webmaster or allow multiple people access.

A website committee was formed. It will be chaired by Josh Chaplin and includes Becca and Bach.

The goal is to have the website ready by the conference so we can showcase it there.

## **Unfinished Business**

### **Bylaw Changes:**

We need to have new fees and bylaw changes set by the conference so we can present them. We can discuss them at the business meeting, but the proposed changes and ballots need to be sent out 30 days prior to a vote.

A bylaw changes committee was formed, chaired by Chris Moore and including James and Brent.

The proposed certification program will be considered with bylaw changes, since the ability to offer this will need to be written into the bylaws.

### **Field Project:**

The field project is something the society used to hold years ago and we began discussing bringing back last year. It has fallen by the wayside at the moment, but is something to keep in mind.

James stated that he was reluctant to start a project that might not be completed or written up just for the sake of holding a field project.

Stacey pointed out that the Foothills Chapter consistently participates in a lot of field projects and maybe we should just get more involved with that.

Doing a lab project instead was suggested. We could re-curate artifacts from old field project sites.

Ryan said that Edwards-Pittman would be happy to provide any equipment or lab space needed.

A field project committee was formed, chaired by Ryan Sipe and including Savannah, and Karen.

### **Outreach/Marketing/Advertising:**

James thinks that there should be one person in charge of organizing outreach, marketing, and advertising.

Stacey says that it is important to present at other festivals and advertise to people who aren't us. The Society has become very insular in the past few years. We are missing the non-professional component.

The item will be continued as unfinished business.

## **New Business**

### **Budget:**

Savannah's proposed budget was unanimously approved following some changes to the amount for FFD.

Real Property Inventory:

Brent will talk to Chris Judge about the Society's real property.

Meeting Calendar:

These dates were proposed for this year's meetings:

February 20<sup>th</sup>, during the Conference business meeting

April 23<sup>rd</sup>

June 18<sup>th</sup>

August 6<sup>th</sup>

November 19<sup>th</sup>

Meetings will be held at 1:30 in the SCIAA education room

Next Meeting

**Next Meeting February 20, 2016, during the Annual Conference business meeting**

Adjournment: 4:19 pm

**Votes:**

1. To hold a photography workshop as this year's spring workshop – approved
2. To approve this year's budget – approved

**Committees Formed:**

Conference Committee – Chair: Keith Stephenson. Members: James Stewart, Karen Smith, Stacey Young, Carl Steen

Fall Field Day Committee – Chair: Chris Moore. Members: BJ Clifford, James Stewart, Keith Stephenson, Becca Shepherd

Grant-in-aid Committee – Chair: Savannah Hulon. Members: Karen Smith, Becca Shepherd.

Merchandise Committee – Chair: Ryan Sipe. Members: BJ Clifford, Bach Pham.

Website Committee – Chair: Josh Chaplin. Members: Becca Shepherd, Bach Pham.

Bylaw Changes Committee – Chair: Chris Moore. Members: James Stewart, Brent Burgin.

Field Project Committee – Chair: Ryan Sipe. Members Savannah Hulon, Karen Smith.

**Action Items:**

1. Another call for papers for the conference will be sent out and people will begin twisting arms for presenters.
2. Savannah agreed to contact the anthropology department to see how involved they would like to be with ASSC, in terms of the conference and other activities.
3. Put out a call for proposals for Grant-in-aid.
4. Stacey/Karen will confirm with Brandy the details of the photography workshop and we will begin advertising it.
5. Merchandise committee will create an inventory of current merchandise.
6. Becca will look into restricting comments in the ASSC facebook group versus deleting the group.