

ARCHAEOLOGICAL SOCIETY OF SOUTH CAROLINA, INC (ASSC)

EXECUTIVE COMMITTEE MEETING MINUTES

May 9, 2015

**First Annual ASSC Knap In
Lynches River County Park
Florence, SC**

The regular bi-monthly meeting of the ASSC Executive Committee was held Saturday, May 9, 2015 during the first annual ASSC Knap In event at Lynches River County Park in Florence, SC. The meeting was called to order at 2:35 p.m. by President James Stewart. A quorum was present.

In attendance: James Stewart- President; Sarah Stephens-Vice President/Newsletter Editor; Michael Miller-Treasurer; Rebecca Shepherd-Secretary; Brent Burgin-Archivist; Chris Moore – Journal Editor; Members-at-Large: Emily Dale and Chris Gillam; Members in attendance include Bach Pham.

Previous Meeting Minutes

No minutes were approved.

Officer Reports:

Secretary Report- (Rebecca)

No report.

Treasurer's Report- (Michael)

- Starting Balance January 17, 2015- **\$1,068.22**
- Expenses – **\$1,429.31**
- Income - **\$2,703.13**
- Ending Balance May 6, 2015 **\$2,201.50**

OTHER ACCOUNTS

PayPal Account	\$457.78
Grant-In-Aid	\$2,331.58
GIA Donations	\$300.00

T-Rowe Price Mutual Fund Portfolio Value –December 31, 2014	\$27,107.84
Scurry Funds (Included in Checking Account Balance)	\$2410.00

Archivist Report- (Brent)

Brent made the first trip to SCIAA to retrieve materials from Nena's office, which included 14 boxes, or 17.5 linear feet of unprocessed ASSC records. These records include correspondence, membership information, newsletters, etc. He also inherited a box of photos from Meg. While he

had not projected needing much money for supplies, the acquisition of these new materials has changed this request. We need acid free file folders and archival storage boxes. Plans to spend two days per week this summer processing ASSC materials. Has also created a basic finding aid for processed materials.

Journal Editor- (Chris Moore)

We still need articles, notes from the field, and book reviews. We have received one article from Chris Gillam, a commitment from John Cable, and a maybe from Al Goodyear. We have received no notes from the field and only one book review. Chris Gillam offered to submit a book review and suggested other to solicit for articles.

We have sold a few copies of last year's journal on Amazon.
Last year's journal budget should also be sufficient for this year.

Old Business

Website

- Is still a major issue
- Need to make it more functional and better represent the society
- Would be preferable to have a dedicated board position for the website and social media
- Do we need to buy a new domain name?
- Bach volunteered to take on the organization of the project and be responsible for the redesign. Formally nominated by Sarah, seconded by Emily, and approved unanimously.

Bach will create a test site before the next meeting. The goal is to have a new site online by 2016. Suggestions of what we would like on it include: calendar, storage space, online membership form, links/resources page, and history of the society.

Certificate Program

There were a lot of interest and good suggestions from the member meeting during the conference. To do it we need to revise the charter to incorporate the program into the society's goals. We need to get gather all revisions to the charter (certificate, member rates, positions) together for one vote which must be open to the entire membership. The vote should be done by January so we can start fresh in the new term.

The option of funding an ASSC field project was brought up. We could fund this by setting up a similar account as the grant-in-aid or apply for grants. Questions of whether we should charge a participation fee and who would be responsible for running the program, processing data, writing up report, and curating the artifacts were brought up. James suggested that the society could do "small stuff" like shovel testing, site form classes, etc and that the final step could be attending an approved field school such as Kolb Site or Hampton Plantation.

It could be done through sponsorships with CRM companies or other organizations to provide field equipment and lab space. It could be self-sustaining, possibly through a fund raising drive and donations or investing initial money in a mutual fund. We need to look at more options.

Raising Membership Fees

- We don't need rates that are less than our costs. The journal costs \$13 per copy to produce, many of our membership fees are less than that. We could also begin to charge and extra \$5 for a hardcopy of the journal by adding a check box to the membership form.
- Our institutional rates could be raised. Most institutional rates are typically much more. Chris Gillam suggests \$60 as an institutional rate.
- Sarah suggests a raise of \$30 individual, \$35 family, \$15 student, \$20 senior, and \$60 institutional
- Should write a column in the newsletter explaining our raising costs (journal, FFD, etc) and why we need to raise rates
- Could have the members vote on the set rates being removed from the bylaws, not specifically on the rates being raised. Change the language to give the board power to raise the rates when necessary.

It was agreed to begin an email chain discussion to work on the changes to the bylaws going into the next meeting in July.

Took a break from the meeting at 3:45 and reconvened at 3:53. Chris Moore had to leave the meeting at this point

New Business

Election and Grant-in-Aid Committees-

Emily and Sarah volunteer for election committee.

We will think about a new grant-in-aid committee in July

2015 Budget-

Will cover the remaining part of 2015, does not include the conference.

Knap-In	\$500
Newsletter	\$280
Journal	\$2700
Archives	\$300
Supplies	\$250
FFD	\$3000 (tentative)
Total	\$7080

Chris Gillam pointed out how much greater the budget total is in comparison to what is currently in the bank account, mentioned that previously the society always tried to be in the black. James mentioned that last year we drew the interest off of the mutual fund to cover costs, which Chris agreed was okay.

We need to send an email reminder to last year's members who have not yet renewed to attempt to bring in more funds. Becca agrees to take this task on.

Sarah asked if we need a website budget. Bach thinks it would be \$200-300 annual expense.

James pointed out that the supplies budget was not used last year. It was agreed that the archive budget would be scratched and the supplies budget will be raised to cover archival supplies.

Because we do not have a confirmation on the FFD location it was agreed to table the discussion of a FFD budget until the next meeting.

Emily motioned to approve the budget minus FFD costs, it was seconded and approved.

Fall Field Day-

James and Sarah looked at locations in Columbia and suggest the Coble Plaza. It is located next to the Children's Museum in a very visible place that receives heavy foot traffic from the museum. We could also try to partner with the museum for the event and also get the State Museum, also near the plaza, on board. We will also save money at this location because portapotties will not be required. The rate for a non-profit is \$75 an hour with a \$200 set up fee. If this location is not available the River Front Park is next to it and also a good option. Additionally if the event takes place within Columbia's city limits we can hang a banner over one of three streets to advertise. Dates were discussed and Becca motioned for the 24th of October, which was seconded and approved. Sarah put forth a motion to move forward with the two selected locations which was seconded and approved.

Social Media Guidelines-

The social media guidelines written by Sarah and Chris were read aloud. Sarah motioned for their approval which was seconded and approved. The guidelines should be posted on both the facebook page and group. Chris brought up the idea of Chapters making their own facebook pages. It was suggested that they maintain their own social media policies and standards.

Social Media Board Position-

This position would manage the facebook page, website, twitter, and tumblr accounts. To add this position we would have to change the bylaws. This position could also handle marketing and communications. Chris pointed out that marketing/communication duties typically fall under the realm of the secretary and suggested that we could appoint assistants to the secretary or form a committee to handle it.

Shipping Fee-

Michael motioned to raise the merchandise shipping fee to a flat \$5 rate. This motion was seconded and approved.

Next Meeting

Next Meeting July 18, 2015, 10:30am, Thomas Cooper Library

Adjournment: 4:36 pm