

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

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**July 18, 2015**

**Thomas Cooper Library  
University of South Carolina  
Columbia, SC**

The regular bi-monthly meeting of the ASSC Executive Committee was held Saturday, July 18, 2015 during the first annual ASSC Knap In event at Lynches River County Park in Florence, SC. The meeting was called to order at 10:36 a.m. by President James Stewart. A quorum was present.

In attendance: James Stewart- President; Michael Miller-Treasurer; Rebecca Shepherd-Secretary; Brent Burgin-Archivist; Members-at-Large: Emily Dale and Carl Steen; Members in attendance include Bach Pham.

### **Previous Meeting Minutes**

The minutes from the May meeting were approved.

### **Officer Reports:**

#### **Secretary Report-** (Rebecca)

The previous meetings minutes were sent out and there were no corrections.

#### **Treasurer's Report-** (Michael)

- Starting Balance May 6, 2015- **\$2,301.50**
- Expenses – **\$470.37**
- Income - **\$602.18**
- Ending Balance July 18, 2015 **\$1,987.59**

### **OTHER ACCOUNTS**

Cash Box	\$120.00
PayPal Account	\$457.78
Grant-In-Aid	\$2,331.58

T-Rowe Price Mutual Fund Portfolio Value –March 31, 2014      \$27,107.84

#### **Archivist Report-** (Brent)

Brent has currently processed 6.5 boxes or 8 linear feet of ASSC materials. He now is down to only two boxes left to process. He has expanded the finding aid for all the material he has cataloged. However, we have a lot of holes in our records.

Brent is preparing 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. Carl thought we should keep at least one hard copy of each journal in the archive. Brent noted that we currently have two copies of each archived.

Journal Editor- (Chris Moore)

No report.

## **Old Business**

### Fall Field Day

Sarah has a meeting with the city discussing the event space at Coble Plaza on Monday, and it is looking like this venue will work out. One of the benefits of this venue is its visibility, since it is located by the Children's and State Museum and is downtown.

James said Scott Jones and Mike Harmon have committed as demonstrators. Other possible demonstrators discussed included the Edisto Drummers. Once we get full approval from the city we will be able to purchase a banner to string across a street in town. Contacting One Columbia about getting stamps for their cultural passport program was also discussed.

James states that he can line up more demonstrators but is too busy to organize much more. He asked for volunteers to take on Fall Field Day tasks. Carl, Becca, and Bach agreed to handle advertising. Michael and James agreed to contact demonstrators, and Carl agreed to handle local arrangements.

It was pointed out that having Mike Harmon and Fuzz demonstrate would require a meeting with the fire marshal, which will take some time and planning. Michael asked if we will need a insurance policy. James said yes, with the City of Columbia as a beneficiary.

There was a discussion of bringing the event time down to 6 hours instead of 8 to make it easier to manage. It was decided that instead of charging admission it would be better to ask for donations.

### Website

Bach Pham showed a mock up on Wordpress to show an example of what the new website could look like. He said it would be really simple to put together, but paying for access to full version of Wordpress Business would be preferable because it offers more customization and unlimited storage. Wordpress Business costs \$298.00 a year. The \$99 a year version of Wordpress only offers 13 megabytes of storage.

James asked what the marketing advantages were to using Wordpress versus our current website. According to Bach, the benefits of Wordpress are more space, ease of functionality, and ease to edit and update. He also pointed out that we could allow advertisers with the business version, or charge CRM companies a small fee to place and add which could help cover the costs of the

subscription. James liked this idea and pointed out that there was nothing against doing this in our bylaws.

Carl asked if we could create a members only section to keep *Features and Profiles* in. Bach believes it can be done.

James wanted to give Bach time to come up with templates and a pricing structure to circulate, but Carl suggested that we go ahead to vote on doing a year trial of Wordpress Business. Carl moved to try the website for a year. The motion was seconded and approved.

### **New Business**

It was suggested that we advertise the society with a booth at Soda City Market in downtown Columbia.

Michael mentioned that he is working with a teacher at Heathwood Hall, a private school in Columbia, who wants to do an excavation (there is a large Mississippian and possible plantation site located there). This could be a project we can open up to ASSC members as a volunteer opportunity. Michael agreed to keep everyone in the loop about the project.

### **Student Representative Position-**

Updating the board positions to include a position for a student representative was discussed.

### **Increasing Membership-**

Michael brought up that we had 208 members in 2014, we currently only have 160 members. These missing members add up to \$700 in membership fees. We need to be better as sending membership renewal reminders, encouraging current members to renew, and attracting new members.

### **Next Meeting**

**Next Meeting October 3, 2015, time and location TBD**

**Adjournment:** 11:46 pm