

SEAC Board Meeting
November 18, 2015, Nashville, TN

1. The meeting was called to order at 6pm.

Attendance: officers

Greg Waselkov, president
Jay Johnson, president-elect
Ann Cordell, secretary, outgoing (arrived at 7pm)
Tony Boudreaux, secretary-elect
Kandi Hollenbach, treasurer
Nicholas P. Herrmann, treasurer-elect
Betsy Reitz, Journal editor
Jane Eastman, executive officer I, outgoing
Janet Levy, executive officer II
Shannon Hodge, new executive officer I

Attendees: board members (non-voting)

Karen Smith, Social Media editor-elect
Phil Hodge, newsletter editor
Patrick Livingood, book review editor, Archives committee
Paul Welch, Life fund manager
Eugene Futato, sales editor
Darlene Applegate, chair Public Outreach Grant
Ashley Schubert, SAC chair
Vanessa Hanvey. SAC chair-elect

Attendees-committee members

Pat Galloway, chair Archives committee
Brad R. Lieb, chair Native American Affairs committee
David Dye, chair Watson award committee
Asa Randall (for Amber VanDerwarker) student paper award committee
Lucretia Kelly (for George Sabo III) lifetime achievement award committee

Attendees: guests:

Kevin Smith, Nashville 2015 organizer
Sarah Bennett, proposed new Newsletter editor
Marvin T. Smith, Hudson award committee
Robbie Ethridge, Hudson award committee
Maureen Meyers, update on sexual harassment survey
Pat Garrow. ROPA invitation

2. Report from meeting organizers (Kevin Smith)

Kevin Smith provided an update on the current conference. The number of participants was 627 at the time of the board meeting. The expenses are much higher, approximately double, than a typical meeting. If cash bar sales are good, then this meeting should break even.

3. Officer's reports

A. President (Greg Waselkov) not presented here—**see business meeting minutes.**

B. Secretary (Ann Cordell) **see business meeting minutes.**

Ann also reported on the reception for the Lifetime Achievement award recipients. And she noted that our bylaws state that we should have a guidance document for the yearly round of SEAC activities. One has never existed, but she is putting one together for the next Secretary.

C. Treasurer (Kandi Hollenbach)

Kandi Hollenbach presented the Treasurer's report. The Merrill-Lynch account was closed and the funds transferred to the Bank of America account. The mutual fund is down. There is \$6000 in the Hudson scholarship fund. Membership stands at 925. **see business meeting minutes for complete report.**

Treasurer's Annual Report for the Fiscal Year Ending October 31, 2015 and Projected Budget 2016

Treasurer's Annual Report for the Fiscal Year Ending October 31, 2015

	FY2014	FY2013	Profit/(Loss)	
ASSETS				
Operating Funds				
Bank of America Checking Account	\$ 59,720.09		\$ 59,720.09	
Merrill Lynch Money Account		\$ 43,759.45	\$(43,759.45)	
Bank of Moundville Checking Account	\$ 1,999.54	\$ 1,807.05	\$ 192.49	
Vanguard Money Market Account	\$ 7,000.00	\$ 7,000.00	\$ -	
Hudson Award	\$ 6,214.57		\$ 6,214.57	
Investments				\$ 61,094.52
Merrill Lynch Mutual Fund*	\$ 40,978.55	\$ 43,161.65	\$ (2,183.10)	\$ 57,231.66
Vanguard Growth and Index Funds ¹	\$ 193,488.08	\$ 184,414.64	\$ 9,073.44	
Vanguard Money Market Account ¹	\$ 10,309.00	\$ 10,804.43	\$ (495.43)	
Publication Inventory (at cost)		\$ 33,506.72	\$(33,506.72)	
TOTAL ASSETS	\$ 319,709.83	\$ 324,453.94	\$ (4,744.11)	
CONFERENCE ASSETS INCREASE (DECREASE)			\$ (4,744.11)	

¹ SEAC Life Fund Investments

REVENUES, GAINS, AND OTHER SUPPORT

Dues				
SEAC Membership Dues 2015	\$ 21,147.92	\$ 26,684.19	\$ (5,536.27)	

SEAC Membership Dues 2016	\$ 198.07	\$ 325.96	\$ (127.89)
SEAC Life Membership	\$ 2,488.43	\$ 488.70	\$ 1,999.73
EMA Cash Account		\$	\$
Dividends/Interest	\$ 2.96	3.83	(0.87)
EBSCO Royalties	\$ 557.53	\$ 1,617.48	\$ (1,059.95)
JSTOR Revenue Sharing		\$ 6,399.58	\$ (6,399.58)
Proquest Royalties	\$ 169.49	\$ 189.92	\$ (20.43)
Annual Meeting Revenue	\$ 9,839.57	\$ 8,032.00	\$ 1,807.57
Publication Sales	\$ 19.00	\$ 315.50	\$ (296.50)
TOTAL REVENUE	\$ 34,422.97	\$ 44,057.16	\$ (9,634.19)

EXPENSES

Publications			
<i>Southeastern Archaeology</i> - Maney			\$ -
<i>Southeastern Archaeology</i> - Allen			
Press	\$ 9,341.38	\$ 20,411.71	\$(11,070.33)
Kaufman Editorial Services (three			
invoices)		\$ 3,291.00	\$ (3,291.00)
pdf of archival files for Maney	\$ 375.00		\$ 375.00
EMA Banking Fees	\$ 82.40	\$ 82.40	\$ -
CPA Tax Filing		\$ 690.00	\$ (690.00)
Corporate Filing Fee	\$ 20.00	\$ 20.00	\$ -
Archiving	\$ 89.14		\$ 89.14
Office Expenses		\$ 540.97	\$ (540.97)
Website	\$ 893.97	\$ 4,743.89	\$ (3,849.92)
Gateway - Authorize.net	\$ 269.86		\$ 269.86
Public Outreach Grant	\$ 2,000.00	\$ 2,000.00	\$ -
SEAC Award Plaques/Dinners	\$ 280.57	\$ 50.00	\$ 230.57
Electronic Ballot	\$ 1,374.43	\$ 1,340.83	\$ 33.60
SEAC 2016 Meeting Start-Up Funds	\$ 1,500.00	\$ 2,000.00	\$ (500.00)
Vanguard Life Funds Transfer	\$ 2,488.43	\$ 500.00	\$ 1,988.43
Publication Sales Transfer			\$ -
Refund	\$ 163.03	\$ 106.87	\$ 56.16
TOTAL EXPENSES	\$ 18,878.21	\$ 35,777.67	\$(16,899.46)
NET REVENUE	\$ 15,544.76	\$ 8,279.49	\$ 7,265.27

Maney Estimate for 2015:

Student rate (flat):	\$ 1,000.00	237
Life/Complimentary (\$6/issue, 2		
issues):	\$ 2,100.00	175
Regular (\$11/issue, 2 issues):	\$ 11,286.00	513
		925

Student rate (flat):	\$	1,000.00
Life/Complimentary (\$6/issue, 3 issues):	\$	3,150.00
Regular (\$11/issue, 3 issues):	\$	16,929.00

Projected 2016 Budget

	Working Fund
REVENUE	
Dues	\$21,000.00
Royalties	\$250.00
Maney - editorial reimbursement	\$1,200.00
Annual Meeting Revenue	\$2,000.00
Life Fund - publication cost	\$3,200.00
TOTAL REVENUE	\$27,650.00
EXPENSES	
Publications - Regular/Family Members	\$17,000.00
Publications - Student Members	\$1,000.00
Publications - Life Members	\$3,200.00
Corporate Filing Fee	\$20.00
CPA Tax Filing	\$700.00
Office Expenses	\$150.00
Web Hosting	\$240.00
WordPress maintenance	\$150.00
Web Gateway cost	\$500.00
Public Outreach Grant	\$2,000.00
Annual Meeting Start-Up Fund	\$2,000.00
SAC Funds	\$1,000.00
Electronic Ballot	\$1,380.00
SEAC Award Plaques	\$80.00
SEAC Lifetime Award dinners	\$100.00
TOTAL EXPENSES	\$29,520.00
NET REVENUE	(\$1,870.00)

D. Journal Editor (Betsy Reitz)

Betsy Reitz presented the Editor's report. Our publisher, Maney, was purchased by Taylor & Francis, and there have been a number of challenges in the past year with the transition. All of the people Betsy was dealing with at Maney have been replaced; manuscripts in process had to be re-submitted by authors, etc. There are three years left on the current contract. There was discussion about the

contract stating that Maney will provide a copyeditor if needed, but they have not provided one. **See business meeting minutes for complete report.**

E. Social Media Editor (Karen Smith)

Karen Smith presented the Social Media report. We are no longer using PayPal on the website. If you want announcements or job ads placed on the SEAC website, email Karen. **See business meeting minutes for complete report.**

F. Associate Editor (Sales) (Eugene Futato)

Sale of SEAC publications was discussed next (Eugene was not present at this point, but he arrived later in the meeting). Betsy brought up the point that under the current arrangement with Maney / Taylor & Francis, SEAC does not have any back issues for volumes they publish (unlike from years past). Since Maney / Taylor & Francis deal with back issues as print-on-demand, SEAC should keep some of its own back issues to insure that the organization has some from this time.

Eugene Futato discussed Sales. The discussion again turned to having access to back issues covered under the current contract after it is no longer in place. Betsy will talk to the publisher of SAA to see how they handle this. Janet Levy asked if access to back issues was addressed in our contract. Betsy stated that we need to explore and determine what rights we have to our own journal. There was some discussion of hosting PDFs of back issues on the SEAC website, but we are not sure about any potential copyright issues with JSTOR or Maney /Taylor & Francis.

SOUTHEASTERN ARCHAEOLOGICAL CONFERENCE
PUBLICATION SALES
NET BALANCE
NOVEMBER 1, 2014 THROUGH OCTOBER 31, 2015

NAME	DATE	AMOUNT	HOWPAID	MEMO
BALANCE FORWARD	11/1/2014	\$1,807.05		
PROQUEST	3/26/2015	169.49	CHECK	ROYALTY
LAWRENCE E ATEN	2/11/2015	19.00	CHECK	SA 32(2) 2 COPIES
EBSCO	3/4/2015	4.00	CHECK	BULL 56
TOTAL	10/31/2015	\$1,999.54		

G. Associate Editor (Newsletter), new editor proposal (Phillip Hodge)

Phil Hodge reported on the Newsletter. He introduced Sarah Bennett as the future newsletter editor. Phil will remain as the point-of-contact for 2016 and they will be co-editors, then Sarah will take over completely after the Athens meeting. Phil's complete report is next.

REPORT OF THE NEWSLETTER EDITOR
Southeastern Archaeological Conference

Nashville, Tennessee, November 18, 2015

Volume 57 of the SEAC newsletter was completed and distributed to the membership in a timely manner. Both issues contained all information required of the Bylaws, in addition to news, notes, and nominations regularly submitted by the Executive Committee and membership at large. The April edition was a special issue on sexual harassment in southeastern archaeology. It was longer than usual - at 50 pages - and included a report on the gender panel organized and hosted by the Student Affairs Committee last year in Greenville, as well as a report on the preliminary results of the sexual harassment survey conducted by Dr. Maureen Meyers and colleagues. I want to thank the SEAC membership who continues to submit high quality content. I also want to offer special thanks to Ann Cordell for bringing order to chaos and making my job easy.

Transition Plan

When I took over the newsletter at the 2008 meeting in Charlotte, then SEAC President Ken Sassaman challenged me to give the newsletter an "extreme makeover," which I did, and am proud to report that the new format and content have been universally well received. After three digital-only volumes of the newsletter, its format and appearance, content, editorial and production processes are well established and documented. In short, the newsletter is in good shape and optimized to accommodate the transition from one editor to the next. To that end, after seven years as the editor of the newsletter, it is time for me to pass the trowel to a new editor.

It is my pleasure to introduce Sarah Bennett to the Board and to recommend her to take over as editor of the SEAC newsletter. Ms. Bennett holds an M.A. in Historical Archaeology from the University of West Florida and is a regular member of SEAC in good standing. She has conducted research on Spanish Florida and the Turnbull Colony, as well as analyzed collections from Ft. Stewart, Georgia. She is committed to public archaeology and professional service, having worked with volunteers on excavations, given public talks, and led archaeological outreach programs. She also currently serves as the Social Media Liaison for the Society for Historical Archaeology's Public Education and Interpretation Committee, and, while in graduate school, she served as a Member-at-Large on SEAC's own Student Affairs Committee. More importantly however, for the purpose at hand, is that she has desktop publishing experience and has edited the Florida Anthropological Society's newsletter for several years.

Ms. Bennett has the right combination of education, experience, and commitment to service to succeed as the next editor of the SEAC newsletter. She has documented editorial experience and can write for multiple audiences (see links below). She also has an ear for the style and tone of the SEAC newsletter.

<http://uwf.academia.edu/SarahBennett>

<http://www.dayofarchaeology.com/author/bennetts/>

<http://fpangoingpublic.blogspot.com/2015/05/digging-deeper-archaeology-at-fountain.html>

To ensure a successful transition, Ms. Bennett and I will work together through a full editorial calendar (Spring-Fall 2016). Doing so will provide an opportunity to walk through the complete editorial, production, and distribution process. During this period, I will continue to serve as editor and be the primary point of contact, and then Ms. Bennett will take over as editor at the conclusion of the 2016 meeting in Athens.

I want to thank the Executive Committee, past and present, for the opportunity to serve as the editor of the SEAC newsletter and for entrusting me to remake it. I will be happy to address any questions or concerns you have about the current state of the newsletter or the proposed transition process.

Respectfully submitted,
Phillip Hodge
SEAC Associate Editor for the Newsletter

H. Associate Editor (Book Reviews) (Patrick Livingood)

Patrick Livingood reported on Book Reviews. He is trying to find people to write book review essays that are longer than traditional book reviews.

4. Committee Chair Reports

A. Student Affairs Committee (Ashley Schubert)

Ashley Schubert presented on the Student Affairs Committee. Student events for this SEAC are at maximum capacity. Vanessa Hanvey will be taking over as chair for this committee. **See business meeting minutes for complete report.**

B. SEAC Life Fund report (Paul Welch)

To: SEAC Board of Directors
From: Investment & Finance Committee (P. Welch, Chair; Lynne Sullivan; Al Goodyear)
Re: Annual report on the SEAC Life Fund
Date: 17 Nov 2015

The Life Fund registered a small gain this year, ending the fiscal year with a balance of \$206,245.51. This is up from \$195,219.07 at the end of FY 2014 to the current value. Excluding \$3,998.43 from new Life membership payments, the Life fund earned \$8,578.01, a 3.6% return on investment. The \$8,578.01 figure is the maximum that the Board could withdraw from the Life Fund during FY 2015.

The fund balance stated above is for the Life Fund per se. For two reasons, that balance does not match the balance in the Vanguard account at end of Oct 31, 2015. First, in 2013 at Tampa the Board voted to transfer \$7,000 of the Life Fund earnings to the Operating Fund in FY 2014. The money has not yet been moved from the Vanguard account to an Operating Fund account, so there is \$7,000 of Operating money sitting in the Vanguard money market fund. Second, the Treasurer received \$2,448.43 in Life membership payments in FY 2015 that had not been deposited in the Vanguard account prior to the end of FY 2014, so the Vanguard balance lacks this \$2,448.43 addition.

In 2013 the Board approved adding the Long-term Bond Index fund to the portfolio, with a plan to increase the allocation to this fund in a series of 5-6 annual steps until reaching the "Final target %" figures in the table below. The table shows our recommendations for rebalancing the portfolio to move toward achieving those final target allocations.

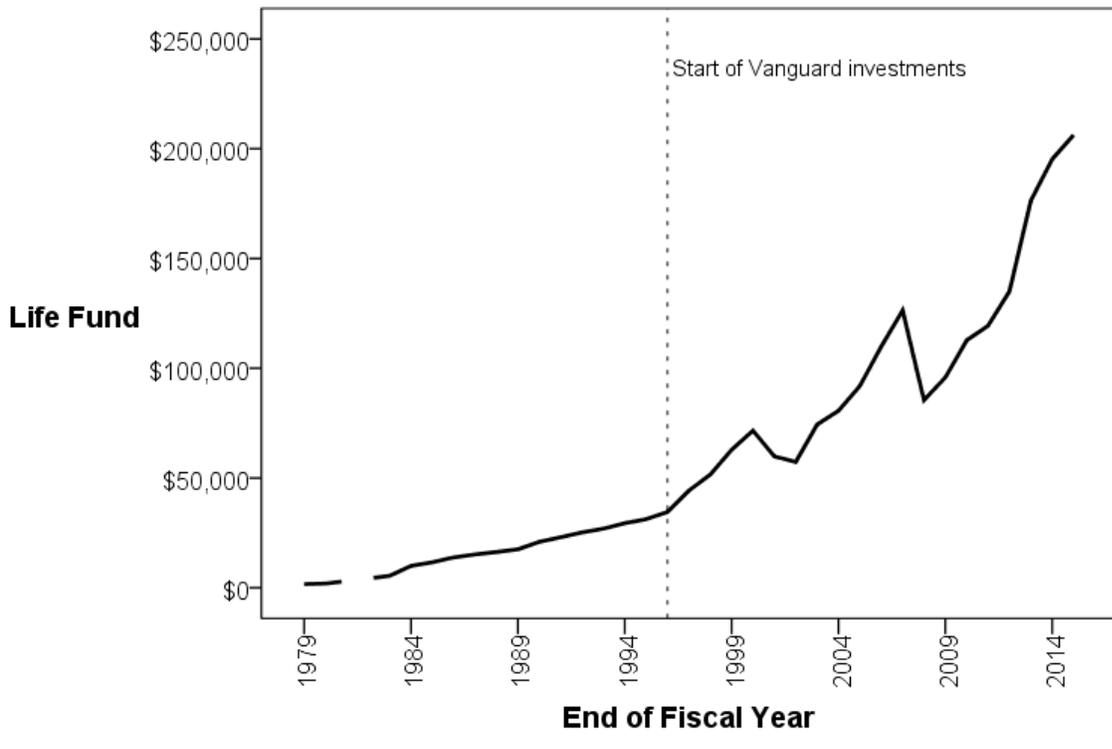
Funds	10/31/15 Fund totals	10/31/15 Actual %	10/31/2015 Target %	2016 Target %	Final target%	Recommended rebalancing
Index 500	\$ 97,063.34	50.2%	50%	48%	40%	(\$4,200.00)
Small Cap Index	\$ 20,484.58	10.6%	11%	10%	8%	(\$1,100.00)
Intl Growth	\$ 18,571.15	9.6%	10%	9%	8%	(\$1,100.00)
Health Care	\$ 16,665.08	8.6%	8%	8%	5%	(\$1,100.00)
REIT Index	\$ 9,674.39	5.0%	5%	5%	4%	
Long-term Bond Index	\$ 31,029.54	16.0%	16%	20%	35%	7,500.00
	\$193,488.08	100.00%	100%	100%		
Money Market*	\$10,309.00					
Total	\$203,797.08					

* Excludes the \$7,000 Operating money and the \$2,448.43 not yet deposited to Vanguard.

Greg Waselkov called for a motion to proceed with the recommended rebalancing/reallocation of our portfolio (as shown in red in the above table). Janet Levy said "so moved". Kandi Hollenbach seconded the motion. Voice vote was unanimous "yes".

Though there was no motion or vote, the Board also directed I&F to bring a recommendation for which Vanguard mutual fund to invest the "Operating Fund reserve" in. This is the \$41,000 that was in a Merrill Lynch mutual fund that did poorly, and it is going to go into a Vanguard fund to be determined.

Prior to FY 1997 the Life Fund was held in CDs and cash accounts. The investment program began during FY 1997. In the graph below, the vertical dashed line separates the CD-and-cash era from the investment era, showing how the rate of growth has been higher (average annual return of 9.1% vs. 6.1%) but also more volatile since the Life Fund was invested. As we move an increasing percentage of the balance into the bond fund, we expect the volatility to decrease and the overall growth rate to slow down.



C. Native American Affairs (Brad Lieb)

Brad Lieb reported on the Native American Affairs committee. The committee has been inactive. Brad suggested that it would be more productive for SEAC to have one, long-term liaison for each tribe rather than a single committee to deal with all of the tribes. Ideally, these liaisons should have existing relationships with the tribe. Greg suggested that it might be best for each tribe to determine who their liaison should be. Phil suggested that federal and state agency archaeologists might be good liaisons. Brad suggested it would be a good idea for SEAC to establish a travel fund for a SEAC member to travel to tribal locations to put on a presentation or workshop for tribal groups. Someone suggested it could be operated like the SEAC Outreach Grant where a committee evaluates proposals. There was some discussion about SEAC complimentary memberships for tribes. Kandi stated 23 tribes receive complimentary memberships; each receives a journal and has a login for the website. **See business meeting minutes for complete report.**

D. Archives (Pat Galloway)

Pat Galloway presented on the Archives committee. The committee has finished processing the past paper documents of SEAC board members. Pat raised the question of what SEAC wants to do regarding the archiving of digital items. SEAC is producing lots of digital products; as an organization, what will we do with them? One possibility is to set up a Dropbox for all board business, but this is not actually a plan for archiving. A listserve may be a good way to capture board activity. Karen Smith stated that the organization has three issues regarding the archiving of digital items: (1) archiving datasets from SEAC publications, (2) archiving officer's activities, and (3) archiving back issues of the journal. Formal report is next.

Report on SEAC Archives processing for submission to NAA, 2015

The report below was compiled by my PhD student Sarah Buchanan, who has been processing paper materials that we have collected from former officers during the past year. She outlines the work that has been being done at UT for SEAC and the NAA since 2012, up to the status today.

Pat Galloway

Summary for SEAC Executive Board meeting, Nov. 18-21 in Nashville, TN: Recent processing of SEAC Archives by Sarah Buchanan

Southeastern Archaeological Conference (SEAC) officers at the Fall Executive Board meeting at SEAC 2010 in Lexington, Kentucky decided to revive the SEAC Archives Committee. The committee had been active 1992-95 and chaired by Ian Brown. In 1995, SEAC donated the collection, "Southeastern Archaeological Conference records," to the National Anthropological Archives (NAA), Smithsonian Institution. Available online are the Guide to the Collections of the NAA #S5: <http://anthropology.si.edu/naa/guide/s5.htm#jrg608> and the collection-level catalog record: <http://siris-archives.si.edu/ipac20/ipac.jsp?&profile=all&source=~!siarchives&uri=full=3100001~!230288~!0#focus>. Both resources indicate the availability of a finding aid (inventory format) offline.

At the Spring Executive Board meeting at SAA 2011 in Sacramento, California, Patrick Livingood was appointed chair of the SEAC Archives Committee, joined by Penny Drooker as Executive Board liaison, and members Patricia Galloway and Joe Herbert. Galloway recruited Bethany Anderson in spring 2012 to help perform a Records Assessment for SEAC, completed as her capstone project. Additionally, my work builds on that contributed by Karen Ballinger (MSIS 2011), who created a born-digital processing environment during her summer 2010 internship at the NAA. Both Anderson (2012) and Ballinger (2011) presented their work at the Society of American Archivists, Annual Meetings in August.

Four boxes (series) were acquired as a result of the SEAC Archives Committee's work to collect officers' papers in 2012, carried out by Bethany Anderson (MSIS 2012) and members Dr. Patricia Galloway and Ann Cordell, the current secretary of SEAC (2012--). Three of these were received by Cordell in Gainesville, FL and shipped to Patricia Galloway in Austin, TX in December 2013, at which time Dr. Galloway promoted this opportunity among the SAA@UT student chapter members. Sarah Buchanan, her doctoral advisee in archival studies, contacted archivists at the NAA in June 2014, and received from then-Processing Archivist Lorain Wang the NAA's existing SEAC inventory and donor guidelines for processing association records. During **summer 2014**, Buchanan processed the four boxes as an accrual, describing their scope and content (noting digital formats) and rehousing the paper Jeter materials into acid-free folders (donated gratis). Ms. Cordell reviewed the description and shared it with Drs. Tristram Kidder (SEAC President 2013-2014) and Kandace Hollenbach (SEAC Treasurer, who reimbursed Sarah's UPS shipping of the materials into two bankers' boxes at \$89.14).

The four series in the first accrual (boxes 38, 39, 40, 41) contain the professional papers of Marvin D. **Jeter**, SEAC Secretary 1982-1985 and Rochelle **Marrinan**, SEAC Secretary 1980-1982; Patricia K. **Galloway**, SEAC President 1995-1996; Mary L. **Kwas**, SEAC Public Outreach Grant Committee chair 2004-2013; and Penelope B. **Drooker**, SEAC Secretary 2009-2012. No materials are restricted, as confirmed by Secretary Cordell. See her minutes in the October 2014 issue of *Horizon & Tradition: The Newsletter of the SEAC*, pp. 27-28.

Buchanan and Dr. Galloway prepared the association records for transfer to the U.S. National Anthropological Archives (NAA) in accordance with their guidelines. Gina Rappaport, Head Archivist at the NAA, received the materials and updated finding aid in January 2015.

In **summer 2015**, Buchanan began processing a second accrual of three series (in six containers). Dr. Galloway received four boxes on April 30, 2015 from the University of South Carolina: the files of Dr. Charlie R. **Cobb**, Editor of *Southeastern Archaeology* 2008-2012. Buchanan will send Cobb her draft description of the materials for his review once she has deduced their arrangement (they look to be hanging-folded by submitting author, with some subject and vertical files). Dr. Galloway received a package of paper materials on July 30, 2015 from Dr. Ann **Early**, SEAC President 2011-2012. Dr. Galloway received a sixth envelope of materials in late August from Dr. Maureen **Meyers** from her time as SEAC Executive Officer I (2005-2006). We will prepare the materials and finding aid for transfer to the NAA by December 2015.

Dr. Galloway, now Archives Committee Chair (2015--), also received some digital materials from SEAC Secretary Ann Cordell this summer. As described in the current October issue of the SEAC Newsletter, the Archives Committee has been successful in communicating with past officers, who volunteer their time for many regional activities. With the opportunity to contribute their materials for eventual transfer to the NAA, future accruals are likely.

E. Public Outreach (Darlene Applegate)

Darlene Applegate reported on the Public Outreach committee. Last year's winner was Robert Connolly, who put together a heritage driving tour. This year's deadline for applications is December 1. **See business meeting minutes for complete report.**

F. Nominations (Susan Alt) (see **Secretary's business meeting report**)

5. Awards Committee Reports

A. C.B. Moore Award (T.R. Kidder—not present) **see business meeting minutes.**

The CB Moore award was discussed next. Janet Levy brought up several concerns she had with the voting process and criteria. Questions that were raised include: should applications be allowed to roll over from year to year; are nomination letters needed; and should SEAC clarify the vague criteria for the award? Discussion followed, but no resolutions were proposed.

Discussion of nomination & voting protocols (Janet Levy)

Some comments/queries about the process of choosing the winner of the C.B. Moore award from Janet Levy; October 2015

I participated in choosing the C.B. Moore awardee for the first time this fall. As I read the applications, several questions about the process floated up in my mind. I know that the award has a long history, one with...perhaps...some contested moments, so perhaps all of these questions were answered long ago. But, I don't know the answers and it occurs to me that it is worth reviewing these things periodically. The documentation that was shared with me from the SEAC meeting of 2009, when SEAC took over the award from Lower Mississippi Survey, was not very informative about the issues I raise below.

For each item, I have made a proposal or proposals for change. This is to generate discussion.

First, it is clear that many of this year's applications are hold-overs from last year. There's not a problem with that *a priori*, but I suggest we explicitly request updated CVs from the candidates. In fact, it's not clear to me that we should automatically hold over applications. It is noticeable that at least half of the applicants received a Ph.D. in 2014, the first year they submitted an application for the award. This could be a kind of "gaming" the system: submit an application as soon as you get the degree and you automatically will be considered for 10 years. It strikes me as very unlikely that someone would win in the first year post-PhD, and this clutters up the selection process. If it were a bit more difficult to be considered in succeeding years, we might get fewer applications, but more serious ones.

Also, the minutes from the 2009 meeting do not say, at least in the section that I saw, that candidates continue from year to year. That language is included on the SEAC website about the award, but I don't see it in the original agreement for SEAC to take the responsibility for the award.

My proposal: (A) Limit a candidate to being considered for three years. (B) Request an updated CV from anyone who wishes to be reconsidered.

Second: who can vote? I noticed that the email requesting a vote on a winner went to at least three people who were authors of support letters for candidates. With the best will in the world, allowing a person who writes a recommendation letter to also vote for a winner yields, at the very least, the appearance of conflict of interest; and, may be a true conflict of interest.

My proposal: Writers of letters of recommendation/nomination do not vote. A consequence of this may be that a broader range of individuals will be asked to write letters of nomination.

Third: Also, about the letters of support: what are they for? The 2009 minutes speak of a letter of nomination or a nomination statement. But, these are generally perfunctory in the extreme. Can we learn anything substantive from 200 words? Do we want to make some guidelines for what they should contribute? I don't need a reviewer/nominator to tell me that a candidate has published X peer-reviewed articles and chapters. I can see that myself from the CV. I can see what areas of research the candidate has contributed to. What I need from a reviewer/nominator is an insight into special contributions of the candidate's work, something that may not be visible from the CV. For example, if a candidate has an extensive publication list, but is rarely first or sole author, a reviewer could highlight the significant contributions that the candidate makes to the publications. Or, the recommender could clarify how some CRM reports, although not necessarily peer-reviewed publications, made important contributions. I don't have any proposal here, but I raise the question of whether we need the letters of references. If we do need them, I think we should provide some explicit guidelines for what they should focus on.

Finally, I think we should develop a more informative list of criteria for making the choice, beyond the very generic "excellence in Southeastern archaeology." That phrase may have been understood to mean the same thing to everyone among the intimate group who invented the award, but the profession is much more diverse now. Among other things, this has implications for whether the award could go more often to someone outside the academy. As you know, that is pretty rare, even in times when the growing area of employment is in the CRM/public archaeology realm. For example: does contribution to historic preservation count or public education count? Or undergraduate teaching? Apparently, these contributions do not count in the view of any of the nominators. If SEAC wants this to be about traditional published scholarship, that's fine: but it should be transparent.

My proposal: The board should decide whether more criteria or more explicit criteria, or any other explanation is needed, and make suggestions. Janet volunteers to draft language after hearing the discussion.

B. Lifetime Achievement Awards (George Sabo)

Cricket Kelly (for George Sabo) discussed the Lifetime Achievement award. Kathy Deagan and Jerald Milanich are this year's winners. **See business meeting minutes for complete report.**

C. Patty Jo Watson Award (David Dye)

David Dye reported on the Patty Jo Watson award. Bill Marquardt is this year's winner. **See business meeting minutes for complete report.**

D. Student Award (Amber VanDerwarker-not present at board meeting)

Asa Randall presented on the Student Paper award committee which consisted of Amber VanDerwarker (chair), Asa, and Maureen Meyers. The committee chose first and second place winners from a field of 13 submissions. There was discussion of moving the deadline for the student paper competition to better coincide with printing of the programs for the annual meeting since student paper award contestants are indicated in the annual program. Asa stated that a deadline of one month prior to the meeting is plenty of time for the committee to read the submissions, and Karen stated that one month prior should be enough time for printing programs as well. One idea was to add a check box to the online abstract submission process so that students could indicate that they plan to participate when they register, but one concern was that we would certainly end up with students who intend to participate but are not able to submit a paper. **See business meeting minutes for winners' names.**

Student Paper Award Prizes (Jay Johnson, coordinator) Jay Johnson discussed the student paper award prize, which consisted of donations totaling \$6976 at the time of the board meeting. **See business meeting minutes for list of contributors and updated total.**

E. Charles Hudson Award (Robbie Ethridge)

Robbie Ethridge reported on the Charles Hudson fund. \$6214 is in the fund. The goal is \$20,000 so that they can begin to give out awards. People can donate through SEAC's website, and there will be a fundraising event at the Athens SEAC. Full report below.

2015 Report on the Charles Hudson Scholarship Fund
Presented by Robbie Ethridge

Reported to the SEAC Executive Committee, November 18, 2015

In 2014 Steve Kowalewski, Marvin Smith, and I proposed that SEAC house a student scholarship fund to honor Southeastern Indian scholar Charles Hudson. The SEAC executive committee approved the proposal for the Charles Hudson Scholarship Fund in December of 2014, with the Investment and Finance Committee overseeing the fund. Kandace Hollenbach set up a Hudson Fund at the Bank of America in June of 2015 and Karen Smith created a web page for the scholarship on the SEAC website as well as a donor link which went live in November of 2015.

We have followed a two-prong strategy: to identify and ask potentially large donors and to expand our efforts in a general campaign. We wrote personally to over forty people. To date, 12 of the people who received letters responded and made donations ranging from \$100 to \$1,000, for a total of \$6,214.57 (the odd number is because Kandi, Karen, and I made small donations testing the web link and to open the account). Thanks to Kandace's and Karen's work anyone can now contribute money to the fund through the SEAC website. We will be pushing ahead on both larger and smaller donations. Please, if you have suggestions, talk personally with Marvin, Steve, or me. We believe this amount represents a good start to fund raising, and we will continue our efforts over the next year. In particular, we will send follow-up emails to or make personal contacts with those who received letters but from whom we have not heard. We will add more people to the potential donor list and contact them via letter or email. We are also considering some kind of fund-raising event at SEAC next year when it is hosted by the University of Georgia, Charlie's home institution. Our goal is to reach \$20,000 by the end of 2016 so that we can begin awarding the scholarship at the 2017 SEAC meeting.

Finally, we would like to thank the SEAC Executive Committee for approving the proposal and for agreeing to house the scholarship with SEAC. We also thank Paul Welch for his help in guiding us through the finance concerns involved in this sort of fund and for his financial wizardry in general and the Finance Committee for agreeing to oversee the fund. We also thank Karen Smith for setting up the web page and the web link, and especially Kandace Hollenbach for her efforts in opening the account and for overseeing the incoming donations. We thank Joyce Hudson for her aid in putting together the list of potential donors. And of course, we heartily thank those who have so generously given to the fund.

In closing, I'd like to read a quote from Dan Elliot of the Lamar Institute who sent a brief note with the Institute's donation:

"The founders of our organization, along with many of our research associates, trace our anthropological roots to Dr. Hudson's classroom. Charles Hudson left a lasting imprint on the study of native peoples of southeastern North America and the Lamar Institute hopes to see his efforts continued by newer generations of anthropologists and archaeologists. We trust that the SEAC will manage the Charles Hudson Award Funds wisely and that it will encourage excellent scholarship in the decades to come."

5. Future Meetings:

Greg discussed upcoming meetings. Things are on track for Athens in 2016 and Tulsa in 2017. Chris Rodning has been in discussions with several hotels in New Orleans, but the results are discouraging because of the expenses (\$250 rooms/night). There is still a possibility of New Orleans in 2020. There is no venue for 2018. Karen Smith and Keith Stephenson have looked into the possibility of Augusta, GA in 2019 (rooms at \$159/night). It might be possible to do Augusta in 2018 if no one else volunteers. Columbia, SC was mentioned as a possibility as well.

A. SEAC 2016 Athens (Victor Thompson & Amanda Thompson)

SEAC 2016 Athens

SEAC General Coordinators: Victor Thompson and Amanda Roberts Thompson

SEAC 2016 will be held at the Classic Center located in the heart of downtown Athens from October 26th-29th. We are excited to have the conference in Athens, known for its hip music scene, fantastic bars, distinctive vibe, and good (inexpensive) food.

The Thursday night reception will be located at the Foundry, the renovated location of a historic iron foundry. This will also be the location for the student reception and for all you home brewers out there the Great Spirits of SEAC will also be held at the Thursday night reception.

The Friday night dance will be held at the Classic Center in the recently renovated Grand Hall Atrium. We are still on the lookout for a fantastic band but don't worry we will not disappoint.

The Saturday excursion is going to be limited to a low-key get-together at one of the UGA Anthropology department's favorite downtown Athens bar with a full sampling of some of the best restaurants in town.

Many institutions in Georgia have become involved in the planning for SEAC 2016. These include individuals at the University of Georgia, Historic Preservation Division of Georgia Department of Natural Resources, Georgia Department of Transportation, the Society for Georgia Archaeology, Georgia Council of Professional Archaeologists, the LAMAR Institute, and several CRM firms.

Overall the organizing and planning is going quite well and we are excited to bring SEAC to Athens in 2016.

B. SEAC 2017 Tulsa (Thomas Foster)

We have formed a program committee consisting of myself, Patrick Livingood, Amanda Regnier, and Scott Hammerstedt.

The contract for the hotel has been signed for the Hyatt Regency downtown Tulsa from Nov. 8-12. We have a commitment to hold the reception at the Gilcrease Museum, however, there is a new Director and he has postponed the Spiro exhibit one year. We have commitments from our provost and president for support for events here on campus but are not sure yet how to use that.

- C. SEAC 2018 (New Orleans? Chris Rodning) see Greg's comments above.
- D. Call for venues and organizers!(see Greg's comments above)

6. Sexual Harassment Task Force report (T.R. Kidder)

The task force has not been very forceful because of a variety of issues, mostly my lacking time in the late spring to get us together in a meaningful fashion. The goal is to produce a document giving guidance on field-related policies—a sort of field work contract. I've been working here at Washington University on such a document and it has taken a typically bureaucratic and labyrinthine path towards acknowledgement by the Dean and various committees. This is based on a combination of documents drawn from other institutions plus work with our Title IX coordinator and legal staff. I had hoped to be able to distribute it among colleagues for comment at SEAC, but that will not happen.

So I guess the only thing to report is that there has been some talk but no action as of yet. I do think it is reasonable to say we will have something for the Board by mid-year.

T.R.

7. Sexual Harassment Survey Update (Maureen Meyers)

Maureen Meyers presented on the SEAC Sexual Harassment Survey. 650 people participated in the online survey. Preliminary results of the survey were presented in SEAC's spring newsletter, but there has been no feedback from the newsletter article. Maureen will participate in the ethics panel discussion at this SEAC meeting and an SAA forum at their annual meeting in 2016. Greg noted that TR Kidder is working on a document for ethical conduct in the field. There was some discussion of making this document and other guidance documents available online before summer field schools begin in 2016.

8. ROPA program (Pat Garrow)

Garrow proposed that SEAC consider becoming an associated society of the Register of Professional Archaeologists. SEAC can join for \$500 per year. This would support ROPA's activities and make SEAC members eligible for a discount on ROPA membership. He mentioned that they give grants to certified field schools.

Here is the content of the flyer he distributed:

The Affiliated Societies Program

The Board of the Register of Professional Archaeologists approved an affiliated societies program for the Register at the January, 2015 Board meeting. That program would be open to state level archaeological professional councils, state archaeological societies, regional, national, and international archaeological societies. The basic requirements for becoming an affiliated society will be for the society to embrace the Register's Code of Conduct and Standards of Research Performance as their own statement on ethics, and payment of an annual fee to the Register that is based on the size of their membership. The following fees will apply:

Societies with 1-250 members, \$100 per year.

Societies with 251-499 members, \$250 per year

Societies with 500 or more members, \$500 per year.

Members of affiliated societies who are not affiliated with one of the four supporting societies (Society for Historical Archaeology, Society for American Archaeology, American Anthropological Association, or the American Institute of Archaeology) will be eligible for an annual registration fee of \$75. That is a \$50 savings over the normal unaffiliated fee.

When a society become affiliated with the Register in 2015, all society members who are applying for the first time and meet the registration requirements of the Register of Professional Archaeologists, are eligible for the annual registration fee of \$75. All society members who are already registered as unaffiliated registrants will be able to take advantage of the \$75 annual fee in 2016.

To become an affiliated society, please send a copy of a board resolution that your society will embrace the Register Code of Conduct and Standards of Research Performance, a copy of your bylaws, and a list of your officers and members. Those documents will be forwarded to the Register's Registrar for action.

If you have questions about this program, please contact Patrick H. Garrow, RPA, President of the Register, at p_garrow@hotmail.com, or call him at 865.548.8802.

No questions were asked of Pat Garrow and he left the room. There was discussion of Pat Garrow's invitation to SEAC to become an affiliated society of ROPA. It was decided that more information was needed regarding SEAC's responsibilities and regarding SOPA's code of ethics; would their code supplant ours? Some were concerned about having to adopt the ROPA code of ethics. No motion was made.

9. Supplemental Data Access and tDar.

Discussion of how to post supplemental data for the journal—see email string of Reitz, Waselkov, Galloway, Smith, VanDerwarker and Bardolph below

-----Original Message-----

From: Dr. Elizabeth Reitz [mailto:ereitz@uga.edu]

Sent: Thursday, August 27, 2015 3:32 PM

To: SMITH, KAREN <SMITHKY2@mailbox.sc.edu>; Gregory Waselkov <gwaselkov@southalabama.edu>; galloway@ischool.utexas.edu

Subject: website query

Dear Karen,

Dana Bardolph and Amber VanDerwarker have worked up a manuscript reporting on their gender survey, "Sociopolitics in Southeastern Archaeology: The Role of Gender in Scholarly Authorship." It was too long to fit into Southeastern Archaeology (probably about 34 pages long, with 24 figures and 2 tables.) I suggested they post some of the figures as supplemental materials and they are doing that.

But, they also want to post the entire database of survey questions and responses in order to make all of their data accessible to the membership. These data are in an excel file that is 253 kb. This isn't terribly large, but I have doubts about the life expectancy of supplemental materials given the vagaries of commercial imprints and I'm also not sure that Maney considers itself an electronic archive in the way that Dana and Amber may think of it.

I'm going to ask Maney about this, but I'm pretty sure they don't envision themselves as a SEAC archive. It occurred to me, though, that maybe this file could be accessed via the SEAC website. I'm unsure whose server would be hosting this file but the more urgent question is whether they should post it to Maney's web site as supplemental material or hold off until we find a better archive for this file; preferably one that can be accessed at least by the members.

Do you have suggestions?

Yours, Betsy

--

Elizabeth J. Reitz, PhD
Georgia Museum of Natural History
101 Cedar Street
University of Georgia
Athens, GA 30602-7882
706-542-1464

Karen Smith response:

On 8/27/2015 3:01 PM, SMITH, KAREN wrote:

Betsy,

Thank you for the email. I am easily able to add content to the SEAC website, if that is the selected route. I completely support the idea of data accessibility and am happy to see you help the authors navigate how they might do this for the data used in their article.

I would suggest asking the authors to seriously consider

<http://core.tdar.org/> as a data repository. For one thing, this is what tDAR does. It is not cheap, but they promise digital curation in perpetuity. And, then migrate/update files as platforms evolve. I can't promise this if it were published on the SEAC website, and I bet neither can Maney, but tDAR can.

It could be left up to individual authors work out individual arrangements with tDAR, or SEAC could take a more active role by establishing an agreement directly with tDAR and offering an "opt in" for individual authors. Perhaps SEAC would also consider helping with the cost of archiving data used in articles published in SA. Also, tDAR access can be restricted to a subset of people. If we wanted to restrict access to the membership, say for a 2-year period, then I'm sure we could set up a portal from the SEAC website to tDAR.

Just a few musings.

Karen

Pat Galloway response:

From: Patricia Galloway [mailto:galloway@ischool.utexas.edu]
Sent: Thursday, August 27, 2015 3:13 PM
To: SMITH, KAREN; 'Dr. Elizabeth Reitz'; Gregory Waselkov
Subject: Re: website query

It's true that the Smithsonian in general is busily setting up its ability to archive digital things in perpetuity, but SEAC already has a lot of paper deposits in the National Anthropological Archives and several of my students have been working with them along the digital track of late years, such that I anticipate that within a year they should be ready to support digital archives. Indeed, I am hoping that in future it will be possible to archive the SEAC website there periodically.

Pat Galloway
Chair, Archives Committee
UT School of Information

Greg Waselkov response:

On 8/27/2015 4:27 PM, Gregory Waselkov wrote:

Hi All,

I don't see any drawbacks to multiple archival locations, in addition to the NAA archives we've used for years. Digital storage and access will make it that much more attractive. But I did house quite a bit of data with tDAR a few years ago, and just recently they dropped their rates substantially. If someone wants to inquire what their precise charge would be for this one use, we may find that tDAR is indeed quite affordable. It is certainly easy to access. I also just generally like the idea of supporting tDAR's efforts, since so few archaeologists make their data accessible to anyone outside their own department or university.

Best regards,
Greg

Betsy Reitz reply:

On Thu, Aug 27, 2015 at 1:58 PM, Dr. Elizabeth Reitz <ereitz@uga.edu> wrote:

Thanks everyone. I'm forwarding this chain to Amber and Dana with the suggestion that they contact tDAR to find out how much it might cost. I believe the consensus, however, is that we shouldn't rely on Maney's supplemental material platform and that we find an alternative way to curate the data, even if that is for the time-being in paper form.

Dana, you might consider adding some of those other tables and figures that you trimmed to the list of potential tDAR postings.
Yours, Betsy

Betsy Reitz:

On Mon, Aug 31, 2015 at 9:50 AM, Elizabeth Reitz <ereitz@uga.edu> wrote:

The deadline for 34.3 is September 3 and the manuscript hasn't gone to page proof stage yet. So, it will be in one of the Vol. 35 issues next year. Thus, there is time to think carefully about this.

I'm not sure what Pat is suggesting, but I'm inclined to prefer tDAR on the assumption that it might be around longer. On the other hand, universities move slowly, if at all, in their electronic archives, so maybe E-Scholarship will be more stable and long-lived. Is E-Scholarship an option only as long as there is a faculty member in the system with SEAC interests posting the materials.

SEAC really needs to think about this and not rush into something; and there is time to give this careful thought.

Does this really need to be resolved for the journal article? Once we have figured this out, would a note in the Newsletter and on our web site be sufficient?

Yours, Betsy

Amber VanDerwarker reply:

On 8/31/2015 10:48 AM, Amber VanDerwarker wrote:

Hi Betsy et al. - another option is to put it in the University of California's digital repository - it's called E-Scholarship. It's open access, so as long as we can properly cite it, then anyone should be able to access it. I can look into this, but I am unsure that I would be able to get it worked out in time to have a proper citation if our article is going to print very soon. I can look into this today.

best wishes,

Amber

Betsy Reitz response:

From: Elizabeth Reitz [mailto:ereitz@uga.edu]

Sent: Monday, August 31, 2015 12:22 PM

To: Amber VanDerwarker

Cc: Patricia Galloway; Gregory Waselkov; SMITH, KAREN; Dana Bardolph

Subject: Re: website query

That sounds like a good short-term fix, though this issue is going to come up frequently. The note about the database access can go into the "Data Availability Statement" that appears right after the acknowledgments.

Yours, Betsy

Pat Galloway response:

On 8/31/2015 12:38 PM, Patricia Galloway wrote:

It would be nice to have everything that's SEAC-branded in some sense (not individual scholarship) be in the same place. Physical archives tend to do this by handing off part-collections among each other so researchers only have to go to one place. There may come a day when it is easy to do this with digital materials, but that's not true yet, and if an entity like SEAC is not permanently lodged with a specific university, for example, budget cuts may lead to regretful confessions that the host can no longer keep hosting. Just something to bear in mind.

Pat Galloway

Amber VanDerwarker reply:

On 8/31/2015 12:56 PM, Amber VanDerwarker wrote:

I was thinking the same thing. For now, we can state our intention to make the database fully accessible and let folks know they can contact as (authors) as the point of dissemination - unless there are objections, I can make it downloadable from my lab website and put the link in the publication. If there is an objection to that, we can just state that folks can email us directly. Let me know.

In the meantime, we can figure out a long-term where to house the survey and results. Another thought is that the database can reside in more than one place -- putting it in E-Scholarship does not mean it could not also be archived elsewhere. The UC's repository is meant to be long-term, as we are also now required to put versions of all our pubs there.

Amber VanDerwarker
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10. Review Ceremonial Resolutions:

A. Meeting Organizers Kevin E. Smith (Chair), Aaron Deter-Wolf, Phil Hodge, Shannon Hodge, Sarah Levithol, Mike Moore, Tanya Peres (Charlie Cobb) **see business meeting minutes.**

B. Retiring Executive Board Members: **see business meeting minutes.**

1. Secretary, Ann Cordell (Waselkov)
2. Executive Officer I, Jane Eastman (Janet Levy)

C. Outgoing Committee Chairs: **see business meeting minutes.**

1. Patrick Livingood, Archives (Ann Cordell)
2. George Sabo, Lifetime Achievement Award (Ramie Gougeon)
3. Susan Alt, Nominations (Cameron Wesson)
4. David Dye, Patty Jo Watson Prize (Robbie Ethridge)
5. Amber VanDerwarker, Student Paper Prize (Jeff Mitchem)
6. Ashley Schubert, Student Affairs (Christina Sampson)

11. Review Memorial resolutions: **see business meeting minutes.**

- A. Hester Davis (Ann Early)
- B. Robert McGimsey (Jodi Barnes)
- C. John Cottier (Cameron Wesson & Craig Sheldon)
- D. Noel Read Stowe (Becky Stowe)
- E. Gordon Midgette (Carol Midgette)

F. Mention others -- Bill Woods, Donna Roper (Waselkov)

12. More Old Business?

13. Call for New Business

A. Responsibilities for Executive Officers.

There was a discussion of what roles the Executive Officers should play in SEAC. Should they take on a designated set of duties? Janet noted that on the SAA board, all open officers serve as liaisons to a number of committees.

14. The meeting was adjourned at 8:58 PM.