

2017 Southeastern Archaeological Conference Board Meeting  
Wednesday, November 8, 4:30-7:00 PM  
Executive Room, Hyatt Regency, Tulsa, Oklahoma

**Attendees, officers:**

Jay Johnson, President  
Janet Levy, President-Elect  
Tony Boudreaux, Secretary  
Chris Rodning, Secretary-Elect  
Nick Hermann, Treasurer  
Betsy Reitz, Journal Editor  
Mary Beth Trubitt, Journal Editor-Elect  
Shannon Hodge, Executive Officer I  
Karen Smith, Social Media Editor  
David Morgan, Executive Officer II  
Liz Horton, Executive Officer I-Elect

**Attendees, board members (non-voting):**

Sarah Bennett, newsletter editor  
Neil Wallis, book review editor  
Patrick Johnson, SAC president

**Attendees, committee members:**

Brad Lieb, Native American Affairs  
Maureen Meyers, Student Paper Award  
Pat Galloway, Archives  
Meg Kassabaum, Nominations  
Paul Welch, Life Fund

**Attendees, guests:**

Thomas Foster, meeting organizer  
Robbie Ethridge, James Ford marker, sexual harassment survey  
Megan Buchanan, Liz Watts Malouchos, and Sarah Baires, SEAC mentoring program.

Meeting was called to order by President Jay Johnson at 4:35.

**Report from meeting organizers, Thomas Foster**

- The idea of having SEAC in Tulsa has been discussed for a long time. Involving the tribes in SEAC is important. Tribal involvement at this SEAC will include an opening ceremony, an art market, and the attendance of 100 or more tribal members. There has been a lot of buzz in tribal communities about this meeting. One concern with a meeting in Tulsa was the possibility of low registration, but the registration is higher than expected and higher than several recent meetings.

## Officer Reports

- President, Jay Johnson (see Business Meeting minutes for report)
- Secretary, Tony Boudreaux (see Business Meeting minutes for report)
- Treasurer, Nick Herrmann (see Business Meeting minutes for report)
  - Significant decrease in membership from last year with a loss of 203 members, including 89 student members. Not a point of concern because last year's membership was a high water mark. SEAC currently is above a 10-year average in membership that includes a growth in Life and Family memberships. Journal costs scale with membership because the journal is mailed only to members. According to Karen Smith, the dramatic swing in student memberships is driven by the fact that student registration was at an all-time high for the Athens meeting. It is way down for the Tulsa meeting, but the current level is comparable with other meetings.
- Journal Editor, Mary Beth Trubitt (see Business Meeting minutes for report)
  - Last year, 46 manuscripts were submitted. This number is high, but not abnormal. The editors recommended that we add a fourth annual issue. Based on current conditions, if an author submitted today and things move quickly, it will be 2019 before their article was published because there currently is an eight-month backlog. Neil has added book reviews to Editorial Manager online (same as article submissions). Although there is a lag in getting articles and book reviews into print, they are "published" when they are accessible online. There have been six proposals for thematic issues. Two have been published and one is in progress. The challenge with thematic issues is that SEAC has a hard, contractual deadline for manuscript submissions. Also, some papers may be rejected. The first and second issues of next year's journal have been penciled in. Several people have had issues submitting online via Editorial Manager. The journal has averaged 2.6 submissions per month over three years. With the current backlog, the editor needs to be tough about word limits. Each issue is limited to 264 pages, and long articles with lots of pictures are problematic. The decision on new contract for publishing the journal must be made by December of 2018. If nothing is done, the contract will be automatically renewed. SEAC still has a contract with Maney, but it should get a contract with Taylor and Francis since they bought Maney. We need to decide if we want to stay with Taylor and Francis or not. We may be able to cancel the contract at the end of 2018 or we may not get a new contract until 2020. Components of our current contract are weird. For example, Maney meddled with the membership structure of SEAC in that students only get an electronic copy of the journal. Do we want to change this when we renegotiate? There is no copy editor included with the Taylor and Francis contract. Mary Beth Trubitt found a copy editor, who has done six manuscripts so far. The cost for this service will increase with each manuscript submitted. The cost of the journal will increase if we insist that students get a hard copy, we add a fourth issue, or add the services of a copy editor through the press. Another concern with Taylor and Francis is what is happening with the content of the journal after its publication. It is not going on JSTOR. We do not know how many institutions get our journal because Taylor and Francis do not have to report this, so they do not. According to Betsy, Taylor and Francis is better-suited for in-house journals, not

membership journals. It may be time for SEAC to talk about a part-time business office for handling contracts for the organization. Amateurs should not be negotiating contracts with international presses that are big-time businesses. With annual meetings, also have amateurs signing contracts with big businesses.

- Discussion: Pat Galloway asked if open access is an option for the journal. Betsy Reitz discussed some of the downside associated with producing the journal independently and making it available online only. Janet Levy stated that open access might be a possibility, but it would require a lot of research before a decision is made. Betsy stated that while we would save printing costs by switching to open-access, there would not be any savings in editorial or layout costs. At present, tasks done by Taylor and Francis include layout, some liability insurance, cross referencing, and dealing with potential ethical issues. All of this would need to be done by the editor if a publisher is not doing these tasks for us. Mary Beth pointed out that online and open access are not the same. SEAC has online access, but it is subscription based. Open access is open to everyone. Jay asked the question, if the journal is open to everyone, why would anyone pay to join the organization? Jay asked, if we are accepting 20 manuscripts for publication per year, that will fill around three issues. Do we need a fourth issue to catch up with backlog? Betsy replied yes, a fourth issue would be for the backlog.
- Social Media Editor, Karen Smith (see Business Meeting minutes for report)
  - There is a new page on SEAC's website about the mentoring network. There is a new image on the homepage of African-American women working at the Irene site provided by the National Park Service. The number of announcements posted on the website is up from last year. SEAC has good response rate to MailChimp surveys. The organization has 678 followers on Twitter, which is up around 200 since last year.
- Associate Editor (Sales), Eugene Futato
  - Eugene was not present, but there was a discussion by Jay and Betsy. Since we no longer handle sales of journal back issues (this is handled by Taylor and Francis), the Sales Editor position could be eliminated. According to Eugene, he still has about 20 boxes of materials that include copies of the journal, newsletter, and other items. Betsy is looking into scanning some of these items. The originals need to be archived. The organization should budget money to hire someone to do the scanning.
- Associate Editor (Newsletter), Sarah Bennett
  - There have been challenges to taking over the newsletter. The first issue was delayed, but the second issue came out nearly on time. Next year will be more organized. Future plans for the newsletter are to include more social media content and to integrate more from the student affairs committee and the Native American affairs committee. If anyone has ideas for content or things to feature, please contact Sarah. Jay pointed out that resolutions from the annual business meeting have fallen out of the newsletter. These will be added back and available in the business meeting minutes online.

- Associate Editor (Book Reviews), Neill Wallis
  - Seventeen books were sent out for review in the last year. Seven were solicited from senior scholars, and the others were volunteers. This was a bit of a change from the past. The hope is that this approach will raise the status of the book reviews while still giving students an opportunity to review and publish. There was a 75% return rate on reviews over the past year, and this is a pretty consistent rate going back to 2000.

### **Committee Chair Reports**

- Student Affairs Committee, Patrick Johnson
  - There will be two Student Affairs panels at SEAC this year. One with THPOs on stewardship and a student luncheon about running a field project. The Student Affairs committee has done a lot of social media outreach. Gracie Riehm will be taking over as chair next year. Possible workshops for the future include something by the sexual harassment task force and a writing workshop.
- SEAC Life Fund, Paul Welch
  - This has been a good year for the Life Fund as it has broken a quarter-million dollars. According to the by-laws, the Board can chose to withdraw from the Life Fund up to the amount of interest earned in the previous year. Paul gave some background on the Life Fund in response to Janet's question about the fund's purpose. Twenty years ago, Al Goodyear proposed taking the Life Fund money out of CD's and investing it. The Board investigated this and developed a plan. The idea was to let the investment run for 20 years and then decide what to do with it. It has been 20 years, and the fund is now up to \$250,000. The Board should decide what to do with it. It dropped 33% during the recession, but the money has been moved into more stable, predictable investments in the last few years. Some comments heard by board members indicate that the membership wants something done with that money. Paul has some ideas about payout ratios. Paul argues for a maximum of \$5000 per year as payout based on the fact that Vanguard predicts stocks at 5-8% growth. Paul expects a 5% ROI with 2% inflation. Some earnings should be left in the fund so that it will grow. To allow this, there should be a 2-3% payout rate, and 2% of \$250,000 is \$5000.
  - Discussion: Patrick asked if this payout rate is similar to other organizations, and Paul replied that some universities have endowments that payout at 2-4%. The Life Fund is not really an endowment, but we have to treat it as such. According to Paul, many early members who joined as life members were under the impression that they were contributing to an endowment, and we are ethically committed to treat the Life Fund like an endowment. Accountants classify it as temporarily restricted fund. Paul's advice is to take money out of the Life Fund during years when the investment grows. Then, you can draw from this cushion fund in years when the Life Fund itself does not make money. This is a year when more than \$5000 can be taken out of the Life Fund. Jay and Janet asked if we could take \$10,000 out of the Life Fund.
  - Paul recommended rebalancing the Vanguard accounts by taking some money out of stocks and putting it into bonds because stocks may go down. This rebalancing would get us closer to the percentages we want in the fund. Paul presented a

motion to rebalance the Vanguard account by transferring some funds. Shannon seconded, and the Board approved.

- Janet motioned to transfer \$10,000 from the Life Fund to the operating fund. Karen seconded, and the Board approved.
- Discussion: David asked what limitations there are on moving money from the operating account. Paul stated that funds can be moved from there to checking very easily. Nick does not have access to any of the Vanguard accounts. If we want to spend money in the operating account, Paul would need to transfer from the Vanguard account to the checking account. Pat asked what would we do if something happens to Paul. Paul, Lynne Sullivan, and Al Goodyear all are signatories. Only one person has online access, and that is Paul (only one person can have access at a time). Signatories can sign a paper withdrawal slip and mail it if needed. Janet stated that we should allow Nick and Paul make decisions on which account the money should be transferred to.
- Native American Affairs, Brad Lieb
  - Three new members joined the committee this year: Mike Fedoroff, Erin Prichard, and Chris Judge. The committee proposes establishing a travel fund for speakers to go to Native groups to give presentations. A report about these presentations would be included in SEAC's newsletter. A scoring system would be developed for evaluating proposals. A Native art market was organized for the Tulsa meeting with artists from North Carolina to Arizona. There may be a net loss because the hotel is charging more for access than was charged in registration. There is good Native participation in the Tulsa meeting, including 14 presentations in the THPO session.
- Archives, Pat Galloway
  - All paper documents in SEAC's archives have been sent to the National Anthropological Archives. They are working with the Smithsonian Institution to get documents into a digital environment, but that has not happened yet. The Archives committee wants a system where SEAC's officers pass on their digital documents to the next officer and/or to the committee, but this has not been happening. There has to be a way to capture all of the Board's correspondence. Betsy noted that lots of the editor's correspondence is captured in Editorial Manager, but it is not clear if we can get access to it. Pat will investigate the possibility of getting access to the records in Editorial Manager. Pat emphasized that the Board should develop a protocol for regularly saving digital files and transferring them somewhere.
- Public Outreach, Darlene Applegate (not present, see Business Meeting minutes for report)
- Nominations, Meg Kassabaum
  - No nominations were received before the deadline, so the committee reached out to people to serve. Fifteen candidates were nominated, and the committee narrowed these down based on previous service to SEAC and balance based on region, gender, and the area of archaeology in which they worked. Meg is concerned that the lack of initial nominations is a pattern, and she wondered how to bring people into the process rather than just having the committee nominate people themselves. Perhaps we could use the newsletter, social media, and other

ways to draw people back into the process of nominations. Meg stated that from talking to people, no one wants to nominate themselves, and some are reluctant to nominate other people so as not to obligate them to an onerous task. Mary Beth stated that the American Anthropological Association makes it clear through good advertising the committees that need members. Also, they have much more of an emphasis on self-nomination. Paul stated that the lack of nominations is not unusual. From his experience with the Society for American Archaeology, it is the job of the nomination committee to shake the bushes to find qualified candidates. For SAA, the goal is to get as much diversity on a five-person committee as possible. Meg asked if we could add something to the membership renewals for people to indicate on what committees they would like to serve. Karen stated that this could easily be added to the online renewal form.

### **Awards Committee Reports**

- C.B. Moore Award, Janet Levy (see Business Meeting minutes for report)
  - There were seven candidates for this year's award, four of which were carry-overs from the previous year. Voting was conducted by past recipients and voting members of the Board. Two-thirds of eligible voters voted. Stephen Williams was the founder of the award, and he passed away in June. Also, Joe Saunders passed away this year. He is the first award winner to die.
- Lifetime Achievement Awards, Martha Zierden (see Business Meeting minutes for report)
  - There were two nominations this year, John O'Hear and John Connaway. The committee enthusiastically recommended both for the award. The issue came up this year that Martha was contacted by a non-SEAC member about a potential nominee who was a non-member or not an active member of SEAC. This initiated a discussion of who is eligible for the award. A motion was proposed and passed by the Board in 2017 that the nominator has to be a member of SEAC.
- Patty Jo Watson Award, Elizabeth Horton (see Business Meeting minutes for report)
  - This is the first year where there was a significant number of outside nominations which resulted in a lot of reading for the committee. The committee has two suggestions. First, establish a hard deadline as there currently is not one. Second, limit nominations to one per person.
- Student Paper Award, Maureen Meyers, (see Business Meeting minutes for report)
  - The number of entries was down this year, but the committee still received seven entries from seven universities. Since students have to be at the meeting and present, the lower number of entries this year may be due to fewer students coming to Tulsa.
- Student Paper Award Prizes, Janet Levy (see Business Meeting minutes for report)
  - Prize is at \$5300 and includes a tick kit and a radiocarbon date.
- Special Achievement Award, Craig Sheldon (see Business Meeting minutes for report)
  - Craig was not present, so the award was discussed by Jay. Jessica Crawford will be getting a special achievement award. One issue is that there is no protocol for special awards. Do we want to establish one? The Board decided to discuss this at a later date.



- Charles Hudson Award, Nick Herrmann
  - Discussion tabled until later in the meeting.

### **Future Meetings**

- 2018 Augusta, Karen Smith
  - They are planning excursions to Topper, Stallings Island, and the Edgefield potteries.
- 2019 Jackson, Jay Johnson
  - The committee has a contract and plans are coming together.
- 2020 Raleigh, Margie Scarry
  - The Research Labs of Archaeology at UNC will host, contingent on finding an appropriate place to hold the meeting. They are looking for people in the area to partner with.
- Call for venues and organizers for 2021.
  - Consensus was that it would be nice to have it somewhere in the western part of the region.

### **Business before the Board**

- SEAC Task Force on Sexual Harassment Update, Robbie Ethridge (see Business Meeting minutes for report)
  - Robbie and Maureen Meyers asked the Board in Athens about the state of establishing a task force. Jay tasked Robbie after Athens to head up the task force. Robbie briefly enumerated seven recommendations of the task force (fully discussed in the report). There was much discussion about the recommendations of the task force and how these could be followed or administered by SEAC. Jay asked what motions the Board could vote on now. Robbie's reply was approval of the awareness campaign, allowing Chris Rodning to give a brief presentation at the business meeting, and investigating establishing a Sexual Harassment and Assault Resource Committee (SHARC). Janet asked what was envisioned as the tasks of the SHARC; how would they have oversight over people or other organizations. Robbie stated that the role of the SHARC would be to protect the victim, and they would be a point of contact within SEAC for anyone who was being harassed. Janet said that she would vote to continue the task force and for the task force to continue defining the SHARC's duties, but she cannot vote to support the SHARC now without more information. Robbie stated that other organizations have SHARCs, and the task force can look for a model that is appropriate for SEAC. David clarified that the task force is just asking for permission to pursue and collect more information as this is a complex situation and SEAC is an organization of volunteers. Betsy asked how much money the task force is asking for this year and why. Robbie stated that they are asking for \$6000 so that the task force can meet in the Spring. Janet moved to extend the task force for another year with the option to renew at that time. David seconded, and the Board approved. Janet moved to add Chris to the business meeting agenda to talk about the recommendations of the task force. Shannon seconded, and the Board approved. Pat moved to disband the SEAC Sexual Harassment committee that conducted the original survey (Maureen Meyers, Tony Boudreaux, Stephen



Carmody, Vicki Dekle, Liz Horton, and Alice Wright). This was seconded by Karen and approved by the Board. Tony abstained from the vote because he was a member of the committee. The Board agreed to revisit the idea brought up by Maureen that SEAC should conduct a survey of sexual harassment every five years or so. Janet stated that the task force should move forward and start pushing items to the Board for approval. Robbie stated that SEAC needs a policy statement and code of conduct approved. She thanked the Board for its support.

- James A. Ford marker update, Maureen Meyers
  - The Board voted last year to give \$1500 for a historical marker to be erected in James Ford's hometown of Water Valley, Mississippi. Maureen applied for the marker, and it was approved. She has drafted text. The cost of the marker has increased, so there is a shortfall of \$250. She is waiting for the marker to be made, and it will need to be paid for it once it is completed.
- Southeastern Archaeological Mentoring Network update, Meghan Buchanan and Liz Watts Malouchos
  - The Board already approved the establishment of a mentoring program via email. Meghan noted that four mentors and three mentees have signed up so far. The program was just announced on the website. Meghan and Liz will be at the student reception tomorrow to share information about the program, so there likely will be an increase in applications after this meeting. They have put together a budget for a breakfast with 50 participants at SEAC in Augusta next year. The goal is to establish a network for mentors and mentees and bring in new people. The original intent was to focus on historically under-represented groups, but they have broadened the program to all graduate students. They want more mentors who are senior faculty and who are outside of academia.
  - Discussion: David Morgan discussed the importance and possibilities of SEAC reaching out to people of color. How do we diversify SEAC's membership to include African-Americans? David spoke with members of the Society of Black Archaeologists. One problem they identified is the absence of black mentors in archaeology. One suggestion is that SEAC sponsor a session that highlights lack of diversity issues, and possibly work with people from Historically Black Colleges and Universities to do this, as the Society for Historical Archaeology did. Some groups have been offering travel awards to their annual meeting to minority participants. David has reached out to some black archaeologists in the region to discuss these issues. Augusta and Jackson will be ideal venues for targeting invited lectures for people to talk about racism and diversity. Karen will work with David on these issues for Augusta. Karen mentioned the possibility of reaching out to the Gullah community about doing an opening ceremony in Augusta.

### **Discussion of Long-Range Budget Options**

- A number of potential expenditures by SEAC were discussed throughout the meeting. The Board decided to wait until later in the meeting to discuss and vote on these at one time.
- Janet asked what has been put on the table for monetary requests? And, which ones are one-time costs and which are recurring expenses? Some proposals submitted to the Board

would be annual expenditures. Approving these requires discussion and deliberation since SEAC only has a small profit each year.

- One option for paying for these expenses is to withdraw money regularly from the Life Fund, but this fund may not make money annually. The only real money-maker historically has been membership dues. The annual meetings often have made money, but they are not designed to. The consensus of the Board was that membership dues should be raised. Paul stated that the Society for American Archaeology went a long time with no dues increase followed by a sharp increase, which led to lots of complaints. When they decided to raise dues by a few dollars each year, few members have complained. Karen stated that the Board has talked about dues increases each year since 2010, but, as noted by Paul, dues have not increased in 15 years. Mary Beth stated that the Midwest Archaeological Conference has annual dues around \$50, and we charge less. Janet noted that relative to other groups, our meeting registration costs are comparable, but our annual dues are really low. Jay, Betsy, and Liz proposed raising the dues, but there was discussion about how much to raise them now. One concern raised by Mary Beth is that the current publishing contract only goes through the end of 2019, so we do not know what publishing costs for the journal will be after that. Paul observed that based on SEAC's current membership, we could raise enough money to cover a fourth issue of the journal if student dues increase to \$20 and regular dues to around \$50. This would only cover adding a fourth issue; it would not cover any other expenses. The discussion that followed was that since we do not know what the new publishing contract will bring and we have a couple of years before a new contract is negotiated, we should raise dues incrementally but regularly. We need to educate SEAC's membership on some of the new initiatives and other commitments that will require expenses. Tony motioned to raise membership dues to: \$45 for Regular, \$50 for Family, \$20 for Student, \$650 for Life, and \$700 for Family Life. Betsy seconded the motion, and the Board approved.
- Janet motioned to approve \$6000 for the Sexual Harassment task force to gather at the University of Mississippi in Oxford for a face-to-face meeting. David seconded, and the Board approved.
- The Hudson Fund
  - Victor Thompson asked that some portion of the funds generated by the Athens meeting go to the Hudson Fund. The goal is to get the principal of the fund over the \$20,000 mark so that it can start generating sufficient interest. Jay noted that Victor and the other organizers obtained a lot of grants to offset the costs of the Athens meeting. It seems appropriate that some of that extra money should go to support an award in honor of a prominent UGA professor. Nick proposed to transfer enough of the profits from the Athens meeting to the Hudson Fund to reach \$20,000. Janet seconded, and the Board approved.
  - Janet asked if we have a Hudson Fund committee. Jay said that he will talk to Robbie Ethridge about forming one. Jay asked how we should invest the money in the Hudson Fund. Paul stated that the investment committee had talked about this, but no decisions had been made because the funds were not available yet. The committee will now discuss and decide.
- Discussion of Insurance Options
  - Janet stated that we need to decide what kinds of insurance we need and how much? Examples include liability insurance to cover directors and officers, digital

insurance in case the website is hacked and distributes malware, and general liability for entering into hotel contracts. She spoke with Tobi Brimesk with SAA, and they use Aeon. Janet asked where SEAC is legally located, and Paul stated that the organization is incorporated in the state of Tennessee. Betsy proposed that Janet fill out an application for SEAC insurance to get a quote. Karen seconded, and the Board approved. Janet will present the costs to the Board.

- Native American Liaison Speakers Fund
  - Betsy motioned to start the Native American Speakers Fund at \$4000 per year with two application cycles per year. Mary Beth seconded, and the Board approved. The discussion was that we will see how it goes with this level of funding and possibly increase funding in the future if needed.

### **Review of Memorial Resolutions**

- see Business Meeting minutes for all resolutions.

### **New Business**

- There was no additional new business.

Tony motioned to adjourn the meeting at 8:49. This was seconded by Mary Beth.