

2018 Southeastern Archaeological Conference Board Meeting  
Wednesday, November 14, 2018, 6:00-9:00 PM  
Lamar A, Augusta Marriott, Augusta, GA

**Attendees, officers:**

Jay Johnson, President (outgoing)  
Janet Levy, President-Elect  
Maureen Meyers, new President-Elect  
Tony Boudreaux, Secretary  
Chris Rodning, Secretary-Elect  
Nick Hermann, Treasurer  
Mary Beth Trubitt, Journal Editor  
Liz Horton, Executive Officer I  
David Morgan, Executive Officer II  
Karen Smith, Social Media Editor

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

Grace Riehm, SAC President  
Adam Coker, incoming SAC President  
Eugene Futato, Associate-Editor

**Attendees, committee members:**

Brad Lieb, Native American Affairs  
Paul Welch, Life Fund  
Maranda Kles, Patty Jo Watson Award

**Attendees, guests:**

Steve Kowaleski, Charles Hudson endowment  
Robbie Ethridge, Sexual Harassment Task Force  
Megan Buchanan, SEAC mentoring program.

The meeting was called to order by Jay Johnson at 6:15.

**Report from meeting organizers, Karen Smith**

- This meeting will have a record number of posters and panel discussions, including two panels related to tribes. There are 680 registered (435 regular, 245 students), and maybe a record number of students. Savannah River Archaeological Research Program staff has been essential in supporting this meeting. Also, the South Carolina Department of Natural Resources will shuttle people to Stallings Island for the field trip, and they printed all of the room plaques. Chris asked why papers are scheduled for Saturday afternoon. Karen clarified that these are part of the Society for Georgia Archaeology meeting that is taking place concurrently on Saturday. After being congratulated by the Board on successfully organizing the meeting, Karen said that she has been wanting to host a SEAC for a long time.

## Officer Reports

- President, Jay Johnson (see Business Meeting minutes for report)
  - SEAC now has liability insurance. Officers are now covered if the organization is sued regarding libel or sexual assault. We also have show-stopper insurance which covers us if an event is canceled. The insurer required us to do it for two years, so we will have coverage for Jackson. Charles McNutt's history of SEAC is out, and 750 copies were printed. A copy has been included in each registration packet for the meeting. Charles submitted the manuscript several days before he died. It is a labor of love with a lot of information in it.
- Secretary, Tony Boudreaux (see Business Meeting minutes for report)
- Treasurer, Nick Herrmann (see Business Meeting minutes for report)
  - There has been a substantial increase in revenue as a result of the dues increase passed in 2017, but we have had higher expenditures than in previous years. We have taken in \$41,000 in revenue, but we have had \$44,000 in costs. Also, this does not include all of the expenses associated with publishing the journal. There probably will be another \$23,000 in expenditures for the year. Nick, Jay, Janet, and Chris set up a new SEAC checking account today because \$2100 of fraudulent checks had been written against the previous account.
- Journal Editor, Mary Beth Trubitt (see Business Meeting minutes for report)
  - Negotiating a new contract with a publisher is the main task for the editor now. SEAC has to let the publisher know by the end of this year if we want to renegotiate, and Mary Beth thinks we should let them know that is what we want. There was a decrease in submissions to the journal last year. Mary Beth stated that getting comments from reviewers on time generally is not what holds up a manuscript. Instead, authors revising and resubmitting most often is the holdup. The journal has an average of 7 months from submission to acceptance with a range of 2-22 months. Liz asked about the current backlog, and Mary Beth said that she is filling the December 2019 issue now. Jay noted that Mary Beth will be the last editor to work alone with the new bylaws changes that will extend the period of overlap between the Editor and Editor-Elect. Jay thanked her for working through the transition.
- Social Media Editor, Karen Smith (see Business Meeting minutes for report)
  - The biggest news is that there is a new menu on the website about sexual harassment. Twenty-one announcements were posted to the website this year, and there were 10 communications through MailChimp. SEAC is up 250 Twitter followers. SEAC, the organization, does not have a Facebook page. There is one for the annual meeting. Augusta inherited the Facebook page from Athens, which already had a number of followers. This page will be passed along for 2019 in Jackson.
- Associate Editor (Sales), Eugene Futato
  - We do not get back issues of the journal anymore, and we have not sold a back issue since our current agreement with the publisher because all back issue sales go through them. According to Eugene, "My position is superfluous." It is time to do away with the Associate Editor for Sales position. The bank is charging an inactivity fee for the small account he keeps. He would like to close that account. One question is what to do with the back issues? Several ideas were discussed: a

fire sale at the next meeting, sales through social media, or sales through the website. There are too many boxes of back issues (ca. 100) to bring them all to the next annual meeting in Jackson. A motion was approved to sell the journal back issues and boxes of the Moundville C.B. Moore volume from the University of Alabama Press through SEAC's website at the cost of postage. Maranda motioned, Jay seconded, and approval was unanimous. Karen and Janet will determine the prices, and the money will go into the operating fund.

- Associate Editor (Newsletter), Sarah Bennett
  - Sarah was not present at the meeting. Jay stated that Sarah has asked for a hiatus as Associate Editor. The Board discussed how to deal with this request. It was decided that Jay will mention at the business meeting that we need a newsletter editor. If we find someone who wants to step into that role before the business meeting, Jay can announce the new person then.

### **Committee Chair Reports**

- Student Affairs Committee, Grace Elizabeth Riehm
  - Student Affairs is having a reception at this meeting where they will have five tables with expert volunteers to talk with students about a variety of topics. Adam Coker will be the Chair next year. The committee wants to look at the Student Paper Prize. They would like to do a survey, with Board approval, to see what students want in terms of the prize. What do students want out of a paper prize award? David noted that we should talk to donors about what they might want to contribute and consider this in addition to input from students. Grace stated that some students feel the book prize is a place to deposit unwanted volumes. Students want the lifetime membership, which is currently the second-place prize. The books are good, but it might be more meaningful to pick a few books from a press rather than get a random assortment that students might not be interested in. Liz stated that we should talk to companies about what they want to contribute (e.g., radiocarbon dates, gift cards from Forestry Supply, etc.). The goal is to have a first draft of the survey before the end of the Fall 2018 semester.
- SEAC Life Fund, Paul Welch (see Business Meeting minutes for report)
  - Paul reported that \$59,000 of operating money is in the Vanguard account. The balance of this account went down last year due to market fluctuations. The bylaws state that the board cannot remove more money from the Life Fund than was earned in the previous year. So, money cannot be transferred out of the Life Fund this year. Paul motioned to re-allocate \$10,000 so that 35% of the assets in the Life Fund will be in the bond market. Janet seconded, and the motion was approved unanimously.
- Native American Affairs, Brad Lieb
  - Two proposals were awarded for the new Speaker's Fund. Cherokee groups from Oklahoma were scheduled to travel, but that had to be delayed. Since the funds are reimbursable only, there have been no costs to SEAC yet. Brad asked if they could reschedule and use the money later, and the consensus was that this would not be a problem. This travel probably will occur in Spring 2019. The other grant was awarded to Choctaw Nation of Oklahoma for a University of Alabama student to travel and present on their research. This trip cost \$800.

- The Speaker's Fund was funded at \$2000 for travel last year. Jay stated that we should continue it, but should it be continued for \$2000 or \$4000 per year. Janet asked if any proposals were denied due to a lack of funds, and Brad's reply was no. Jay proposed that we continue funding the Speaker's Fund at \$2000. This was seconded by Karen and unanimously approved. During discussion, David stated that we should build on this and include other constituencies such as African American descendant communities. We should build a parallel program to encourage this. Janet stated that he should write a proposal and present it in Jackson.
- Karen noted that registration fees were waived for tribal members at this meeting, as was the case in Tulsa. She also noted that Augusta followed Tulsa's example of including in the program a statement indicating if human remains would be included in a presentation.
- Public Outreach, Darlene Applegate (not present, see Business Meeting minutes for report)

### **Awards Committee Reports**

- C.B. Moore Award, Janet Levy (see Business Meeting minutes for report)
  - There were nine candidates this year; six continuing and three new ones. We have run out of space on the award. Ashley Smallwood had the brass plaques re-done in a smaller font, and this will give us two more years.
- Lifetime Achievement Award, Rob Beck (not present, see Business Meeting minutes for report)
- Patty Jo Watson Award, Maranda Kles (see Business Meeting minutes for report)
  - The committee reviewed 22 articles from *Southeastern Archaeology* and three outside submissions. Some submissions were rejected because the electronic version came out in 2017 (the year of eligibility), but it was published in 2018. Maranda made formal notes of committee discussions that will be passed on to George Crothers, the next committee chair.
- Student Paper Award, Carolyn Dillian (not present, see Business Meeting minutes for report)
- Charles Hudson Award, Stephen Kowalewski
  - The Hudson award is for young researchers who might need seed money. This could be a way for SEAC to recruit new members in the future. Steve discussed the need to establish an award committee. Jay stated that the Hudson award's founding members should develop a proposal be presented to the Board in Jackson for the management of the fund. Paul stated that once the Hudson fund reached a balance of \$20,000, it became a SEAC endowment. This is a permanently restricted account. SEAC cannot spend the principle, including any additional donations. Any money spent from the fund will have to come from the earnings on that principle. These earnings should be spent on the Hudson award, but there is no legal restriction to do so. The Finance committee has looked at several options for investing the \$20,000 principal. Their recommendation is to invest in a Vanguard mutual fund. This is a diversified fund with 60 percent in stocks and 40 percent in bonds. This is within the range for endowments. Earnings will need to be kept separate from the principle. The Treasurer will need

to keep track of donations intended for principle. Paul proposed that the Hudson money be invested in a 60/40 Vanguard fund. Chris seconded, and the Board vote was unanimous.

- There was a discussion about what to do with earnings from the fund. Not sure if decisions need to be decided by the committee in consultation with the Board. Perhaps it would be better for the committee to work with the treasurer. Jay told Steve that the original Hudson committee should make a proposal to the Board about what a long-term Hudson committee should look like. Paul stated that the expected annual payout for the fund should be 4 percent, or approximately \$800 per year, on average. Organizations typically will wait for a few years of earnings to build up a cushion before any money is spent, so the committee may not want to make an award until the next fiscal year or after. SEAC could use some earnings from the Hudson funds combined with some operating funds to make an award before then. Janet asked Steve if the vision is to award a set amount of money each year. Steve replied that the award amount would fluctuate each year, as an endowment.

### **Future Meetings**

- SEAC 2019 Jackson, Mississippi, Jay Johnson
- SEAC 2020 Raleigh, North Carolina, Margie Scarry and Heather Lapham
  - The committee initially thought the meeting would be in Raleigh, but nothing was available for the time of SEAC. The meeting will be in the Durham Convention Center. They will need a separate contract with the center and the hotel. There are no big hotels that can accommodate everybody, so there will need to be contracts with four hotels. One downside is that this meeting will be more expensive than normal. The hotel price will be less than the Nashville meeting, but it will still be higher than the typical meeting. The registration fee will need to be higher, up to \$120. The audiovisual costs are higher than the committee has ever seen. Also, most of the hotel rooms are king beds, not double beds. The convention center wants a large payment of \$8400 on signing and then \$17,000 in January of 2019. The estimated expenditure of \$100,000 is on par with the expenditures for Athens. Jay stated that the Board gives the go ahead to move forward, and they should work with Janet to get the contracts signed.
- SEAC 2021 Little Rock, Arkansas, Liz Horton
  - Liz stated they are committed to hosting the meeting. The committee includes Jamie Brandon, Jodie Barnes, Liz, and two more people. The objective is to have a plan in place by next SEAC. They would like it to be in downtown Little Rock.

### **Business before the Board**

- SEAC Task Force on Sexual Harassment, Robbie Ethridge (see Business Meeting minutes for report)
  - The committee will need to replace two students who have moved on. The committee wants to retain Patrick Johnson and add two new students for the coming year. The Task Force met today in Augusta, and they invited Mike Polk to this meeting. The Task Force will be at the Student Affairs meeting tomorrow. They also have organized the plenary session on Friday from 3-5 pm. A possible

grievance procedure was circulated to the membership before the annual meeting, and the Task Force sees now as a period for receiving comments on this proposed procedure. The Task Force submitted recommendations last year, all of which were approved by the Board. The Task Force has completed most of these recommendations, including: conducting an awareness campaign, creating a presence on SEAC's website, establishing social media accounts, and producing a brochure on harassment. The Task Force did not collect personal stories and narratives because legal advice said not to do this yet. They also did not appoint a SHARC, and they did not implement a mechanism for mitigating assault and harassment. The Task Force has drafted a grievance procedure that is available online. Their recommendation for next year is that the Board extend the Task Force for another year. They also recommend that the Board classify harassment and sexual assault as scientific misconduct. The Board needs to consider and vote on this, but not tonight because there are a lot of ramifications that need to be considered. The Task Force also recommends developing a code of conduct for the annual meetings. Conference organizers should appoint SEAC safe officers, people to go to if someone experiences sexual assault or harassment. It is important to have someone to go to because students say these behaviors occur at every meeting. The Task Force also encourage PIs to include training on sexual assault and harassment before going into the field, and they want to place advocates or SEAC safe officers at field locations. These individuals would need some training on what to advise people to do. The Task Force wants to arrange some workshops for SEAC in 2019, and they will devise a series of workshops to address these concerns.

- Gayle Fritz wrote the suggested code of conduct that is now on the website. She wants to revisit it to develop a more thorough one. She also wants to devise a list of entities that have a code of conduct that conforms to SEAC's expectations.
- An online training module is now available, and the Task Force recommends that it be required by SEAC members when they register for meetings or renew their dues. The grievance procedure might require bylaw changes to create an ethics committee to investigate accusations. The SHARC would be the chair of an ethics committee, and they would have other duties.
- Robbie asked how might SEAC proceed? The Board should vote on everything but the SHARC and the grievance procedure in the next few weeks. These two will require changes to SEAC's bylaws. The Task Force wants to know from the Board if they should even proceed with these two because they will require significant effort. Making any structural changes will require the Board to think through things very carefully. Robbie will send a dossier of comments from the membership about the materials that have been made public already. The Task Force would like to know early in the Spring, January or February, if they should move forward with the two structural changes or not. If the Board decides no, then the Task Force will work on other things. If the Board says yes, then it will take at least a year for the Task Force to create documents, and the Task Force will need legal counsel.
- Grace asked about the training for safe officers. Robbie replied that most Title IX offices provide this training. If an individual is affiliated with a university, then

they could be trained there. If someone is not with a university and they need to go elsewhere for the training, it could cost a lot of money. The training would be for helping victims in deciding what they want to do immediately after harassment or assault.

- David thanked Robbie and the Task Force, and he proposed that it should continue for another year. This motion was seconded by Liz. Janet proposed an alternative motion that the Task Force continue until the board asks them to disband. David seconded, and the vote was unanimous.
- Chris stated that SEAC can be a leader in how to tackle this problem that exists in SEAC and archaeology more broadly. Jay noted that we already are ahead of the curve relative to many other organizations. Maureen stated that the results of the SEAC survey are getting a lot of positive attention for the organization. Robbie stated that a lot is at stake moving forward, so we need to think this through. No peer organizations have ethics procedures we can use as a model, so this is a difficult issue. Some organizations are considering this, but they have not done anything yet. David agreed that there are many weighty issues that need to be considered as SEAC moves forward.
- Liz raised the point that there is evidence that online training does not work, so SEAC should move toward bystander training. David noted that NPS uses bystander training too. Robbie said the idea with workshops is to get students trained so that people can intervene before an action gets to a grievance. Eugene stated that the training may not be as complicated and expensive if we use existing Title IX and HR training at their place of employment. Robbie agreed.
- Southeastern Archaeological Mentoring Network update, Meghan Buchanan
  - The program had more mentors register this year than students. The organizers will reopen registration and leave it open for a longer period of time to try and incorporate more students. They will give out flyers at the Student Affairs reception in Augusta to recruit. They also will do a meet-and-greet at the meeting in Jackson. In addition to students, a number of junior faculty have reached out looking for mentors. The organizers will be asking the mentors who have registered if they have time for mentoring junior faculty. Grace asked if they wanted graduate students as mentors. Meghan replied that graduate students, recent graduates, and junior faculty should be mentees, not mentors.

### **Review of Memorial Resolutions**

- see Business Meeting minutes for all resolutions.

### **New Business**

- There was no additional new business.

The meeting was adjourned at 8:57 pm. The motion was made by Tony and seconded by Chris.