

Meeting of the SEAC Executive Committee

5/17/2021, 3:00 – 4:30PM CDT

<https://olemiss.zoom.us/j/95099419470?pwd=dHVCUDJxQmpVM0k1Z0Y2QUsvb2Y3Zz09>

Maureen Meyers, President
Rob Beck, Editor
Lindsay Bloch, Editor-Elect
Meghan Buchanan, Executive Officer I
Ramie Gougeon, Secretary-Elect
Kandace Hollenbach, President-Elect
Megan Kassabaum, Social Media Editor
Patrick Livingood, Treasurer
Asa Randall, Executive Officer II
Chris Rodning, Secretary

Emily Beahm, Newsletter Editor
Ben Steere, Associate Editor for Book Reviews
Elizabeth Straub, Student Representative

Maureen Meyers called the meeting to order at 3:02PM CDT.

I. Task force updates

1. The Diversity and Inclusivity Task Force has formed, with eight members, and they have had some meetings, they propose to have task force members go through diversity and equity training, and they recommend that EC members take the training as well.
 1. The Task Force recommends the training module by Coursera (<https://www.coursera.org/learn/diversity-inclusion-workplace>), which is available for free (except for \$50.00 to receive a certificate after completion), and which can be done at any time an individual may schedule it; there is some discussion in groups involved in the training.
 2. Other options considered by the task force include Linked In (www.mslearning.microsoft.com/course/72169/launch); General Assembly (<https://generalassemb.ly/education/diversity-equity-and-inclusion-101/online/186907>); and Diversity, Equity, and Inclusion (<https://diversityequityinclusion.com/product/embracing-diversity/>).
 3. A motion was made to recommend that Task Force members take the Coursera training, and that SEAC will pay the \$50.00 for a certificate for each Task Force member who would like to have such a certificate upon completion of the course (there are eight members of the Task Force). The motion was seconded, there was no additional discussion, and the motion was supported unanimously.
2. The C.B. Moore Award Task Force is cochaired by Gregory Wilson and Amanda Regnier.
 1. Past President Janet Levy has consulted with senior members of the Lower Mississippi Survey about the name of the award, the selection process, and award presentation at the annual business meeting.
 2. Greg Wilson is leading the effort to discuss and consider the nomination and selection process, and alternative options for presenting the award at SEAC 2021.

3. Amanda Regnier is in conversation with tribal leaders about the pipe replica that is part of the former award trophy (“retired” by the EC in advance of SEAC 2020).
 4. President Meyers will receive recommendations from the Task Force about phased changes, considered deliberately, over a period of more than a year. There is some consideration about the possibility of consulting with Native American artists about redesigning a trophy or plaque, and some consideration about certificates to be given to past award recipients. A plaque will be given to the recipient of the 2021 award and retroactively for the recipient of the 2020 award (Matthew Sanger).
 5. Asa Randall asked about plans for the disposition of the former trophy, and how it should be handled and “put to rest,” and President Meyers indicated she would discuss possibilities further with Amanda Regnier.
3. The newly formed Policy Task Force will span at least two years in efforts to compile SEAC policies into a handbook. Task force members include Ann Cordell, Tony Boudreaux, and Rachel Briggs. President Meyers envisions a living document that would be easily accessible, and that files related to SEAC records and forms would be available to EC members on Google Drive or a similar filesharing space. Discussions of how to archive email correspondence about EC business are ongoing.

II. Committees

- A. The Archives Committee, formerly comprised of Patricia Galloway and Joe Herbert, has been transformed into Curation Committee, chaired by Liz Horton, and committee members are discussing the status and future of SEAC archives, plans for curating email correspondence on SEAC business, and SEAC passwords.
- B. The Southeastern Archaeology Mentoring Network needs a new mentor, and recommendations and volunteers are welcomed by President Meyers.
- C. The Charles Hudson Fund Committee needs a new member, and recommendations and volunteers are welcomed by President Meyers.
- D. The Public Outreach Grant Committee is considering issues related to IRB approvals, and whether amounts and efforts involved in application are appropriate and commensurate.
 1. Megan Kassabaum noted that the grants office at Penn did not mandate IRB approval for her recent grant from this program.
 2. Ramie Gougeon suggested that language be added to the RFP to provide guidance to applicants about considerations for whether IRB approval is necessary.
 3. Asa Randall asked what our specific interests and concerns regarding IRB approvals are and how exactly they become relevant to POG applications.
 4. Ben Steere, POGC member, noted that some proposals in 2021 could have necessitated IRB approvals if project personnel would have wanted to publish papers focused on SOTL (science of teaching and learning) aspects of those projects.
 5. Meyers and Gougeon (SEAC EC liaison to POGC) will suggest language to Sarah Miller (POGC Chair) to consider for RFP for proposals to POG program.
 6. Maureen asked whether the amount of the grant should be increased. It was \$1000.00 in 1994, it was changed to \$2000.00 sometime after 2000.
 7. Megan Kassabaum noted that the amount is not really enough for a project that would be competitive for this grant but that has no other funding; Ben Steere noted that the application process is extensive and intensive; Megan Kassabaum suggested the idea of collecting some data on what would make a good balance between effort required, expectations, and grant amounts available for funded projects.

8. Patrick Livingood noted that SEAC is typically running slight operational budget deficits, and it may be best to consider all the spending plans that are under discussion currently collectively, rather than to consider any one of them (like the amount of money awarded through the POG program) individually.
 9. President Meyers recommended that the POGC present a proposal to the EC about what POGC would recommend that the EC consider regarding grant budgets, the application process, and application review.
- E. The Task Force on Sexual Harassment and Assault is preparing a statement about the new SHARP Coordinator position to be shared with membership and SEAC Nominating Committee, and it is making plans for programming for the SEAC 2021 annual meeting.
1. Budgetary requests from TFSHA for SEAC 2021 include \$200.00 for SAPHE officer T-shirts, \$700.00 for brochures, \$300.00 for workshops; TFSHA has also been seeking legal advice about potential grievance procedures, at an estimated \$1000.00 to \$1500.00, and Robbie Ethridge will get quotes.
 - a. Chris Rodning recommended that costs for public awareness programs and consultation on grievance procedures are perhaps higher priorities than monies for shirts and brochures, if there are budgetary constraints.
 - b. The question arose as to whether TFSHA requests for SEAC 2021 are budgetary requests in perpetuity, or just for this particular year and this particular annual meeting.
 - c. Patrick Livingood noted that they are individual and annual requests, but there have been such allocations for several recent years, and expenses like \$2000.00 for a public awareness campaign.
 - d. It was proposed that making and using reusable materials as much as possible would be beneficial.
 2. There are ongoing considerations and conversations about RPA grievance procedure rules, the possibility of SEAC becoming a sponsoring organization for RPA, and the possibility of SEAC encouraging or even mandating RPA membership. These possibilities may give SEAC members “standing” for filing formal grievances with RPA, and Robbie Ethridge will discuss further with Linda Stine (RPA President).
 3. One subgroup of TFSHA has been considering what language to propose for “checkboxes” at SEAC registration for agreement to abide by meetings code of conduct (one of which was piloted at SEAC 2019), and for self-reporting about whether an individual SEAC registrant has been sanctioned for sexual harassment or assault.
 - a. Chris Rodning noted that one model to consider are the agreements that are now associated with registration for SAA annual meetings, acknowledging that SAA is a larger organization with more resources and a permanent staff. If SEAC registrants do not “check” the box to abide by a code of conduct, or if SEAC registrants report having been sanctioned but ask for permission to participate in SEAC, some procedures should be in place. At present, there is no formal reporting mechanism for SEAC members.
 - b. Patrick Livingood supported the idea of SEAC seeking legal counsel about best practices related to codes and conduct and potential grievance procedures but that EC should know something about the lawyers that EC would propose hiring for such consultation.
 - c. Chris Rodning noted that there was an announcement in the SEAC 2019 program about the meetings code of conduct, and the possibility that it could also be done in the SEAC 2021 program.

- d. It was noted that posting such announcements in the program and posting awareness materials at the conference itself is a valuable way to communicate to the membership, and the possibility that sometimes brochures and handouts in conference registration packets are not as widely seen.
 - e. It was noted by some EC members and there was some EC discussion about the fact that there is no explicit SEAC policy prohibiting conference participation, and therefore there may be potential liability for SEAC if SEAC or the EC were to deny conference membership on grounds that are not formal SEAC policy. Article I, Section 7, of the [SEAC Bylaws](#) grants the EC the authority (3/4ths vote of voting members of EC) to revoke SEAC membership from individuals, but not the authority to deny registration or attendance at SEAC events, and individuals can appeal such decisions at the SEAC Annual Business Meeting.
 - f. It was noted that SEAC annual meetings and associated events take place in public places (hotels, convention centers, and other venues), and that the EC does not necessarily have the authority to remove people from such premises.
 - g. President Meyers summarized some of the challenges of developing policy and procedures on issues related to sexual harassment and assault that were not as much in public discourse as they are now, and on matters of authority that are not explicitly granted to the EC or other entities within SEAC in its Articles of Incorporation and Bylaws.
 - h. Ramie Gougeon noted that amendments to articles of incorporation and bylaws contribute to public awareness and buy-in, and this approach may be advisable for developing policies and procedures related to meetings codes of conduct and agreements by conference registrants to abide by them.
- F. Members of the Investment and Finance Committee have advised EC members via recent email threads about procedures and considerations for authorizing transfers from the SEAC Life Fund to the SEAC operating budget.
- 1. EC can approve transfers from SEAC Life Fund to the operating budget, in amounts up to half of the earnings on the SEAC Life Fund during the previous fiscal year. Paul Welch (by email, not in attendance at this EC meeting) recommends that now is a good time to sell if transfers are needed, but if transfers are not needed, best to keep it in the Life Fund with respect to earnings.
 - 2. Patrick Livingood noted that SEAC is likely to run an operating deficit of approximately \$22K this fiscal year, but there is \$133K in the operational accounts, so we can absorb a deficit at that scale.
 - 3. Past President Janet Levy tended to advocate for transferring maximum allowable amounts from SEAC Life Fund to operational budget each year so as to support SEAC interests and initiatives.
 - 4. President-elect Kandace Hollenbach supported such a transfer in this instance, and advocated for utilizing these resources in general in support of SEAC programming plans and needs, and Megan Kassabaum echoed this viewpoint.
 - 5. Rob Beck asked if the EC should or would want to restructure its budget or the SEAC Life Fund itself. Treasurer Livingood responded it is not about restructuring but about capturing SEAC resources for supporting SEAC activities. The SEAC Life Fund has been a good source for one-time expenditures and has been a valuable “backstop” for SEAC annual operational budgets. The EC should consider make proposals for long-term plans on its budgeting plans and priorities, echoing comments from earlier (and in preceding

EC meetings and conversations) about considering SEAC expenditures and plans in general, and developing overall budget priorities and strategies.

- III. Discussion of EC liaisons with SEAC committees and task forces, and some of the history of these liaison roles, was tabled for later discussion.
- IV. Welcome to our new (nonvoting) EC member, Ben Steere, newly installed as Associate Editor for Book Reviews (succeeding Neill Wallis in this role).
- V. SEAC annual meeting plans
 - A. SEAC 2022—Little Rock (contracted).
 - B. SEAC 2023—Chattanooga (contracted).
 - C. 2024—Tampa is under consideration. President Meyers will get in touch with the prospective conference organization team, and discuss the state of conversations with the Seminole especially with respect to concerns about presentation of human remains. Patrick Livingood noted that existing SEAC conference procedures to have presenters clearly identify whether their presentations will show sensitive material are not consistently adhered to, and many presentations that show sensitive material have not been flagged by their presenters.
 - D. Lindsay Bloch noted the importance of similar conversations regarding editorial and publication policy.
 - E. 2025 and beyond—Kentucky, Richmond, Alabama?
- VI. Membership
 - A. Donations have been made to support *gratis* SEAC memberships for five tribal members, and plans are to rely on tribal member IDs or honor system for reporting tribal affiliations from prospective recipients.
 - B. Donations have been made to support *gratis* SEAC members for five student members, again with reliance on student IDs or honor system for reporting student status by prospective recipients.
 - C. Further donations are welcomed in future.
 - D. Plans for developing Google form and publicizing the availability of these memberships, and President Meyers will consult with Patrick Livingood and Megan Kassabaum about how to proceed.
- VII. Liability insurance
 - A. President Meyers has looked into it and argues that the costs are exponential relative to benefits that SEAC can derive from it. There were no questions nor further discussion.
- VIII. SEAC 2021 elections
 - A. Please send nominations and suggestions to Tad Britt <tad_britt@nps.gov> by 6/30/2021.
 - B. Offices on the ballot for the SEAC 2021 elections are as follows.
 1. Treasurer-Elect (1 year, 2021–2022, followed by 3 years as Treasurer, 2022–2025)
 2. Social Media Editor-Elect (1 year, 2021–2022, followed by 3 years as Social Media Editor, 2022–2025)
 3. Sexual Harassment and Assault Response and Prevention Coordinator-Elect (2 years, 2021–2023, followed by 2 years as SHARP Coordinator, 2023–2025)
 4. Executive Officer I (2 years, 2021–2023)

- C. The target completion date for voting period for the SEAC 2021 annual elections is circa October 10, in advance of annual EC meeting on October 24.
- IX. *Horizon and Tradition*, Fall 2021
 - A. Please contact editors and encourage others to do so about possible submissions.
 - B. Themes for issues are good to have when possible.
 - X. SEAC 2021 Executive Committee Annual Meeting
 - A. President Meyers asked for feedback about meeting times, especially given that SEAC 2021 is scheduled for Sunday through Wednesday, rather than the normal Wednesday through Saturday.
 - B. There was general agreement that an early start is desirable, although with considerations about when people are likely to arrive if they have connecting flights, and what time of day attendees and EC members could check in at conference hotels.
 - XI. Cahokia Mounds National Historic Site designation
 1. President Meyers posed the possibility of SEAC supporting this designation, or encouraging SEAC members to support it, or whether it is better to let individuals do so rather than SEAC itself.
 2. The EC has previously discussed developing a social media policy for SEAC for similar considerations, but such a social media policy is not in place.
 3. Chris Rodning noted that SEAC wrote in support of “saving” the Kentucky Archaeological Survey (as did SAA), and he expressed interest in the idea of supporting the national designation for Cahokia in general terms.
 4. Rob Beck asked whether we know what the positions of the Illinois State Archaeological Survey and Cahokia Mounds State Park are and whether those should be considered before SEAC would do anything.
 5. Meghan Buchanan noted that ISAS supports the national designation for Cahokia.
 6. (Through email exchanges one day after the EC meeting on Zoom, it was also noted that SEAC may want to consult with tribal members or tribal groups before considerations about adopting particular positions in advocacy.)
 7. (President Meyers decided not to have SEAC make an organizational statement about it in the absence of a relevant Social Media Policy for what and how SEAC should advertise or advocate such initiatives.)

A motion was made to adjourn the meeting, the motion was seconded, and the meeting was adjourned at 4:27 PM CDT.