

Alaska Anthropology Association Board Meeting

April 1, 2015

- I. Phone call began 12:00pm
- II. Members Present: Bill Hedman, Kelly Eldridge, Julie Esdale, Jason Rogers, Shelby Anderson, Cindy Williams, Vivian Bowman
- III. Topics Discussed
 - a. **Board Officers:** Julie will act as secretary (notes, push out info from meetings)
Jason will act as VP (second person on financial stuff, Bill Anchorage delegate)
Kelly will act as external affairs (social media, website)
Shelby will take on publications issues (journal contact, newsletter contact)
Cindy is working on PO Box, curation, records person
 - b. **Email Addresses:** Board members will set up gmail accounts with their new positions.
 - c. **Newsletters:** UAF has archives up until 1992. Julie will get those digitized. There may be some others in the storage unit in Anchorage. Cindy will check.
 - d. **Committees:**
 - i. Financial Advisory Committee- Vivian, Molly Odell, Adam Freeburg, Jason Rogers, Burr Neely.
 - ii. Award Committee-Jeff, Amy, Jenya were on it. Shelby will head that one up and contact the last group of people and see if they still want to be on it. Scholarship group needs to discuss the student paper.
 - iii. Student Paper Committee- roll that back into scholarship committee (now called Award committee)
 - iv. Financial Awards-suggestion from Brian Wygal for student travel grant, Bill would like to roll that into scholarships but we should vote on that. We all agree to roll that into the scholarships and awards.
 - v. Elections Committee-Cindy, Karlene, Pat McClennehan Counts ballots, send out voting ballot. Bill wants to see the election improved and well as the notifications before the conference. Bill suggests getting the results out in the newsletter that comes out before the meetings. Julie suggests that someone on the election committee do the busy work for this rather than Vivian. Vivian suggests documenting well what tasks so that the next person can take on the task easily. Election committee needs to divy up the steps for the election. Kelly suggests that the dropbox folders will be a good place to have a document about roles.
Central Nexus on information, should Julie put communications into the appropriate dropbox. Julie will set up organization for Drop Box and everyone can feed into that.
 - vi. Ad hock Committees were briefly discussed. Vivian said that Joan/Jenya/Molly thought the criteria for scholarships were unclear. Shelby will take control of that and sort out what the issue was and whether we need to pursue that.
 - vii. Suggested committees- 1. Increasing membership. Monty Rogers sent emails. Idea was to increase institutional support. Board did not move

forward on this topic at this time.² Redo bylaws and SOPs because of conflicting bylaws. Julie will take on the bylaws and will take a first pass and clean it up and then pass it out to the group. Vivian comment- put term end dates on the web site. Formalize term end dates and Journal & Newsletter term limits. Kelly will get that to the web site. Kelly can send Julie the excel spreadsheet with updates.³ JSTORE & web optimization. Our journal needs to be indexed in one of these. Shelby will talk to the journal editors and folks that used to be working on this.

IV. Business Meeting Minutes. Shelby has a copy of minutes. Everyone go through the minutes on your own. If you see action items send them to Julie and she will send it out with notes from this meeting.

Automation of Financial Transactions- We used eventbrite this year but Vivian did a lot of tracking and there were checks and cash and credit cards and a whole bunch of things going on, and then refunds later, adding up to a ton of admin time. We could do no other option than doing it online. It was simple to offer a refund.

Eventbrite was great. Kelly was wondering if the journal purchasing system works (stripe.com). Vivian logs it into quickbooks through the report. This is for publications and memberships. Eventbrite is a totally separate thing. Eventbrite gives you one payout. Bill asked if we want to continue this system or not. Everyone agreed. Memberships should all be done through the website too. We will have laptops set up at the conference and we will do it online there as well. No more checks & cash.

V. PEG Support for Archaeology Month Poster. Vivian reported that we reimbursed PEG for the speaker series last year \$1700, but no one knows about support in the past. NPS is looking for financial contributions to the Alaska Anthropology Month Poster. Board will discuss this more on email.

VI. Website/Email Questions. Jeff and Kelly have talked about having archaeology month posters on the website. Kelly will work with him on that. Kelly is figuring out wordpress that has special code. Kelly is working on having newsletters available and individual articles available. Kelly can make these downloadable slowly to individuals, but it is going to be a lot of work. These large files are difficult to download. Billy worked on the website for a lump sum rate, but the individual articles putting them up wasn't part of the package. Bill wants to do what he can to get this done. This is important to the journal editors. The code is pretty customized, and it will need changed in a few years and we will go through that all over again. Bill agrees and wants off the shelf solutions with other people writing the code. Shelby and Kelly will flush this out. Should we even bother selling them?

VII. 2016 Conference. We will give the next conference organizers past budgets and information. The ideal end goal would be to have the conference mainly pay for itself. Julie will be the board contact for the conference.

VIII. Next Meeting: early May. Goal to have conference info ready for Sitka NPS- Brinnen Carter.

IX. Bill closed the meeting at 1:45.