

Alaska Anthropological Association

Alaska Anthropological Association Annual Business Meeting

Minutes

Saturday March 8, 2014

Wedgewood Resorts

I **Call to order** (4:30 PM) Joan Dale

II **Minutes** from the 2013 Annual Business Meeting are not available at this time.

III **Reports and Discussions**

President's Report and Financial Report

- The association is in the middle of changing our operating procedures into a formal business model. The Association hired a new treasurer this year. Vivian Bowman is a professional bookkeeper, who with our tax accountant has recommended a number of changes that the Association needs to do.

-The accounting system is changing from a mom-and-pop style to a business style. This will make it much easier to track donations, conference costs, etc. The financial tracking system has been divided into meaningful units so that we can track profits and losses. We needed to do this because our Vanguard account has made lots of money this year. We started with \$212,440.20 and now have \$251,893.37. That's well over \$30,000.00 in profits and our spending on scholarships this year is only \$7,000.00. We are making too much money for the small amount we give out for scholarships.

-Owen Mason asked if we had a financial manager. Answer was that we had a tax accountant who was advising on what we needed to do to maintain our status with the IRS.

-Karen Workman commented that didn't Aron Crowell and Rita Eagle meet with IRS? Answer: yes, but that's when we went through the process to regain our status as a non-profit.

-We do not have a complete profit and loss statement at this moment as we just started to enter the data into the new format January 1st this year. Vivian is still attempting to summarize and put the previous years' data into the new system so that we can generate good profit and loss statement with only a few key strokes.

-All accounting information will be tracked by calendar year and by conference year. We enter all the 2014 annual meeting income and expenses chronologically, but the associated classes and qualifiers will allow us to make a summary report without handling the data (i.e., we can track the 2014 conference whether a bill was paid in 2013 or 2014). We will be able to create class reports on any tracked type of data. So for 2014, we can tell exactly how much money was donated to the ACZ or Peg or the various scholarships.

-This year the Board funded two projects for the Public Education (PEG) group. They asked for money for an Atlatl event and monies for Archaeology Month lectures. The PEG (and the ACZ) is doing a lot of the outreach, which is what the Alaska Anthropological Association should be doing. Funding their requests for projects is important.

-Financially we need to have something (formal documentation) that says how the Alaska Anthropological Association plans to use all the monies we have in the Vanguard account. This formal documentation should be in the form of a resolution. I am proposing the Board develop a resolution stating how the Association plans to use the Vanguard monies to support our missions.

-Suggested wording for a primary resolution would be something like 'the Association has created the Vanguard account as a means of generating funds so that profits can be used towards the missions of the Association.' A secondary resolution will be developed so that the existing Board can modify the amount of monies being spent based on the solvency of the account. Either resolution can have sunset clauses added or can be revisited at any time. According our tax account (who specializes in non-profits), this is a good way to document how the Association is planning to spend it monies. Board Resolutions are something the IRS looks for when non-profits have lots of money saved. They are looking to see how we plan to spend all that money we are accumulating.

-Question: What do we want to do to forward our mission?

-Anne Jensen asked if in our bylaws, can the board decide how to spend monies or does the membership have to vote? Answer - Joan read out the duties of the board from the website - yes, the Board of Directors authorizes spending funds.

-Question from the attendees - are we looking to make the Vanguard account an endowment? Answer - Joan - no as it is too restrictive, monies can only be spent on what the endowment indicates.

Scholarships and Awards

-Scholarship and awards winners for 2014:

Professional Achievement Award - David Yesner

Edwin S. Hall, Jr. Student Paper - Anna Sloan

Jack Lobdell Undergraduate Paper - Megan Hinzman

Thomas Eidel MA Scholarhsip - Cecile Ebsen

James VanStone Ph.D. Scholarship Bitteny M. Howell

Stefanie Ludwig CRM Scholarship - Katherine Mulliken (this is the first time we have given out this scholarship)

This is the first year I remember that all the awards were given out.

Rethinking Scholarship Qualifications

-The applicant qualifications for all the Scholarships need to be reconsidered.

-The Board had a brainstorming meeting that touched on the subject of redoing scholarships. Scholarship qualifications should be reconsidered and revamped.

-The criteria on the website are generic and do not reflect the reality of student expenses.

-The following is the generic statement from the website:

Ordinarily a scholarship will be used for tuition and fees to help underwrite a program consisting of at least eight academic credits. If fewer credits are taken, it is required that the student be engaged in full-time work toward a degree. Scholarships are not intended to underwrite part-time studies or to cover expenses of doing fieldwork not directly connected with academic courses.

-The 2014 Scholarship committee discussed the fact that our stated qualification for application and the needs of the applicants are at odds. Many of the applicants did not need the scholarship funds for tuition but rather for radiocarbon dates, travel money to go to do research for their thesis or dissertation, etc.

-The other issue is the Student Paper requirements. The Student Paper qualifications statement states that this scholarship can be applied for by either undergraduate or graduate students. This may not have been an issue earlier when most of the students were undergraduates, but this is no longer the case. Undergraduate and graduate papers are of distinctly different caliber of writing. A well written graduate student paper with original research is superior to a well written undergraduate paper that is only a review of existing literature. We had that issue this year. I think we should separate this award into two levels - the undergraduate and the graduate.

Board of Directors Election Results

-The outgoing Board members are April Council Laktonen and Robin Mills. We would like to thank them for their service to the Association.

-Jason Rogers and Cindy Williams are our newly elected Board members. The other Board members are looking forward to working with Jason and Cindy.

Facebook

-Joan noted that the Association has created a Facebook page. If you "like" this page, then you can post to it. Right now we have a Board member who visits the Facebook page on a regular basis to check to see if the postings are appropriate.

Website

-Joan noted that the website needs to be upgraded. We have asked the original programmer to submit a cost estimated but that proposed upgrade work has not been voted on by the Board.

-Articles from the AJA are available for free downloads for members; non-members pay \$12.00 for each article. Book Reviews and Research Notes are free for all people.

Aurora

-Rick Reanier was unable to attend the meeting. He sent a message indicating that there have been no sales and no new submissions.

-At the direction of the Board, Monty Rogers has been scanning older Volumes and we may put copies on the website.

Alaska Journal of Anthropology

-Ken Pratt -update

- Volume 11, combined numbers 1 and 2 for 2013 might be out at the end of the end of this month.
- Volume 12, Number 1 should be out about June of this year and Volume 12, Number 2 is expected by end of 2014.
- Richard VanderHoek suggested the possibility of a special geoarchaeology issue
- Also potential for reindeer herding volume
- Ken noted that he would be supportive of the Association hiring someone to market the journal. The Association is not doing anything proactive to get our journal advertised. A better web presence would make the AJA a more widely accepted place to publish.

2014 Annual Meetings

- We have had between 225 and 250 people register for the conference, with 40 people registering on site. Well attended, because these numbers are very close to the 2013 Anchorage meetings.
- Expenses for this conference have not been finalized.
- Formally thanked NLURA, LLC. for hosting the conference this year.

2015 Annual Meetings

- The Association has an offer (which the Board has accepted) to have the 2015 Annual in Anchorage. The meetings will be hosted by the UAA Anthropology Department.
- Formally thanked the UAA for agreeing to host the Annual Meetings.
- Details on the conference will be forth coming, in the September Newsletter.

Possible ways to fund Association members with profits from Vanguard account.

- Joan discussed the fact that the Board had a brainstorming session where we discussed how to spend the profits. There has been no follow-up meeting on the ideas brought forward.
- Suggestions were made by attendees at the annual meeting that need to be followed up on.

Goals for this year

- We have a number of goals for the upcoming year. There are lots of unfinished pieces of business that need to be dealt with.
- Some of these goals are (they are not in priority order except for the first goal)
 - Vivian wants to get the new accounting system up and running. This will make the general accounting data entry smoother and provide us with much better accountability for the Associations monies (a very important issue with the IRS).
 - Develop resolutions that will make us more transparent about why we have a large investment fund, for which we have no written plans for those funds. IRS like things formally stated. A non-profit is not supposed to be saving money, without a stated goal/use for that money.
 - Develop Standard Operating Procedures (or desk manuals) for all the offices in the organization.

We do not need to have to spend a year trying to figure out what needs to happen when we change presidents or treasurers. For example, an incoming president should know that some of the first things that need to be done is change signatories on the bank accounts, on the

Vanguard accounts, insurance policies, website owner, Tudor storage facility (to name just a few of the things that need to be done).

Review the duties of the officers as stated in the appendices of the bylaws. Many of the duties are no longer applicable and others need clarification

Have the website updated so that we no longer need old computers to be able to make changes to website content.

Work with Ken Pratt and others to follow up on their suggestion that we need to manage our publications better than we are. A better web presence is essential for growing our journal readership and membership.

Review and rewrite where necessary the Associations' criteria for the scholarships advertised on the website.

To have more people attend the business meeting (all members of the board and the many more members of the association).