

**North Carolina Archaeological Society
Board of Directors Meeting
February 13, 2000, 1:00 p.m.
Research Laboratories of Archaeology, Chapel Hill, NC**

Attendance: Barbara Brooks, Mickie Vacca, Ricky Langley, Wayne Boyko, Linda Hall, Bill Conen, Steve Davis, and Linda Carnes-McNaughton. Ken Suggs arrived late and Jane Brown was out sick.

Mickie called the meeting to order at 1:00 She recognized the two new members, Barbara Brooks and Linda Hall, and welcomed them to the board.

The minutes of the October 2, 1999 meeting were reviewed. It was pointed out that Ricky Langley was not in attendance as stated in the minutes. With corrections noted, Bill moved to accept the minutes and Ricky seconded the motion. The motion carried.

Old Business:

Steve presented the editor's report. Volume 48 was mailed out in September along with the Fall newsletter which saved on postage. He plans to send out the next volume in tandem with a newsletter as well. He reported that the past volume stayed well under budget with a page limit of 127. Line spacing was a little tighter, but it reads well. There were 650 copies printed; 500 were mailed out and the rest went to the OSA for public sale. The next issue will contain six papers and three book reviews. It includes a good mix of prehistoric and historic topics along with an article on the hazards of archaeology. So far, there seems to be equal contributions by professionals and amateurs.

Steve then reported on his compilation of archival material from society records. Since September, he discovered additional copies of back issues of old SIS. These he pulled and sent to Dee for sale at OSA. The CD-ROM contains all back issues of NCAS newsletters and bulletins. He requested and received back issues of newsletters from the former Friends group and these have now been included on the CD-ROM. The addition of these newsletters will complete the records for this century. It will otherwise be available for sale to the public or members for \$1.50. The NCAS logo will be added to the cover. Access to the archives will also be available through the web browser. Mickie asked how the cds will be distributed and Steve explained he will print them on demand via advertisement or request. He compiled a list of past presidents to include in the archives.

Also related to the archives, Steve located additional documents (correspondence, etc) for the NCAS and has now placed them in a special file cabinet in the RLA. At the end of every 10-year period the society secretary will place past minutes in the archival file at the RLA for long-term storage. Linda motioned for a copy of the CD to go to state archives in Raleigh when it is ready. Wayne seconded and the motion carried. Wayne asked if old out-of-print issues of the journal could be put on the web? Steve replied it is possible but he's not sure when he would have the time to do it. He mentioned that some

issues are more informative than others and we may want to prioritize them first. He stated that libraries are generally more interested now in electronic media and only a dozen or so actually receive the journal. This may be possible, and accessible on WORD.

It was also suggested that the next newsletter include the web page address for OSA and the NCAS. The secretary will notify Dee.

Bill Conen presented the treasurer's report next. He handed out an interim report for review (see attachment). Dues receipts are just beginning to come in. Mickie asked if membership renewal cards had been mailed out yet. Bill reported that since he had not received word from any member of the EAC regarding deposition of the endowment fund, he moved it into a CD (for 6-months) to gain interest at 5.6 %. The board commended his decision. By June, the end of the 6-month period, the EAC will need to instruct him about further money. Bill further explained that the Money Market account was still considered as operating funds in the overall assessment. He agreed to send the secretary a simplified copy of the interim report for inclusion with the minutes (see attachment). Steve asked about the Sam's Club membership dues (\$30). Bill explained that Dee used Sam's to obtain wholesale supplies and food for the Raleigh meetings. Next there was a brief discussion about the confusion at the bank of where/who to send the monthly statements. Because of the names on the signatory card, the secretary and president were also receiving copies. The secretary stated that she simply forwarded the statements to Dee at OSA as soon as they arrived. Bill was unsuccessful at getting the bank to send a copy directly to Dee. The situation remains the same at present. Steve motioned to accept the treasurer's report and Barbara seconded. The motion carried.

There was no report from the EAC because Randy was not able to make the meeting which had been rescheduled twice. It was reported that members of the EAC met recently at the Southeastern Archaeological Conference and were planning a document for the board to review. Mickie asked that we receive the report when it is ready. The secretary agreed to send a "prompt" letter to the EAC and ask for a report at the May meeting.

New Business:

Linda presented a request for a new brochure for the society for the new century which would include the current membership fees, a new look and better photographs. She suggested this endeavor be done by committee so no one person shoulders the chores. The committee includes Dee, Tom Beaman, Barbara, Mickie. They will work up a mock issue and get estimate costs for production, schedule, and layout. This will be presented to the board at the next meeting. Mickie brought a handful of sample brochures for the board to review. The board agreed we want to keep the web page but need something to put in people's hands. It was suggested that a single-page handout (read less expensive) be prepared for the state-fair crowd which would promote society membership. The more formal brochure would be for the seriously interested inquirer and provide contact information.

Next, Linda presented a proposal to partner with the North Carolina Pottery Center to produce a poster in October 2000 (for Archaeology Month) which will feature the ceramic heritage of our state. The poster will be called "Ceramics Through The Centuries." Linda requested that the NCPC and the NCAS each put up seed money of \$500. The amount to be raised is estimated at \$6000 for 3000 posters, 1500 for each group. Steve pointed out his concern that the dues raised does not reflect the total for the year. A general discussion followed regarding the layout (one or two sides) of the poster. The board agreed to be cautious on our expenses until things "level-out" from the dues intake. It was suggested that the NCAS web address be printed on it to promote the NCAS. As no date will be printed on it, the "lifespan" of the sell is less restricted. Mickie determined the NCAS could afford it and supported it as part of our overall education and archaeology mission statement. Ken motioned to have the NCAS support the project with seed money of \$500 (for a two-sided poster). Barbara seconded it and the motion carried. A special poster fund will be set up with Dee to receive contributions. Project co-chairs, Linda Carnes-McNaughton and David Moore, will also actively solicit contributions from previous and new sources.

Linda then presented a mug report. She suggested that since the first batch of 50 mugs sold quickly, the remaining 30 should sell in the near future. She recommended the board go ahead and reimburse Allen Walton, the potter, for the second batch (\$150) in order to simplify the bookkeeping for Dee. Wayne motioned to pay-off Walton for the second batch of mugs. Steve seconded and the motion carried. It was decided that even though this was a very successful and fun investment, we would wait a year or so to ask for more mugs to be made with the NCAS logo.

Linda brought up the issue of requests for our membership mailing list. General discussion followed regarding the charge of a fee, a courtesy or other options. One option is to include an advertisement in the newsletter or insert a flyer with the newsletter. Steve mentioned the request and book in question and said there is strong interest in the topic on North Carolina archaeology. The board agreed to not give out our mailing list but agreed to include an advertisement for this book. Bill motioned that we advertise it in the newsletter or with a flyer in the next journal at a one-time charge of \$100. Barbara seconded and the motion carried.

This discussion generated a much-needed policy statement to address future requests. It is the stated policy of the NCAS, Inc. to not give out our membership mailing list to any individual or other organization. In the event, the NCAS agrees to distribute an insert into the newsletter or journal, a fee (to be determined by the board) may be charged.

The secretary agreed to report the board's decision to the requesting party for future action.

The Spring meeting will be held May 20, 2000 at the Schiele Museum in Gastonia.

Mickie will present some information on potential outreach programs and ways for the non-professional members of the NCAS to get more involved in the Fall meeting. There was some discussion about location of the Fall meeting and Tarboro was mentioned.

Linda motioned to adjourn the meeting at 3:20 and Ricky seconded.

These minutes respectfully submitted by,

Linda F. Carnes-McNaughton, Ph.D.
Secretary, NCAS