

**NCAS BOD Meeting**  
**28 January 2018**  
**UNC-RLA**  
**1:00 p.m.**

*Attendees: Davis, LCM, Cranford, Smith, Daniel, Bailey, McArdle, Fitts, Costa, Schleier, Lapham, Wright (skype), and immediate past-president Beaman. Absent: Petersen (out with flu)*

President called the meeting to order at 1:01 p.m. The BOD welcomed new board members Catie Bailey and Angela McArdle. General introductions of the BOD members followed.

**OLD BUSINESS:**

Secretary distributed copies of the July 30<sup>th</sup>, 2017 minutes for review. No minutes were taken at the fall meeting in October as it was a bus tour. After a brief review Cranford motioned to accept the minutes, followed by Davis, and final approval from the BOD. The secretary will send to Davis for webpage content.

This was followed by the new Treasurer's report. Fitts distributed copies of the Financial Statement of Jan. 1, 2017 to Jan. 26, 2018 for the BOD to examine. Davis explained that following Conen's retirement last fall, he had taken time to reconcile all past reports from 2016 to 2017 and bring them up-to-date and hand over to the new Treasurer Fitts. Noted in the review of this statement was costs for the bus tour (\$370) and snacks, and print costs for the journal. Gifts and donations totaled \$490. Davis noted that End of Year donations should be moved to the next fiscal year. Merchandise sales through early October totaled \$282.55. There was a brief discussion (and explanation) about the \$1,000 for the NR Site Form Preparation (where it came from and how long we've had it on the books). LCM offered to contact OSA and ask them to find an appropriate site to be listed on the NRHP and a preparer. She and Smith agreed to send a letter to OSA and spend down this line item. When discussion concluded, Davis motioned to accept the financial statement, seconded by Daniel and then approved by the BOD.

Davis then presented the Editor's report. For new BOD members he explained the process of our once a year journal, printed via Lulu, and the protocol for accepting content materials. He stated the journal averages about 150 pages per issue. By using Lulu and print-on-demand services we save on print costs and also reduce left-over stock which must be stored. The cost for printing and mail out of previous journals was around \$2000, this year that expense was cut in half, at \$977. Around 250 were sent out, and a few more as complimentary issues for authors. The fall/winter issue of the newsletter was also mailed with the journal which saved additional cost for postage. The total cost for the 2017 journal and newsletter mail out was \$1274.86. For the next issue (2018) the editor noted he has two articles in hand and has asked for more contributions which he hopes to receive by August. He further explained he is looking for diversity of materials and would like to have more CRM research to publish in the journal.

Lapham, as newsletter editor, updated the BOD on the content of the next issue and her efforts to reach out to BOD and NCAS membership for new content. The next newsletter is about 70% complete now and ready for print. She mentioned an article from Costa on recent house site testing, and one from

Beaman on the reinternment of Joseph Montfort in Halifax, NC. LCM and Davis agreed to prepare a short tribute article for Bill Conen and send to Lapham by the next week. Another news item will be on the SEAC student prize winner and NCAS's contribution to that award. Daniel complimented the two editors for their outstanding job and publications.

Smith motioned to award Bill Conen, the former long-term treasurer, a life-time membership for his years of dedicated service to the NCAS. This motion was seconded by Daniel and approved by the BOD at a total cost of \$250.

Davis then provided updates on the NCAS webpage, stating all news items are current. He posted the most recent newsletter and he plans to add images of the new stock soon.

Smith reported on social media saying that an uptick of visitors had been noted. She plans to post a reminder about membership renewal and how to pay with PayPal.

Beaman provided an update on membership statistics and distributed a handout he created to show membership trends (by type, year and numbers) from 2001 to 2017. The BOD reviewed the table and noted that NCAS membership has fallen to nearly half of what it was in 2001 (from 429 to 246 in 2017).

Smith noted there was nothing to report on the new brochure design. She commented that the text had been reviewed and edited but is not final, nor are image selections. BOD members offered additional ideas for images (e.g., Woodland Culture of the Sandhills and NCAS members working at Town Creek). Daniel offered to assist in the process.

Daniel then presented his ideas for incentives for new and renewing members. He outlined 4 levels of incentives: New membership, Annual Renewal, Special Event exclusive, and Lifetime Members. Cranford explained that Incentive #3 could be a problem given special events require a lot of lead time to design and print a shirt or gear for a single-use (event) and advance planning. Lapham commented that we should use old stock as incentive for events and move it out. The BOD are ready to move out the old stock however possible or workable. Daniel recommended that we sell it at cost to clear it out or at a discount. Davis pointed out that we currently sell t-shirts at \$15 and it costs us \$12 to order and print. There was some discussion about discount vs no discount and unintended consequences of undercutting or depleting funds used to restock with new items. Davis pointed out that the Lifetime Membership is a bargain and perhaps we should consider raising that cost soon. Cranford noted we don't have a mechanism in place yet for how to do this. LCM reminded the BOD that we still do not yet have a business manager, and may never again have one, so who will keep up with membership status and changes.

Cranford provided a brief summary of the October bus tour and thanked the folks at Town Creek Indian Mound (Rich Thompson) and Morrow Mountain State Park for their hospitality and use of facilities. He explained the situation with reserving two vans (15-passenger) and that only one was available because one got wrecked the day before pickup. So the RLA van was offered as backup and they provided a smaller second vehicle instead. This adjustment actually reduced the rental van costs. Total attendance was 36 people, with a few additional folks driving their own cars. The BOD thanked Cranford for helping

to organize the trip, and Beaman and Lapham for assisting. Cranford also sent Thank You letters to TCIM and MM staff. As a special treat for attendees NCAS journals that pertained to the sites were distributed free by the RLA/NCAS staff. Over 100 volumes were handed out to the attendees, which cleared out a lot of back stock. The weather was also great and some t-shirts were sold.

#### **NEW BUSINESS:**

Davis and LCM explained the issue of staggered terms for the Executive BOD members and how somewhere along the line that system had been forgotten so that all the Executive Officers were now on the same 3-year cycle and a violation of our bylaws. So to get us back on track, LCM will be re-elected in fall 2018 and so on. Davis stated that this two-year term will be his last as full editor and he hopes to train someone to take over as the journal editor. The treasurer is new and will serve the normal three-year term. To bring the current bylaws up to speed with our new position of a newsletter editor, Davis crafted amendments to the existing document. The duties will then be officially split out between the journal editor and the newsletter editor. Davis distributed his proposed changes to the bylaws for the BOD to review. Daniel made mention of the language in Section 2 and asked who steps in when/if the president and the past-president fail to perform their duties in the interim or until the next full election. Section 6 specified the changes for the newsletter editor. The requirement for the treasurer to be bonded was discussed and it was decided to make that an optional requirement (to say may be instead of shall or will). After discussions concluded, Smith motioned to accept changes to bylaws as duly noted (re: voting structure, duties of editors and bonding requirements for treasurer as optional). Cranford seconded and the BOD passed the action. Davis will revise the bylaws accordingly and post the new 2018 version on the NCAS webpage for everyone's access.

Beaman, who volunteered to take over as manager of our stock after the fall meeting, presented his update on new inventory of hats and t-shirts. He distributed a spreadsheet to explain the current inventory of colors, sizes and styles. He agreed to keep the stock at his house and manage shipping. Currently there are 116 pieces of stock (10 bumper stickers, 9 visors and the remainder t-shirts). The new order includes the dark blue shirts with white images of historic artifacts and NCAS logo, plus gray shirts with just the NCAS logo, two hat styles, one high-viz color and one stone, with Velcro closure in back and NCAS logo on the front. He mentioned that the v-neck women's style t-shirt was a bit more expensive to make but the BOD agreed to keep both men's and women's the same price at \$15 and hats at \$13.50. There was a discussion about state sales tax, which we charge and then get back as a non-profit organization at the end of the filing cycle (via NC Dept of Revenue reimbursement form). Beaman stated it would be good to move out old stock soon, perhaps reducing the sell price of those. For mailing orders, the cost of an envelope will be \$2.95 shipping charged to the customer. He and Davis plan to advertise on the webpage with prices and shipping costs included. McArdle asked about selling items online and doing it in bulk, something like Flash app on Facebook page. Fitts maintains the tax forms for sale items. Beaman will update the BOD at the next meeting to provide feedback on sales of new stock.

Daniel discussed an invitation he'd received from a person in Perquimans County interested in hosting a spring meeting at the Newbold White House. The invitation came from Mr John Ernst, VP of the PCRA. Mr. Ernst proposed hosting a meeting to include a tour of the site and lunch. This would bring our NCAS

group to historic sites in eastern NC. The BOD agreed to consider it further at the next meeting and thanked Daniel for the discussion.

**Announcements:**

- LCM reminded the BOD that we should host a retirement party for the outgoing treasurer, Bill Conen. Weekend preferred for Bill Conen. LCM asked Fitts to consult with Dee Nelms to find out if OSA would host the next BOD in Raleigh and have a party for Bill afterwards.

-McArdle asked about upcoming archaeological conferences and if the NCAS will have a presence there. She plans to attend the SAA in April.

-Beaman plans to offer Steve Allen a complimentary t-shirt to thank him for his design. The BOD agreed.

-There was a general question about whether or not NCAS wanted to participate in the OSA's Archaeology Month event, but details were not yet known. This was tabled for now.

As there was no further business to discuss, the meeting was adjourned at 3:00.

These minutes respectfully submitted by,

Dr. Linda F. Carnes-McNaughton, NCAS Secretary