

NCAS BOD MEETING
27 JAN 2019
RLA-UNC
1:30 P.M.

Attendance: Beaman, Bell, LCM, Costa, Cranford, Daniel, Davis, Fitts, Krizmanich, Smith, and Petersen
Guest: Beaman
Absent: Bailey, McArdle, Lapham

Smith called the meeting to order at 1:35 p.m., first to make introductions of new members and welcome everyone. BOD members introduced themselves again.

OLD BUSINESS:

Board minutes for the October 6, 2018 meeting (taken by Heather Lapham) were offered for review and approval. Smith made a motion to accept the minutes, seconded by Cranford, then approved by the BOD.

Fitts then presented the Treasurer's Report and circulated a printout of current finances, from October 5, 2018 to January 2019. She noted that the main source of income for the NCAS was membership, merchandise sales and publications. She reported the results of the digital newsletter survey was that 38% of sustaining members and 38% of regular members wanted to continue to receive paper newsletters while the majority did not (note: only 21 replies from current 150 members, or 14% replied). Daniel asked about the possibility of posting the NCAS newsletter on the Facebook site. The BOD agreed that would take away from the benefits a paid member might receive. Krizmanich suggested that other partner societies should become members and exchange or share journals, etc. Fitts commented that someone recently contacted her by email posing as Smith (the NCAS president), trying to solicit a payout of funds. Fitts suspected it was a phishing attempt and contacted Smith directly to confirm her suspensions. After short discussions on PayPal fees (minimal) and automated financing, a move was made by Daniel to accept the Treasurer's Report, seconded by Peterson, and approved by the BOD.

Davis presented the Editor's Report. He stated the 2018 NCAJ was slightly late getting out because of holidays. He noted that Lulu also provided a %15 discount so he printed 330 of which 211 were mailed out to membership and partners. The price came out to \$3.25 per issue. Total print cost was under \$1000, though it was a "thin" volume. Davis also reminded the BOD that the 2019 issue will be his last as NCAS editor and that Cranford has agreed to serve as editor if he is elected.

The BOD noted that a replacement for newsletter editor, Lapham, will also be considered as she concludes her year of tenure on the BOD and in this position.

Beaman presented his summary of stock, sales and changes. He noted that there were seven events in 2018 where NCAS merchandise was available for sale and he thanked those who had helped him staff the tables. He shared a spreadsheet handout to reflect NCAS merchandise Cost and Profit Analysis for 2018 for the BOD to consider. Beaman presented total cost of new stock at \$3,344.84 (this total represents four orders), \$880 result of recent sales for a net profit of \$217.73 over this previous year. Next followed general discussion about ways to increase and improve exposure for sales at events and

on-line through the NCAS webpage. He also noted he bought a new batch of bumper stickers as those are popular and good to give out as membership rewards and incentives. He was concerned about some "missing" t-shirts following the SEAC and what may have been an issue with inconsistent record-keeping or mis-counts (13 –shirts unaccounted for). LCM pointed out to the BOD that we need to do a better job next time in staffing such an event and have a complete roto in place beforehand to ensure consistency. But some old stock was sold except for the visors of which we still have 9. He said other stock is in good shape, offering an assortment of sizes and styles. He presented a sweatshirt printed with the cspp chart which he hopes will sell at 2019 events (e.g. Ramseur Mill, Joara, SEAC, SECHSA and other repeat venues). Bell asked if we have competition at any of these events and if our stock is allowed. Beaman assured the BOD he checks on that first before committing to attend. So far, there has not been an issue.

Smith then distributed another mockup of the "new" brochure design, which has been 3 years in the making. The brochure will be a tri-fold or gatefold design. Some review comments received last year had been incorporated along with other changes of images and updated membership data/links. The BOD examined the mockup and made a few on-the-spot suggestions for clarity, such as rotating the NCAS logo for better visibility. Another suggestion was to increase images (or add one) of laboratory processing of artifacts. Davis recommended adding the QR code on the brochure. In the effort of time the BOD agreed to study this mockup and provide feedback to Smith via email. She will have the penultimate version ready for the BOD at the next quarterly meeting with a final ready by June 2019.

NEW BUSINESS:

Fitts informed the BOD that she wished to explore having an app available (VENDO) to facilitate the transfer of cash (for purchases or bills), which could be done at no cost to the NCAS. This would enhance our ability to sell stock at certain venues. This seemed like a great idea and Petersen followed with a motion to empower the treasurer to pursue this digital payment method; motion seconded by Cranford and approved by the BOD.

Fitts noted that we will also need to update the bank signature card and the BOD asked for her to get a copy for the NCAS archives once done.

The BOD agreed to begin a search for a new newsletter editor to replace Lapham at the end of 2019, which is an elected position and will appear on the fall ballot.

The BOD then engaged in discussion about the creation of long and short-term standing committees to better involve the board members and membership at large. Related to this topic, Daniel presented an outline of work groups and future projects for 2019, to include; events planning, membership, newsletter, display creation and production of guidelines to distribute to museums/schools/general public. Smith noted that some committees already exist as "ad-hoc" and are created from current board members as the needs calls for, such as annual meeting events, membership, and annual elections. A separate, one-time committee could be compiled to design and build a permanent but portable NCAS display table or board. The creation of a more lasting membership committee will need to be developed as we are lacking in administrative support at present. It was concluded that every current BOD

member should participate in at least one committee during their tenure and that non-officers and non-NCAS members would also be encouraged and welcomed to join a committee of their choosing. Daniel also distributed a draft FAQ sheet for the BOD to review and discuss at future meetings. Smith asked for volunteers to work on an Activities and Education Committee. Daniel, Cranford and Krizmanich agreed to serve on this inaugural committee.

Related to the creation of this new committee, BOD discussion followed re: a request for the NCAS to participate in a Boy Scout event (Conclave) at Camp Durant on April 13th. Questions were asked about appropriate activities and the age group of participants. Cranford, being familiar with this event provided information and agreed to be present for this event to represent the NCAS and OSA in tandem. He will ask others to volunteer. Beaman and Bell agreed to assist with planning. Cranford will ask about vendors at the Conclave event. Krizmanich agreed to increase NCAS exposure for the Conclave event and other offerings on Facebook. Dates for the fall meeting will be discussed at the next quarterly BOD meeting.

Smith asked Fitts, Cranford and Krizmanich to serve on the elections committee in preparation for the fall replacement of officers and directors at large. The editor and newsletter editor are elected on the same cycle, so those positions will be voted on in the fall. Davis, stepping down as editor, agreed to be nominated to serve as director-at-large if asked and elected.

Cranford mentioned that John Mintz would like to attend our next quarterly BOD meeting to make his introduction.

As there was no further discussion a motion was made to adjourn at 3:00 p.m.

These minutes respectfully submitted by,

Dr. Linda F. Carnes-McNaughton, PhD, RPA
NCAS BOD Secretary