

NCAS BOD MEETING
5 MAY 2019
RLA-UNC
1:30 P.M.

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

Smith called the meeting to order at 1:30 p.m.

OLD BUSINESS

Minutes of the January 27, 2019 BOD meeting were reviewed for changes/edits and comments.

Cranford noted one change re: “if elected he would agree to serve as Editor” of the journal. Consequently he agreed to step off the current Elections Committee as his name will be added to the ballot for the fall election. Following this discussion, Cranford moved to accept the minutes, Davis seconded, and the BOD approved by acclamation.

Fitts then presented the Treasurer’s Report for this quarter. She distributed the Financial Statement for Jan. 29- May 4, 2019 for BOD review. Davis asked if the final bill for the 2018 journal issue was paid out and Fitts replied yes. Beyond the journal printing and distribution, other expenses were minor. There was one bank charge of \$7.50 (for incorrect deposit) which Fitts corrected. Some royalties were received (from EBSCO) which went directly into the checking account. She also reported that there were 29 responses to the survey given last quarter re: preference for a digital newsletter.

Fitts then distributed a handout re: new payment methods to consider called Square POC. It works as a “no-cost to the customer” basis. She pointed out that as the NCAS moves to become paperless, this method of payment will help update the financial statement. Square POC works with a cell phone but requires an adaptor to use on a non-Apple phone. There followed some discussion by other BOD members about the reliability of the chip reader (wireless) and the square adaptor. Also it was noted that the user must install the application on their private phone each time to use the square. Smith expressed concern that the square adaptor could be “wonky” and she does not prefer it. Fitts said the adaptor could be used by Beaman also for our NCAS merchandise sales. She has set up the cost of merchandise and membership fees as well, to include in this wireless method. The adaptor cost is about \$9.00 at Walmart.

In further review of the Financial Statement, LCM asked if OSA could revisit the NR form \$1000 still on our books and help us spend it out on a new project or NR nomination form. She asked the OSA members to select a new target and report back to the BOD for a final choice and approval.

Davis moved to accept the Treasurer’s Report, Lapham seconded, and the BOD approved the report.

Davis then provided the Editor’s Report. He stated that he’s had two inquiries for submissions, some promises, but as yet, had received no new submissions. The deadline for submission is July 1. The

webpage update was brief. The Whitey Graham Award cycle needs updating for 2019. LCM agreed to ask the EAC for an update on issuing the RFP and advertisement/award cycle.

Lapham presented her Newsletter Report. There were 64 hard copies mailed out (28 to individuals and 36 to institutions). All others went out digitally to membership's current addresses. Lapham asked a question about sending hardcopies to libraries and if they actually keep them. Wilson Library on UNC campus keeps hardcopies, though only temporarily. Her point was, do we wish to continue sending hardcopies to institutions? The BOD agreed that for the time being we should continue to provide institutions hardcopies of the NCAS newsletter. Lapham noted that between 15-19% of institutions still want print copy. The BOD agreed to consider a change in the future. She stated that 275 newsletters have been sent out since she first started as the newsletter editor. It was also pointed out that most institutions do not have a single POC to send the digital copy to and so a hardcopy serves the purpose best. Beaman agreed the exposure at the library is always good. Lapham reminded the BOD that whomever agrees to serve as newsletter editor will need additional help (via students or staff) to help complete and mail the newsletter. Bell asked if the NCAS would share the newsletter with other partnerships such as the Indian Heritage community, to share information and distribution lists. Lapham said in her three years as newsletter editor, she did not approach other agencies to partner.

Next followed some general discussion about who will be the next newsletter editor and where and how to search for one. Several names were considered and it was agreed that the newsletter editor should represent another region of the state (west if possible) rather than at Chapel Hill or Raleigh.

As the discussion concluded Smith moved to accept the Newsletter Editor's Report, seconded by Fitts and approved by the BOD. Lapham's last newsletter as editor is July 31, 2019 for the summer issue.

Beaman gave a report on the NCAS stock and sales. He said the spring months were slow for sales but that will pick up in the summer as several events are on the horizon: the Berry Site public day on June 22 and then the August 9-10 SECHSA event hosted at Warren Wilson College. Beaman plans to have a table for stock at each of these events. The BOD thanked Beaman for handling sales at these events.

Davis moved to accept Beaman's Stock Report, Lapham seconded and the BOD approved.

Smith then distributed another copy of the revamped NCAS brochure redesign for the BOD to review. Currently it is in portrait tri-fold style. She noted some images still need swapping and some previous typos were not yet corrected. Cranford noted that the looting images needs to be shifted or replaced so it's not the first image to appear. The NCAS logo needs to be larger, and perhaps drop the twine bundle and replace it with something else; label the field notebook as such. Fitts recommended adding the QR code as well. Smith asked that all edits be sent to her within the next two weeks (by May 19) so she can produce the final to us before the summer. Bell asked if the NCAS serves more as an advocacy group or are we more low-key? The BOD replied we serve more as a generalized group for the state and the NC Archaeology Council (state-wide group of professionals) serves as the advocacy group. The BOD admitted it could also serve as an advocacy group as needed.

Lapham asked the BOD for a decision on whether or not to continue sending newsletters to institutions. If not, then we should drop the institution cost as it appears on the back of the draft brochure. Beaman suggested that we add a short statement to the brochure and invite institutions to join via the webpage or as a special request. Also the font size for membership categories needs to be larger. Smith stated that she reached out to several printers to get estimates for the print job and said initial print quantities would be about 250-500. LCM recommended Chamblee Graphics in Raleigh as a possible printer too since they helped with NCAS posters in the past. Her target for completion is summer 2019 and she thanked Bryan for his input in the design. Smith said she would continue to move on the brochure.

NEW BUSINESS

The 2019 Elections' Committee consists of Smith, McArdle and Bailey, so far. New members for four positions for the fall are needed (two at-large members, the newsletter editor, and the journal editor). Three people have already been targeted for the two at-large positions: Nick Henderson, Celeste Purvis (at Mordecai House in Raleigh), and Jim Mckee (Site Manager at Brunswick Town SHS). Cranford has agreed to serve as journal editor, if elected. A few names were offered up as possible candidates for newsletter editor but must be asked first. Other agencies such as NC DOT were suggested as sources. The BOD agreed we need to spread out to other agencies beyond OSA and RLA and Fort Bragg.

Smith replied to last quarter's BOD meeting in which Daniel opened a discussion about various committees and work groups. These were touched on in the January BOD meeting but she wished to review. Smith read Daniel's work groups, such as events, annual meeting, outreach, membership and ethics committee (on collecting artifacts). The BOD reviewed what was discussed at the January meeting and Krizmanich said we should do more with institutes to increase membership and partnerships. The new NCAS brochure will help to reach new students and academics. Social media is also a useful tool to reach a broader audience. McArdle said that there is a new initiative for ACHP photo contest of historic places and asked if that would be appropriate to post on the NCAS webpage and Facebook. The BOD agreed it would. Bell also pointed out that the webpage serves as a direct link to the RLA, with lots of materials to share. Fitts reminded the BOD that postings should fit with the NCAS mission statement, but we could broaden the events and announcements to other organizations as well, like NPS, or State Parks. McArdle agreed to serve as Social Media coordinator.

Cranford reported on the recent Boy Scouts of America Conclave event. Daniel, Beaman, Krizmanich and Cranford participated, and a nice article appeared in the most recent NCAS newsletter. He estimated about 700 people attended, including 35 organizations. No sales were allowed, but they had good displays and activities to offer the group. Overall, it was a good event with good exposure for NCAS.

LCM mentioned the 85th NCAS birthday soon and plans for a celebration in the fall if possible.

Smith made a motion to adjourn at 2:56 and the meeting concluded.

These minutes respectfully submitted by

Dr. Linda F. Carnes-McNaughton, Secretary, NCAS