MINUTES OF ICAZ EXECUTIVE COMMITTEE MEETING
CANTON (MA, USA)
5 & 6 OCTOBER 2013

Participants

Joaquín ARROYO-CABRALES (JAC) (vice-president)
László BARTOSIEWICZ (LBa) (president)
Luis BORRERO (LBo) (current conference organiser)
Pam CRABTREE (PC) (treasurer)
Sarah KANSA (SK) (webpage master and EC member)
Christian KÜCHELMANN (CK) (EC member)
Christine LEFÈVRE (CL) (secretary)
Richard MEADOW (RM) (EC member)
Jean-Denis VIGNE (JDV) (past conference organiser)

Apologies from Angela TRENTACOSTE (AT) (Newsletter editor)

1. ICAZ 2004 elections (CL)

There are four candidates for President (one to be elected, with the runner-up candidate becoming Vice-President), and 41 candidates for the International Committee: 22 from the current IC + 19 new candidates, representing 27 countries and all 5 continents.

PC and CL, ex officio members of the IC, have decided not to stand again in order to provide the opportunity for wider geographical representation.

All P/VP candidates have sent a 300 word profile, and all IC candidates a 100 word profile to CL.

As in 2010, voting will be carried out using the 'Survey Monkey' online facility. A candidate's profile will be placed on the election ballot near the candidate's name. Presidential and IC elections will occur on the same ballot form. 'Survey Monkey' provides the option of listing the candidates in random order (varied each time that login occurs).

The term of office for current IC members and P/VP is the next General Meeting, to be held in San Rafael (September 22 to 27, 2014). Ballots must be sent at least 10 months before the term of office ends and must be received by CL at least 8 months before that time. The vote will be initiated in the second half of October. A warning of imminent elections will be posted in the Fall Newsletter, and PC and SK will send email reminders to all ICAZ members.

2. 12th International ICAZ Conference, San Rafael, 22-27 September, 2014 (LBo)

The San Rafael Conference Centre offers three large rooms that can be divided in smaller rooms, allowing several parallel sessions. Lunches will be provided at the venue. Buses will collect people at the hotels and bring them to the venue. If needed, cabs are also available. Hotel information will be available on the webpage of the conference. Thursday will be devoted to excursions. There will be a conference dinner (*asado*) payable on arrival.

A management company has been hired for managing registrations, hotel booking, and other practical matters.

The fees were calculated on the basis of 600 participants and are:

	Before March 1st	After March 1st
ICAZ Members	$300	$360
Students	$260	$300
Non ICAZ Members	$360	$420
Students	$300	$340

Due to the difficulties of converting dollars into Argentine pesos, support for participants will be in the form of free fees, hotels, travel tickets paid by the Organizing Committee, and cash given in pesos at the time of arrival of participants.

ICAZ can provide some $17,000. Financial support is also expected to be provided by the BioArch European Network for some sessions. There is an agreement with the Sociedad Argentina de Antropología, a tax-exempt organization, to help the ICAZ conference. As at previous conferences, there will be a poster prize ($500) and a Stine Rossel award ($500) for a PhD student.

All proposed sessions were accepted and are listed on the conference website.

As in 2010, SK offered to post all the abstracts on BoneCommons, and will propose to delegates that they add their posters and, eventually, their digital presentations to their abstracts on BoneCommons.

Recommendations about poster size will be provided to the delegates, as well as the suggestion to bring printed copies. Means for hanging the posters will be provided.

3. Membership and financial situation (PC)

ICAZ is in good financial shape, with a balance of over $57,000 with no outstanding liabilities. The balance has increased about $2000 since last year.

There are now 560 members from 57 countries. PC plans to do a major call for membership renewals in November, since many of the 4-year memberships will expire in December of 2013.

The switch to an on-line registration system has made the job of the Treasurer far easier.

Most of the new and renewal memberships (over $4000) have been paid using Paypal. One sterling check was received, and no euro checks. No one has paid via bank draft. The non-Paypal total includes $240 received in cash by PC in China in April. Banking costs have been substantially reduced over the past 5 years.

One of the reasons for ICAZ's good shape is that the $15,000 advanced for the 2010 Paris International Conference was returned in full. ICAZ's expenses for the 2010 meeting were less than $1000, and most of this was to pay for three student assistants.

The main ICAZ expenses are related to the production of the *Newsletter* and the maintenance of the website. For 2014, we can budget $17,000 for subsidies to help students, the unwaged/underemployed, and people who do not have university travel funds to attend the meeting in San Rafael.

ICAZ Accounts	Balance Oct 2012	USD Equivalent '12	Balance Oct 2013	USD Equivalent '13
USD Sovereign	$ 19,221.83	$ 19,221.83	$ 20,956.67	$ 20,956.67
USD Nat West	$ 22,108.41	$ 22,108.41	$ 22,108.41	$ 22,108.41
Sterling Nat West	£ 4,518.95	$ 7,331.05	£ 4,525.18	$ 7,325.02
Euro Nat West	€ 5,066.82	$ 6,561.54	€ 5,066.82	$ 6,852.43
Total USD		**$ 55,222.83**		**$ 57,242.53**
USD Sovereign				
Newsletter 2013			$ (2,000.00)	
Website			$ (175.00)	
2014 Subvention			$ (1,000.00)	
IC Subvention			$ (700.00)	
Bank fee			$ (31.00)	
Total Expenses at the end of fiscal year (30 Sept. 2013)			**$ (3,906.00)**	
Memberships			$ 5,640.84	
Sterling Nat West				
Memberships			£ 6.23	

PC has completed the application for making ICAZ a 501 (c) (3) (non-profit) organization. Since it requires 5 years of past financial information, PC has reviewed all the income and expenditures since 2008. The document is signed by the President and the Secretary. The application fee is $850. The EC authorized the expenditure and thanked PC for accomplishing this long running task.

4. ICAZ Website Update (SK)

The ICAZ site is hosted for free by the Alexandria Archive Institute (AAI). Hosting ICAZ fits with the AAI's mission to enhance scholarship through use of the Web.

The ICAZ site can be broken down into two parts, an informational site and a password-protected membership site. Updates are as follows:

4.1. ICAZ website (informational site)

The ICAZ website (http://alexandriaarchive.org/icaz) is an informational site that contains news and general information about the organization.

1a. Updates / Maintenance

SK makes updates to the site based on the following:
- Biannual updates (spring and fall) to the news and events, based on the newsletter content
- Biannual updates (last year, in fall 2012 and summer 2013) to the working groups, based on responses Zbignew Bochenski receives to his call for updates.
- Updates as needed based on IC/EC meetings, calendar events, ZOOARCH announcements, and feedback from users.

1b. Changes

In September 2013, a new working group page was added for the newly-formed Zooarchaeology of the Roman Period working group (http://alexandriaarchive.org/icaz/workroman.htm).

1c.Cost

The cost of hosting the ICAZ website is minimal. It is a small portion of the hosting for the AAI site, which contains much more content than the ICAZ site. AAI is happy to continue hosting the site for free.

1d. Suggested Updates

SK suggests a number of updates on the "Membership Benefits" page, which were approved by the EC. Updates include clarifying wording about member benefits, such as right to contribute to the newsletter, access to ICAZ email communications, and a discount on Archaeofauna (see http://alexandriaarchive.org/icaz/membership_benefits.html).

4.2. Membership site (password-protected area)

The password-protected area of the site (http://www.alexandriaarchive.org/ICAZ_CRM/) was developed to facilitate ICAZ membership updates and receipt of payments.

2a. Updates / Maintenance

SK updates the site based on the following:
- Biannual checks (spring and fall) when AT sends out her newsletter info request. SK makes sure all current members are tagged as such so they receive the email request for newsletter info.
- Biannual backups of current member data (spring and fall) (not financial info).
- Periodic checks of functionality based on occasional feedback received from users (usually those who have lost their login information).
- Once or twice a year, the system needs a "tune-up" by an outside contractor to ensure that it works well, is using the latest versions of software, etc. The company charges $175/hour, so SK tries to do as much of the tune-up work as she can before asking for their help. A quick tune-up takes about 1-2 hours, but, occasionally, tune-ups will require more hours (up to six) if significant updates have to be made or if we request new features. We thus need to provide at least $1000 for the annual maintenance. SK thinks this is the going rate, but will look out for offers of a better rate.

2b. Changes
- At the end of 2012, SK updated the membership fees, based on the new amounts set at the IC meeting in Istanbul (Oct 2012). Fees are now $30/year or $80 for 4-years.
- In September 2013, SK updated the number of members and countries represented (on the Welcome page).

2c. Cost

Like the ICAZ website, the cost of hosting the membership site is minimal. The main expense in this area comes from the CiviCRM contractor fees. With the new contractor, this will be c. $200-$1000/year, depending on the work that needs to be done.

2d. Suggested Updates

- Work with PC to make sure there are no repeats;
- Add correct "member since" data. Some people who are long-standing members would like to see this. Is this possible?
- Check "People Search" functionality;
- Update the "look and feel" of the website, and clean up the navigation. The look is somewhat dated, and it can be difficult to find information. SK will ask Phoebe France, AIA's web developer, for advice and an estimate for this work.

5. Newsletter (AT)

Interest for the Newsletter remains good and moving to the PDF format has not received any negative comments. AT has been able to continue the 'the state of zooarchaeology in ...' series in the upcoming issues with submissions for Spain and Portugal.

Early this spring, some steps were made toward moving online the list of publications provided by the member were made. Although it was not possible to build and test the site in time for the spring issue, the interest in this project remains strong, and the publications list should migrate to the web hopefully in 2014.

AT recommends that we use the publication of the newsletter as a twice yearly opportunity to remind people to update their ICAZ memberships. She proposes to work with SK and PC to send people with lapsed memberships a note that the new newsletter is out and that they should renew their membership to view it. The EC approves this initiative.

6. Statutes

Following the work done by the task force charged with formulating changes to the ICAZ statutes, CL summarised the proposed amendments on a document that was circulated to the EC before the meeting. A thorough examination of the document was conducted by the EC, and all the present members agreed on a version that will be circulated among the IC, and then proposed to the membership for a vote during the next General Meeting.

7. Online bibliography (CK, SK, AT)

The list of references regularly provided by ICAZ members for the spring Newsletter constitutes a very valuable specialized bibliography, but not easily searchable. CK, SK and AT propose to move these references into an online database which could be accessible on the ICAZ website. This could be a benefit of membership, and individual members could add their publications with a login. The EC strongly supports this project.