

Minutes from ICAZ Executive Committee Annual Meeting
January 12, 2001
Durham, United Kingdom

Agenda

1. Report on ICAZ 2002 (Durham Organizing Committee).
2. Report on Membership Drive (Zeder).
3. Treasurer's Report (Meadow).
4. Web page improvements (Zeder).
5. Logo Contest (Zeder).
6. Journal Association for ICAZ members (Morales).
7. Report from Fees Task Force (Payne).
8. Membership Cycles (Zeder).
9. Constitution Amendment Task Force (Zeder)
10. Other business

Attendees: Melinda Zeder (President), Sebastian Payne (Vice President), Arturo Morales (Secretary), Richard Meadow (Treasurer), Peter Rowley-Conwy (Current Conference Organizer), Laszlo Bartosiewicz, and Nanna Noe-Nygaard. The morning session also included Keith Dobney and Umberto Albarella from the Durham 2002 Organizing Committee. (Five EC members are required for a quorum).

Session started at 11:10 am.

1. REPORT ON ICAZ 2002

Peter Rowley-Conwy distributed a document with the essentials of the planning for the 2002 ICAZ Conference. The document included sections on: The Provisional Program (23rd-28th August); Conference Themes; Session Organization; Details on Plenary Sessions; Banquet and Receptions; Excursions; Accommodation; Announcements and Mailings; Budget; Proposed Registration Fees; Fund Raising; and Publication of Contributions.

1a-Program

A provisional schedule of events was proposed, which was largely endorsed by the EC, with a few modifications. The conference will open on Friday August 23. Registration will begin in the afternoon, followed by dinner. A plenary lecture is scheduled to follow (at about 8:15), with an opening reception scheduled for about 9:15. Sessions will be held on Saturday August 24th and Sunday August 25th. The General Meeting originally scheduled around 5:30 pm on August 26th, was moved to August 25th, beginning at about 7:00. Excursions are scheduled for Monday August 26th. More sessions will be held on August 27th and 28th. Working Group meetings will also be scheduled for the 28th. The IC meeting should preferably take place after the sessions of August 27th (anywhere from 5-7:00 pm). The schedule of the meeting(s) of the EC will be determined later.

1b-Themes

Provisional suggestions for program sessions include: The Zooarchaeology Of Ritual and Religion, The Zooarchaeology of Identity and Status; Zooarchaeology and Post-medieval Colonialism, Trade and Exchange, Human and Animal Colonisation, Craft Working and Industrial Processes, Broad Spectrum Revolution or Evolution, The Development of “Fisher-Gatherer” Societies; and The Role of Zooarchaeology in Wildlife Conservation Issues (additional possible sessions have been incorporated in the 1st “Call for Papers” circular distributed with the No. 2 issue of ICAZ Newsletter).

The idea is to keep the list of sessions open to suggestions at this moment as several new proposals have already been put forward, and more are expected and encouraged. Conference organizers want session organization to rest primarily in the hands of people who suggest theme topics, or who are asked to head various sessions. They are also keen on attracting non-zooarchaeologists.

Papers submitted to the general organisation would either be slotted to already existing specific sessions, thus handed over to session organizers or, alternatively, put together in an additional, broad scope, session or sessions. Dobney said that the “1st Call-for-Papers” was primarily a request for session organizers to volunteer session topics. For operational reasons Meadow recommended that printing the program be delayed until the last possible moment.

1c-Session organisation

A series of rules (Albarella stressed the need to distinguish these from mere recommendations) have been established by the Organizing Committee.

- 1.) Individual sessions will be the responsibility of the session organizers. Among other things this gives them the responsibility of turning in all abstracts and session summaries to the Organising Committee by a set deadline (May 2002 is suggested).
- 2.) The proposed maximum of five parallel sessions was raised to six to incorporate an additional concurrent poster session.

Payne suggested that people presenting posters should be encouraged to either have photocopies of them to be distributed to the attendants or, as Rowley-Conwy suggested, to have an A4 sheet with the main contents of the presentation. The EC stressed the need for care in scheduling the poster sessions with other organisational events, coffee breaks in particular, to assure maximum exposure for posters.

- 3.) Speakers (including any keynote speeches in opening sessions) will be allotted 20 minute slots (including at least 5 minutes for questions). Session organizers might opt instead for a balance towards even more discussion (e.g., 10+10). There should also be a 20 minute period at the end of each session devoted to summary of session content and discussion, with or without a discussant. It was suggested that session organizers use a green-amber-red light system to help chairs manage time.

Payne also stressed that the schedule of papers not be altered because of the last minute absence of

speakers. This will ensure that participants can successfully, and predictably, switch between sessions and that breaks will occur at the same time. In addition, members who at the last minute decide to give a paper can be slotted into these empty spaces.

The Organizers confirmed that power-point presentations were possible. Meadow suggested that this information be included on the registration form. As a general rule, the Conference Organizers are open to the possibility of presenters giving both an oral and a poster presentation. It may also be possible for individuals to present two oral papers, depending on the number of presentations submitted.

It was also recommended that certain sessions include both a keynote or introduction at the beginning and a summation paper at the end to provide coherence, and perhaps to help in the eventual compilation of a publication of the session.

Several meeting rooms of various sizes (ie; 81-228 persons) have already been booked by the organizing committee.

1d-Plenary Session

There is a general agreement that the First Plenary session, scheduled for the evening of August 23th, should be held before the reception.

Several names of desired possible speakers for the plenary session were offered. The ranked list of speakers (with person designated to contact the speaker) is: Jared Diamond (Zeder contacts), Steve Jones (Dobney contacts), Colin Tudge (Dobney contacts), Steven Jay Gould (Noe-Nygaard contacts), Richard Dawkins (Payne contacts), Colin Groves (Rowley-Conwy contacts).

Albarella said that the Conference Organizers were prepared to pay for the speaker's travel, expenses, and conference fees, but no honorarium would be offered. Payne suggested that a gift be given as well. The EC agreed to both suggestions

1e-Banquets and Receptions

Attendees considered the Castle College as the best venue to hold a buffet/barbecue dinner and Collinwood College as the second best choice in view of the limitations explained by Rowley-Conwy. (Organizers have subsequently found that they can host the plenary session and the reception in the Durham Cathedral, with the conference dinner to be held in the Castle, or possibly the Cathedral. The new, as yet unfinished Millennium Hall is another possible venue for one or more of these events.)

1f-Excursions

Potential excursions include the Beamish Open Air Museum, Hadrian's wall, medieval York, as well as many other places such as Northumbria, Lindisfarne, North Yorkshire, Starr Carr and various rare breed farms including Chillingham Park. A far larger set of informal excursion options exists for attendees with a car. Rowley-Conwy's wife and the Departmental secretary, as registered Durham Tour Guides, will

organise and run the program of excursions. Zeder suggested that participants be requested to express their choice of excursion well in advance. Meadow suggested that they state both their first and second choices in the appropriate (registration?) form.

1g-Accommodation

Accommodation will be provided primarily at Collingwood College (186 en-suite single rooms, 24 en-suite twins and 290 standard single rooms) on either bed and breakfast or bed plus three meals basis. Rowley-Conwy pointed out that the College offers participants full-service accommodation (lodging and all meals) only 5 minutes away from the conference rooms. No definitive room prices have been negotiated with the college.

Various possibilities of working out cheaper deals for attending students with local students were discussed. In particular Noe-Nygaard suggested that local students might offer accommodation in return for a nominal (ca. £10) payment from the student guest and a waiver of conference fees for the host.

1h-Announcements and Mailings

The proposed announcements of the second and third (and final) call for papers were slightly shifted so that they coincide with the Spring (May) and Fall (November) 2001 issues of ICAZ Newsletters. All agree that speakers should have their abstracts sent to their session organizer, or to the Organizing Committee for volunteered papers, by March 31, 2002. Session organizers should have session submissions to the Conference Organizers by April 30, 2002.

Albarella stressed that announcement of the conference will be an essentially continuous process through the conference webpage that will soon be set up (estimation April 2001). Zeder offered that the ICAZ webpage and Newsletters obviously will be at the disposal of the Organizing Committee. Meadow voiced the need to announce the meeting at places such as SAS. Zeder reported that the first circular for the meeting (available on the ICAZ webpage) has been sent to about 450 current or former ICAZ members, and volunteered to send the circular to the remaining individuals on the 1500 person list to which the first ICAZ Newsletter was sent.

Meadow suggested that a form stating interest in attending the conference be included in the spring 2001 issue of the Newsletter so that people can start registering as soon as possible. There is general agreement that participants should be given the option of paying well in advance for the conference (at a reduced early payment rate). Zeder suggested, however, that the list of people receiving conference materials be kept as broad as possible (i.e., that it not be narrowed only to those who have submitted a statement of interest form) to make sure we encourage maximum attendance.

All agreed that the a Conference Webpage should be created that would serve as the main vehicle for registration and submission of abstracts. The EC members present also supported the suggestion that ICAZ pay for the services of a webmaster out of membership dues. An estimated cost of \$US1,500 (£1000) was offered by Conference Organizers. Payne suggested that this money be offered without

stipulation of repayment, but that any funds not spent by Conference Organizers be turned over to ICAZ. ICAZ would not be responsible for any deficit in funding for the conference, however. All (EC members and Conference Organizers) endorsed this suggestion. ICAZ support would then serve as a grant to the Organizing Committee. Mark Beech was suggested as the first choice for Webmaster of the Conference Webpage and will be asked by Dobney to fill this role.

1i-Budget

Dobney presented the provisional budget for the conference, specifying that the Conference Organizers believe the figure to be realistic or, if not, slightly overestimated. The total of £20,560 is estimated to conduct the conference, made up of six different cost categories: Room rental (£3,960); Coffee breaks (£6,400); Reception (£2,000); Abstract books (£6,000); Conference packs (£1,200), and Bus transportation (£1000, in case some event is to take place at the now-under-construction Millennium Hall).

In addition the Conference Organizers would like funds to cover administrative costs, which they estimated would run between £6000-7000. Dobney and Albarella also stressed the need to raise additional funds that could be devoted to help people attend the conference.

1j-Registration fees

With two proposed registration fees of £90 (standard) and £45 (students) and working on the basis of 400 delegates (300 standard plus 100 students), the registration income would amount to £31,500. Even if additional funding appeals are unsuccessful, this would leave a £11,000 surplus that could be applied to administrative support and provide some support for students and other colleagues.

Zeder raised the possibility, later accepted, of having two rates, an early (regular) rate, as proposed by the Organizers, and a late rate of £120 (standard) and £50 (student). Meadow suggests that the early rate should end by March 31st2002 in order to facilitate planning and all agree.

Bartosiewicz pointed out that certain people from soft currency countries could only pay upon registration, and shouldn't be penalized by having to pay a higher rate. Morales replied that this would be a minor and last-minute problem, and Zeder suggested that we should leave up for the organizers the freedom to decide on whether to apply one or the other rate in special cases such as these. All agreed to give the Organizers discretion to reduce conference fees for deserving cases. The registration fee will only cover reception not the banquet.

1k-Fund raising

Dobney reported that an application for £12,000 has been already made to the British Academy's "International Congress Fund" to cover administrative support and advertising (the fund is restricted to such items) The final decision on this appeal is expected by mid-late 2001. The Organizing Committee will similarly seek funds from an additional range of commercial organisations relating to individual session themes and will encourage and help session Organizers to find funding for their own sessions directing them to specific institutions. Additional targets to those mentioned in the committee's list (Wellcome

Trust, English Heritage, RSPB, WWF, English Nature) include Rare Breed Society and the Durham's City Council as potential providers of free services (e.g., transportation and reception). In respect to the last, Rowley-Conwy says his wife might be able to help with such an appeal. Noe-Nygaard suggests that Organizers seek out the possibility of having commercial enterprises subsidize specific items, even through that might mean doing advertising for them. On the issue of reducing costs, Bartosiewicz mentioned the possibility of producing cheaper spiral bound abstract books.

Morales suggests that the Conference Organizers be open to accepting languages other than English. This might make it possible for some scholars to solicit funds from their home countries. After a short discussion, the attendants agreed that wording suggested by Meadow should be included in announcements: "*in the interest of maximum diffusion of results presentations in English are to be encouraged*". This language would stress the desirability of having all presentations in English, but still leave the door open to other languages as well.

Dobney asked whether there was any possibilities of funding people out of ICAZ dues fund. Zeder replied that while there had been some discussion of using these funds for conference participant support, we had in the end agreed to try to build this as a reserve fund, that may be especially needed to help support ICAZ activities (i.e., newsletter and website maintenance) later on. For now these funds are used to supplement printing costs for the Newsletter, to provide a "start-up" grant to Conference Organizers, and to serve as a cash reserve. Albarella responded that the organizers will encourage individuals to ask for money from other institutions. Sponsorships will likewise be sought from publishing companies for the production of abstract books and for the cost of the reception.

A final discussion ensued about the possibility of charging book sellers and distributors a fee for setting up a table or a book room at the Conference. This is an idea that could be equally extended to other enterprises offering alternative products of interest for the attendants. One way or the other, all additional money raised will be directed towards total and/or part funding the participation of as many speakers, poster presentations, other colleagues, and students as possible.

11- Publication of Proceedings.

The Organisers said that they proposed to leave the question of publication to individual session organisers. Payne reminded them that in their bid to organise the conference, they had said that they would organise publication of the proceedings. The Organisers undertook to approach Oxbow, who were named in their bid, to act as publishers. Zeder said that the Organisers could not be expected to act as editors for all the papers; it was agreed that it was reasonable to expect session organisers to edit the papers from their sessions. Zeder said that she believed that the conference publication should be peer-reviewed, and that papers should be organised thematically.

Session temporarily adjourned at 13:40 pm.

Session resumed at 14:10 pm, without Umberto Albarella and Keith Dobney.

2. REPORT ON MEMBERSHIP DRIVE

As of January 10, 2001, 223 members from 38 countries have responded to the membership drive. Most of those responding have signed up for memberships running through 2002. 143 of those responding to the membership drive are new members. We also now carry 2 new Institutional members.

Following the Victoria Conference and prior to the spring 2000 Membership Drive, ICAZ membership rolls carried 285 members. Of these old members, only a total of 78 have renewed their membership through 2002, 208 have not. The breakdown is as follows:

Of 170 members paid through 2000: 44 renewed, 126 have not

Of 116 members on the rolls who never paid: 34 renewed, 82 have not

Of 286 total past members: 74 have renewed, 208 have not

Zeder believes many of the members who did not renew their affiliation to ICAZ might have done so due to confusion with membership cycles. In particular, there is confusion over the duration of memberships of those signing up at Victoria. Zeder and Meadow are working to resolve this question, which should be cleared up shortly. [Subsequently determined that almost all people joining in Victoria did so for one year only.] Zeder feels that the 2002 Durham conference represents a major attraction for new members. She further informed the attendees that the Institutional Membership Drive will start in the spring of 2001 and will be addressed to some 750 institutions. It is hoped that this effort will raise the number of both individual members and affiliations to ICAZ.

3. TREASURER'S REPORT

Meadow reported that there has been some problem with interpreting bank statements from NatWest, the holder of the ICAZ accounts. In particular it is difficult to trace the source and amount of bank fees charged for cashing checks and money orders from foreign banks. The bank has been inconsistent about reporting these fees to the Treasurer. Payne offers to help clarify these statements and to work with the bank to get a better assessment of the status of ICAZ funds. [Clarification of the situation subsequently has been requested from the bank.]

Meadow further informs that ICAZ accounts hold some US \$10,000, £500 and 55 euros. \$484 were spent on printing the fall 2000 issue of the newsletter. No other expenditures have been made, although as noted, banking fees for the deposit of funds have been deducted. Meadow requests that the following balance be included with these minutes:

ICAZ Treasurer's Report

January 12, 2001

US Dollar Account

Membership dues collected in Victoria	\$2,614.69
Membership fees collected since Victoria	\$8,163.00
Bank Charges (1, 2)	(\$ 184.62)
<u>Printing Costs for Newsletter</u>	<u>(\$ 484.00)</u>
Total (1, 2)	\$10,109.07

UK Pound Sterling Account

<u>Membership fees collected since Victoria</u>	<u>£ 495.26</u>
Total	£ 495.26

Euro Account

Membership fees collected since Victoria	55.00 EUR
<u>Bank Charges (1)</u>	<u>(00.00) EUR</u>
Total (1)	55.00 EUR

Notes to the above:

- (1) not reflecting bank charges deducted from new deposits.
- (2) some bank charges are awaiting clarification

Details of income and expenses are available from the Treasurer upon request. The Treasurer noted that bank charges for checks in dollars that are drawn on non-USA banks are extremely high, meaning that checks for less than \$50 are "uneconomical to process" as the total deducted can amount to more than half the amount submitted for deposit. The reason for this is that fees are deducted by both the encashing bank (NatWest) and the issuing bank. It is cheaper to issue checks in a local (convertible) currency, even with currency conversion charges, than in US\$ drawn on a non-USA bank. It is also cheaper to draw checks in Euros in Euro countries.

Zeder states that that, from here onwards, ICAZ will need to be paying for the printing costs for the Newsletter, which had been assumed by the Smithsonian.

On the issue of credit card acceptance Meadow promised to explore the possibility of on-line credit card payment. It is suggested that he asks Mark Beech if he has information on how this might be done. Payne is also willing to explore these possibilities. [Payne is currently exploring these possibilities.] [There are significant issues of privacy and cost here. The easiest and likely the cheapest option would be on-line credit card use using a secure server. Some people, however, do not like to use their credit cards on line. A regular vendor credit card account facility is quite expensive. These issues require further discussion. At the present time, the lack of a credit card option is definitely causing enrollment problems.]

All agree that extra charges involved in processing currencies other than euros, US dollars and sterling pounds need to be born by members and not by ICAZ.

4. WEBPAGE IMPROVEMENT

Zeder reported on current efforts to update the ICAZ webpage. In particular, she discussed the ongoing effort to set up a new “Members only” section. This section will feature, among other things, a membership directory and a copy of the most recent issue of the Newsletter. She asked whether there are things other people would like to see included here. Meadow suggested a clear statement of how the dues are spent should be included, an idea which Zeder seconded, stating that a full treasurer’s report should be included.

Rowley-Conwy asked whether an active link with the future conference webpage would be included. Zeder replied that such a link will be included in the general section. Bartosiewicz suggested including a individualized statement of a member’s dues status that would be exclusively accessible to each member. All agreed to think about future improvements.

6. LOGO CONTEST

Zeder reported that, thus far, there has only been one proposal for a new ICAZ logo, which she showed to the attendees. In view of this, the deadline for submissions will be postponed to the 2002 conference. Zeder suggests that ICAZ officers work to promote submissions for this contest from IC and from Individual Members. EC members should not be eligible for the contest.

7. JOURNAL TIES FOR ICAZ MEMBERS

Morales suggested that a letter should be sent to various journals requesting that they grant some discount for ICAZ members upon subscription. As chief editor of ARCHAEOFAUNA, Morales has since its last October 2000 issue lowered its subscription rate for ICAZ members from US \$/euros 40 to US \$/euros 30. All agreed that Zeder should write this letter, given Morales’ double role as ICAZ representative and Journal editor. Smaller journals, like *Archaeozoologia*, *Anthropozoologica* and *Environmental Archaeology* should be approached first. Meadow cautioned that larger circulation journals run by a commercial editor (e.g. *JAS*, *Antiquity*) might not be willing to offer such a deal until our membership levels are higher. Suggestions for other options should be transmitted to the Secretary. Zeder will approach the editors of these three journals personally and inform the EC.

8. REPORT FROM THE FEES TASK FORCE (see appended report)

8a. Principle:

Payne presented a Progress Report and Preliminary recommendations of the Fees Task Force (FTF). It is clear from the last IC meeting in Madrid that there is general (though not universal) support for a reduced fee option in order to maximize the breath of participation, in particular to attract students, archaeozoologists without regular positions, and individuals from developing countries. It is also clear that whatever system is adopted it should be clear and administratively simple. However, the mechanisms for achieving these ends are more complicated.

8b. Mechanism:

The FTF recommended that the EC endorse the following statements pertaining to eligibility for reduced fees:

1. *abAll nationals of and those living/working in the following countries: EU/Western Europe (including Iceland, Finland, Switzerland, Greece), North America, Australia, New Zealand, and Japan, would pay full fees; all others would be eligible for reduced fees.*
2. *abInstitutions and all those in professional employment as zoo-archaeologists, zoologists, archaeologists, or related professions would pay full fees; all others would be eligible to pay reduced fees.*

Morales raised the proposition of charging Institutions a higher rate than individuals. However, other EC members felt that until the organization has more to offer Institutions, a higher fee for Institutional members is not warranted.

A short discussion ensued on whether individuals should be required to demonstrate that they are eligible for the reduced fee option. All agree that for the moment it would be too difficult to administrate a review system to ensure that members requesting reduced fee status are truly eligible. For now declaration of reduced fee status should be left on an honor system. Members who are eligible for reduced fees could elect to pay full fees if their financial circumstances warrant it.

Two proposals concerning fee structure circulated to the EC last June (one put forward by the FTF, the other by the President) were rejected and, after a discussion, the following proposal was developed:

In Full-fee countries: Institutions and those in professional employment pay full fees; others (students, retired individuals, and unemployed or underemployed people) are eligible to pay 50%.

Reduced-fee countries: all are eligible to pay 50% of full fee.

8c. Constitutional Implications

There was divided opinion on the constitutional implications of changing the fee structure. The ICAZ Constitution currently has a provision setting dues at \$US15, with the provision that the subscription rate may be changed by majority vote of Individual Members at a General Meeting (ICAZ Constitution 4.2.4). Some feel that this wording still would allow for a reduced fee rate for certain members using this \$US15 figure as a base rate. The majority of EC members present felt that we should seek IC input on this matter. All agree that it is important that this matter be resolved before the 2002 Conference in the hope that the new rates can be offered as an added inducement to increase membership.

The EC members present decided to carry out a postal ballot of the IC to approve this action. A two-stage approval process is suggested. In the first balloting, IC members would be asked if:

1. They are in favor of allowing fees to be changed more simply
2. They are in favor of introducing the reduced fee option in advance of the General Meeting
3. If yes to 2, do they think that the fees should be set by the EC or the IC?

If there is a majority support for both questions 1 and 2, and the majority of IC members polled think that the IC should determine these rates, then the IC will be sent an additional ballot on the proposed fee structure (see above suggestion).

If there is a majority of support for questions 1 and 2, and the majority of IC members polled think that the EC should determine these rates, then the EC will distribute a ballot on the fee structure among EC members.

If there the majority of IC members voting do not support question 2 (that the fee structure should be changed in advance of the meeting), then the fees will stay as is and proposed changes in fee structure will be put to the Individual Members at the General Meeting. (See below the section on amending paragraph 4.2.4).

All agree that the IC ballots on this issue need to be worded carefully to insure that people understand clearly what is it that they are voting, plus the implications. Payne will re-write the proposal of the IC ballot and Morales will distribute the ballot through electronic mail.

9. MEMBERSHIP CYCLES

Zeder summarized the genesis and development of the idea of a four-year cycle and the different ideas suggested by various IC members upon her enquiries after the Madrid meeting in June 2000.

Zeder favors a mandatory four-year cycle that would start with the calendar year of the conference. Members joining in-between would pay full fee (i.e., \$60/\$30) but would get back issues of the Newsletter. She favors this system for two reasons:

1. It is administratively simple, all memberships will come due at a single time and there would be only one rate to follow.
2. Beginning the membership cycle with a conference and extending it for 4 years up to the next conference will maximize both membership enrollment and retention between conferences.

Payne suggested that without more discussion among the EC and the IC, and perhaps the General Membership, (and perhaps constitutional amendment) we can only encourage but in no way demand a four-year membership. Payne further suggested that one way to encourage a four year subscription would be to offer a cost benefit, e.g., a four year membership would cost \$US60 while a one year membership would run \$US20. But again this would require a change in the constitutional provisions setting the current subscription rates (section 4.2.4). This proposal was generally accepted by EC members present.

A discussion of the rate charged non-members wishing to attend the ICAZ conference ensued. The ICAZ Constitution mandates that non-members be charged an extra fee if they wish to attend an ICAZ

conference. The fee is forwarded to the ICAZ Treasurer. The ICAZ EC is interested in using this fee as an inducement for people to join the organization, while the Conference Organizers worried that too high a fee will discourage people from attending the conference. At the IC meeting in Madrid, the IC members attending had voted to set this rate at \$US5 above the membership fees. Subsequently, Zeder had urged to make this fee \$5 above a 4 year membership (i.e. \$US65), rather than a 1 year membership as a subscription inducement.

After a lengthy discussion on these issues the following decisions were made:

1. Until a Constitutional amendment to section 4.2.4 is made, ICAZ can only encourage members to join for multiple years. The \$15 yearly membership option must stay in place.
2. Non-members who elect not to join ICAZ will be charged an added US \$ 5, above the \$US15 one year rate (\$US20) to register for the meeting.
3. Assuming a Constitutional amendment is passed at the 2002 General Meeting allowing fee rates to be changed, serious consideration should be given offering financial inducement for a four year membership, similar to that suggested by Payne above.
4. The next four-year cycle will begin in 2002 and run through 2005. Those who have currently subscribed through 2002, will be given the option of signing up for a three year membership running from 2003 to 2005. The next cycle should begin in the year of the next conference in 2006, and run to 2009.
5. Members eligible to vote in the 2002 election will be all those who have subscribed for the 2002 membership year at least 60 days before the annual meeting (when the Constitution stipulates that ballots must be distributed). This includes members with a two to three year membership running from 2000(2001)-2002 cycle, those who have subscribed only for the 2002 membership year, and those who subscribe for the 2002-2005 cycle.

9. CONSTITUTIONAL AMENDMENTS

From an operational standpoint, the following two points in the current Constitution require top priority consideration in terms of possible future amendment: 1. Membership Fees (article 4.2.4); and 2. Election of President and Vice-president (article 8.1.4).

9.a Membership Fees

Concerning the question of fees, the FTF noted that there is no clear authority under the ICAZ Constitution to set a reduced fee. The current wording of the Constitution in section 4.2.4 is: *4.2.4 The membership subscription rate shall be set initially at US\$15 per year, and thereafter may be changed by majority vote of the Individual Members at a regularly scheduled General Meeting. Membership and its rights go into suspension if dues are unpaid, and membership lapses if dues are unpaid for more than two years.*

The FTF, and the EC, find this wording too restrictive and unrealistic. For example, it restricts our ability to offer a reduced fee option, to establish inducement fee levels to encourage four year members, or to raise fees in the future without waiting for a vote of the Individual Membership at a General Meeting, held only once every four years.

Task Force members proposed that an amendment be put before the membership at the next general meeting (following procedures outlined in the Constitution) that would change the Constitution to:

“4.2.4: Membership dues shall be set and changed by majority vote of the (IC or EC). Membership and its rights..... (no change to remainder)”.

Zeder questioned the existing clause in the Constitution that is somewhat unclear about the length of time members who are delinquent on dues payment retain membership rights, and suggested that the following language be put to the membership for a vote on this issue:

“4.2.4: Membership dues shall be set and changed by majority vote of the (IC or EC). Membership and its rights go into suspension if dues are unpaid.”

The decision of whether the IC or the EC would be named as the decision making body in setting fees will be determined by the upcoming vote of the IC on the fee structure issue (see point 7 above). The EC decided that there was no further need for a task force to consider wording for this proposed amendment.

9.b Voting for the President/Vice President

The other section of the Constitution that EC members present in Durham felt should be reconsidered is the procedure for election of the President/Vice President. Currently the Constitution stipulates:

8.1.4 Election of President shall be by more than 50 percent of the votes cast. Should a second ballot be necessary, that ballot shall include only the two candidates receiving the most votes on the first ballot. This second ballot shall be taken of individual members in good standing who are attending the General Meeting. The individual with the greatest number of votes shall be President and the individual with the second greatest number of votes on the deciding ballot for President shall be Vice-President.

Since section 8.1.3. stipulates that the ballot for President contain “*at least three candidates*”, a run-off in the Presidential election is almost certain. Zeder raised the concern that this procedure subjects the Presidential election to a unrepresentative vote of whomever happens to attend the General Meeting of the ICAZ conference. The later provision 8.1.5. that stipulates that “*President and Vice-President shall assume office at the end of the General Meeting at which they were elected*” is also of concern because it fails to provide for a transition period during which the new officers can come up to speed on on-going business of ICAZ.

One possible solution to this problem mentioned would be to have the President decided by a simple majority vote, with the candidate with the second highest vote count becoming Vice President. A transition might be accomplished by having the old President remain on the Executive Committee for a period of time after the election. Alternatively the election might be moved so that the new President/Vice President serve as officers-elect for some time before the General Meeting.

The EC decided to form a small task force to examine voting procedures for the President/Vice president offices and to suggest possible changes to the Constitution that might be voted on at the General Meeting in Durham. Arturo Morales agreed to head this task force. Betsy Reitz was suggested as another possible member and will be asked to join Morales in working on this issue.

10. OTHER BUSINESS

10a. Nominations

Nominations for President/Vice President and for IC members from Individual Members who are not members of the IC must be received 120 days (4 months) in advance of the meeting. Nominations from IC members must be received 60 days in advance. A notice will be placed in the Fall 2001 Newsletter soliciting nominations.

10b. General Meeting Agenda

The Constitution also stipulates that agenda items for the General Meeting, including any proposed Constitutional Amendments, must be submitted by the Individual Membership 120 days before the meeting. These items will also be solicited in the Fall 2001 Newsletter.

10c. Ballots for the General Meeting

The EC decided that ballots circulated in advance of the next general meeting will include the following: 1. Candidates for President/Vice President, 2. Candidates for the IC, 3. Proposed Amendments (including any submitted by the Individual Membership 120 days in advance of the meeting). If a run-off for President is needed it will be held at the meeting as stipulated in the Constitution. Also final voting on proposed amendments will take place at the General Meeting. This will allow time for general debate of amendments. Should members wish to change an already submitted ballot on proposed amendments after this debate, they should be allowed to do so.

10d. Council of Honor Status for Caroline Grigson

Caroline Grigson contacted Melinda Zeder saying that she thought she had been elected to the Council of Honor but was not included on the list of members posted on the Website. Morales said he would check his records. The EC agreed that should she not currently be a member of the CH, that she should be nominated for this status and a vote of the IC should be quickly held. (NOTE: Morales subsequently found that she had been elected to the CH in Victoria though no acceptance from her was ever received by the Secretary in response to an official invitation letter dated September 30th, 1998. Such acceptance was received on February 17th, 2001 through electronic mail to Morales thus it is decided that her name will be included on the posted list and all benefits of CH status will immediately accrue).

10.2. Publication of Proceedings from ICAZ 1998.

Payne informed the EC that the proceedings of the session “From Techniques to Philosophy” he organized at Victoria 1998 has been published in the fifth issue of the *Journal of Environmental Archaeology*.

With no further matters to deal with the session adjourned at 5:00 p.m.