

# MINUTES OF THE ICAZ EXECUTIVE COMMITTEE HELD AT DURHAM, ENGLAND

January 14-15, 2002

**Present:** Melinda Zeder (President), Richard Meadow (Treasurer), Nanna Noe-Nygaard,, Anneke Clason, Juliet Clutton-Brock, Jörg Schibler, Peter Rowly-Conwy and Arturo Morales (Secretary) (The January 14<sup>th</sup> session was attended by Keith Dobney and Jacqui Huntley from the ICAZ 2002 Organising Committee. Sebastian Payne (Vice-President) and Keith Dobney attended the January 15<sup>th</sup> session)

## AGENDA

1. ICAZ 2002-Meeting Planning Update
2. ICAZ Official Meetings at ICAZ 2002
3. President's Report
  - a. Membership
  - b. Web-page
  - c. Newsletter
4. Committee of Honour Election Results
5. ICAZ 2006 Venues and Bid Solicitation
6. Treasurer's Report
7. IC election
8. President/VicePresident Election
9. EC At-large Members Election
10. Constitutional Amendments
  - a. Fee Structure
  - b. President/Vice-President Election
11. Working Group Task Force
12. Other Business

Session starts at 13:40 pm

### 1. ICAZ 2002-Meeting Planning Update

Keith Dobney reviewed the essentials of the Registration, Scientific Programme (including sessions and plenary session), banquet and receptions, excursions, accommodation, announcements and mailings plus fund-raising efforts.

Registration: presently have on line registration with payment through secure server. As of this date, nine persons have successfully registered. One month additional time will be given for reduced registration dates.

Scientific Programme: at present 23 organised sessions (14 full day, 6 half-day and 3 uncertain) have been confirmed. These will run through 3.5 days, although timetables can only be set up once session organizers receive abstracts and titles from participants. If we are to run 6 parallel sessions we will have 21 possible session days to fill. At present we have 17 definitive

session days, and thus there are still 4 full day session slots to fill with uncertain and additional non-thematic papers. Applicants for oversubscribed sessions will be directed into either another sessions or a poster presentation.

At this point a discussion ensued on the nature of posters and poster sessions. Jacqui explains that some 100 of these are expected and that a format has been set for their presentation. Since timetables have not been set up yet, Richard suggested poster slots take place after the day's sessions end (i.e., after 5 pm). Alternatively, he suggested poster sessions in concert with the sessions (e.g., during the two half-hour breaks between sessions). At any rate, all agree to place posters close to the rooms where the sessions are taking place and to have them in place throughout the conference. Anneke put forward the issue of granting awards to posters as a way of encouraging their presentation and all agree. Such awards, which Richard propose would consider students and non-students as separate categories, will require the need of a committee as Melinda suggests. It is agreed that this committee will be constituted of three people, one of them a student. Juliet agrees to be a member and the names of Steven Scott (student), Angela von den Driesch and Hans Peter Uerpmann are mentioned, Members of the award committee should not present posters.

The plenary session is scheduled for the evening of August 23<sup>rd</sup>. It will be given by Colin Tudge and will take place in Durham cathedral. While the scientific programme was being discussed, the official meetings of ICAZ were scheduled (see point 2 below).

Its was decided that the Organising Committee should arrange for the Working Groups to have a slot to meet at some point if they so decide. Arturo will channel that information and send it fto Keith so he can make the pertinent arrangements.

Banquets and receptions: Keith informed the committee that the price of the main reception, a buffet-style conference banquet scheduled for Monday 26<sup>th</sup> August at University College, is still being negotiated although its price will be "*very reasonable*". The other reception, immediately following the plenary session on Friday 23<sup>rd</sup> August, will take place in the Cloister of Durham Cathedral.

Excursions: there have been some slight changes in the original schedule although the Programme of day and half day excursions is essentially the same as originally proposed and is being run and organized by professional tour guides in consultation with the Organising Committee.

Accommodation: will focus on Colingwood College and Castle College and are being handled through the web but there have been, as of today, very few enquiries about student space.

Announcements: the third and final call will take place in February 2002. The organizers have advertised widely through electronic means and the conference web page has been up and running for some months now, being the main venue that people need for contacting the Organising Committee.

The conference poster is finished and was displayed to the committee but it needs printing and distribution. Nanna, upon learning that its emphasis on archaeology was intentional, suggested the need to change its text to insure that nobody feels excluded. All agreed and Richard re-phased the information text on the spot. Melinda offered help to distribute some of the 2000 planned

posters together with the Spring Newsletter, due April 15<sup>th</sup>. Arturo stressed that posters distributed through the Newsletter should be printed in A4 format, not in the conventional A3 format that has been planned by the Organising Committee. Upon a question from Juliet, Melinda explained that ICAZ will keep its logo, as it seems to be doing its job quite well.

Fund Raising: Keith informed the committee of the problems related to this issue and presented a budget of expected expenditure and income. The main problem has been one of timetables, as most funding agencies require applications to reach them years ahead of the event and in this case no such time has been available. So far, the Organising Committee has received £8,000 from the British Academy for administrative support and advertising and a further US\$1,500 from ICAZ to set up its conference web page and on-line payment system. Keith asked whether ICAZ will be able to provide further support for student grants. Discussion of this matter was postponed until after the financial report by the Treasurer is given. At this moment, the Organising Committee is pursuing a range of possible sponsorship opportunities both locally and nationally, is encouraging session organizers to pursue opportunities, and is asking colleges to supply some accommodation for free although the Organizing Committee considers that one of the key areas from which to raise money will be through delegate registration fees. Those attending the meeting suggested a wide range of potential funding bodies. Juliet specifically suggested contacting Garry Marvin of ISAZ (International Society of Anthrozoology) to see whether a joint session with them could be organised at some point. It is expected that a fair idea of the size of the meeting will emerge by the end of February when abstracts and early registrations are received, specific sessions defined and broader sessions set up.

## **2. ICAZ OFFICIAL MEETING AT ICAZ 2002**

During the discussion of the programme it was agreed that the following ICAZ official meetings will take place at ICAZ 2002:

### **A. EC meetings**

- one meeting on the evening of Friday August 23<sup>rd</sup> before the reception starts
- one meeting on the evening of Tuesday August 27<sup>th</sup> after the excursions end

### **B. General Meeting**

- Scheduled on Sunday August 25<sup>th</sup> from 5-7 pm

### **C. IC meetings**

- one meeting on Saturday August 24<sup>th</sup> after dinner (8:30 pm)
- one meeting on Sunday August 25<sup>th</sup> after dinner (8:30 pm) for nominating and electing at-large EC members and electing Secretary and Treasurer)

Session Temporarily adjourned at 15:30

Session resumed at 16:05 (Keith Dobney and Jaqui Huntley no longer present)

## **3. PRESIDENT'S REPORT**

### **A. Membership**

ICAZ membership currently stands at 383 members from 54 countries. Of the 383 members, 168 (44%) are renewals, 213 (56%) are new individual members and 2 are new institutional

members. By region, North America now holds 179 (47%) members, Europe 163 (43%), South America 12 (3%) and the rest of the world 29 (7%).

ICAZ membership following the Victoria Conference (and prior to the spring 2000 membership drive) stood at 286 members of whom 168 (59%) have renewed their membership to the organisation through 2002, and 118 (41%) have not.

Over the past year, membership has grown from 223 members in January to a total of 383 in December 2001. Of these 160 additions to the organisation, 90 (56%) were renewals and 70 (44%) were new to the organization. An overview of current demographics shows a very close match between female (192; 50%) and male (171; 45%), members (5% of the people did not provide an answer) and that only 20% of the individual members (78) are above fifty years though fully 26% of the membership did not provide data on this subject. 207 members (54%) are from universities and a further 44 (12%) work in museums with a mere 34 members (9%) being free-lance researchers.

The Membership Drive is in its final stages. The new membership cycle is on the membership forms (2002-2005) and members up through 2002 are encouraged to join from 2003-2005. The President will turn over membership roles to the Secretary and Treasurer after incorporating membership information gathered at the Durham meeting.

#### B. Web-Page

As of January 7<sup>th</sup>, there have been 3977 visitors to the ICAZ web page. The «For Members Only» section debuted in the fall of 2001. It features sections on change of address, comments & suggestions, upcoming events, ICAZ Business Meeting Minutes, Past Newsletters, and Job announcements. A searchable membership directory and personal membership account access will be available soon. Eventually, a chat room and a section on *Enigmatica*, pictures of unusual and difficult to identify bones, will likely be added in the future .

#### C. Newsletter

There are four issues of the Newsletter available now (Spring & Fall 2000 and 2001) and during the past year there has been good participation from the membership in terms of submitting data on publications, and news and notes..

## 4. COMMITTEE OF HONOUR ELECTION RESULTS

Melinda presented a current list of members of the Committee of Honor to insure that none is missing. Arturo announced the results of the recent ballot for the election of new members of the Committee of Honour, voted on by the IC. Nominees were Juliet Clutton-Brock, Angela von den Driesch, Pierre Ducos and Elizabeth Wing. A total of 22 ballots were cast. All nominees were overwhelmingly elected to the Committee of Honour.

Melinda read an email written early this fall by Sebastian suggesting more formalized procedures for nominating and electing future members to the Committee of Honour. A discussion ensued on the policies for nomination and election to the Committee of Honour and it was agreed that formalization of the policies followed for the recent ballot should be submitted to the IC at the Durham meeting for a formal vote.

With no further matters to deal with the session temporarily adjourned at 16.45.

Session resumed at 9.30, Tuesday, January 15<sup>th</sup>.

## 5. ICAZ 2006 VENUES AND BID SOLICITATION

The venue for ICAZ 2006 is an important issue that we need to settle this year, preferably by the time the Durham Conference ends. Richard informed the meeting that the Japanese are ready to put forward a proposal for ICAZ 2010 but at this moment neither he nor the Secretary or any other member attending the meeting have received any formal proposals for ICAZ 2006.

Upon an inquiry from Melinda about the possibility of holding ICAZ 2006 in Copenhagen, Nanna replies that, due to her lack of personnel at this moment, she could not possibly organise such event. Jörg also declined a request to consider offering a bid for the 2006 meeting, but is open to the possibility of hosting the 2004 IC meeting in Switzerland. A number of possible venues were mentioned. Melinda will contact two of the possible organizers to see if they are interested in submitting bids, while Arturo will approach another.

## 6. TREASURER'S REPORT

As of December 31<sup>st</sup>, 2001 ICAZ'S expenses and income stand as follows:

<b>US Dollar Account</b>	
Previous Balance Feb. 12, 2001	\$ 10,109.07
New Deposits thru Aug. 6, 2001	\$ 3,405.00
New Deposits Aug. 7 – Dec. 31, 2001	\$ 645.00
Bank Charges thru Aug. 6, 2001	(\$ 61.46)
Bank Charges Aug. 7 – Dec. 31, 2001	(\$ 15.44)
Payment to University of Durham for ICAZ 2002	(\$ 1,500.00)
Printing Cost for Newsletter 16 May 2001	(\$ 299.00)
Printing Costs for Newsletter 8 May 2001	(\$ 479.64)
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Total	\$ 11,803.53
<b>UK Pound Sterling Account</b>	
Previous Balance Feb. 12, 2001	£ 495.26
New Deposits thru Aug. 6, 2001	£ 254.68
New Deposits Aug. 7 – Dec. 31, 2001	£ 157.17
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Total	£ 907.11 = c. \$ 1,300.00
<b>Euro Account</b>	
Previous Balance Feb. 12, 2001	• 55.00
New Deposits thru Aug. 6, 2001	• 97.25
Bank Charges	• (27.37)
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Total	• 124.88 = c. \$ 112.00

Approximate total US \$ equivalent = \$ 13,215.00

There are no questions raised on this point. As for ICAZ future expenses and income estimates for 2002-2005, the situation would stand as follows:

<b>Estimated Expenses</b>	
Newsletter printing: \$400/issue x 8 issues	\$ 3,200.00
Postage: \$500/issue x 8 issues	\$ 4,000.00
Other Postage Charges	\$ 500.00
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Total Newsletter related	\$ 7,700.00
Web site maintenance and Newsletter composition subvention	
\$2000/year x 4 years	\$ 8,000.00
Conference subvention	\$ 1,500.00
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Sub-Total	\$ 9,500.00
Total Estimated Expenses	\$ 17,200.00
<b>Estimated Income</b>	
400 members	
300 members x 3 years x \$ 10 (average)	\$ 9,000.00
100 members x 4 years x \$ 10 (average)	\$ 4,000.00
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Estimated Income	\$ 13,000.00
<b>Current Reserves</b>	<b>\$ 13,200.00</b>
Total Estimates Income + Current Reserve	\$ 26,200.00
Total Estimated Expenses	\$ 17,200.00
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Total Anticipated Surplus	\$ 9,000.00

Sebastian pointed out that we have essentially three options with respect to this surplus money, namely: (a) to accumulate all, (b) to use the accumulated surplus on other ways and (c) to expend 50% of this surplus. He further enquired if money given to the Organising Committee would be for grants or for other uses to which Peter responded that it will be for grants. Sebastian asked whether or not there will be specific guidelines for spending this money to which Keith responded that some priorities have been already established with session organizers ranking first, then speakers of sessions without chances of getting additional help and then key people, either students or scholars. Richard stressed the need to be flexible on this point.

Given the estimate of a US\$9000 surplus the committee decided to set aside US\$4500 for the ICAZ 2002 International Conference.

(Addendum: A cheque for US\$4500 was sent to the organizers by the Treasurer on 24 January 2002 together with the following statement of conditions:

*“The sole purpose of this grant is to facilitate travel to and lodging at the ICAZ 2002 international conference (to be held in Durham from 23-28 August 2002) of individuals who, in the best judgement of the conference organizing committee, require a subvention in order to permit their participation in the conference. The EC of ICAZ hopes that, in using these funds,*

*the Durham organizing committee will make a relatively large number of small grants to worthy but needy individuals instead of a small number of large grants”)*

Finally, on the issue of credit card payments, Richard informed the committee that at this moment, the only possibility of doing so will be over the web (philosophy: having a large number of small payments) although some people are reluctant to give credit card details on-line. Juliet stated she fully understands such concern. Melinda stressed the necessity to have a report ready on this issue for the next EC meeting.

## **7. IC ELECTION**

Melinda informed the committee that at present, with some IC members now members of the Committee of Honour, all IC members but one are members in good standing (one year ago 30% of IC members remained unpaid). Melinda requested Arturo to make one last attempt to contact the remaining delinquent IC member to encourage that person to pay his/her dues.

The Secretary will poll everyone, both on the e-mail and by normal post to see if they want to stand for election for another four year term on the IC. This message has to be phrased very carefully specifying that, if no answer is received by March 15<sup>th</sup>, the person in question will not be included in the ballot. Richard stated he had some wording along these lines and Melinda offered help on the phrasing as well. The next step is to solicit nominations from the IC and the GM. Since for these nomination we have to ensure that the nominee has indeed agreed to it, we have to specify that address(es) are provided for the nominee so that the Secretary can contact him/her to insure agreement. This contact can be done through e-mail, or, otherwise through phone or normal mail. A minimum of 35 nominations are required for the IC including those who agree to stand for re-election.

All nominations are needed by April 26<sup>th</sup> (120 days before the General Meeting on August 25) and the ballots must be distributed to the membership by July 1<sup>st</sup> both by e-mail and by normal mail. Votes can either be sent to the Secretary by mail, or hand delivered up to the beginning of the General Meeting at the International Conference in Durham.

Juliet asked whether we could suggest names at this stage and, upon receiving a positive reply, different people are mentioned as potential candidates by those attending the meeting, some of whom agreed to contact some of them personally.

## **8. PRESIDENT/VICE-PRESIDENT ELECTION**

Melinda suggested that we follow here the same procedure as for the IC, namely, solicit nominations from the IC and from the GM (nominations needed by April 26<sup>th</sup>) and distribute ballots to the membership by July 1<sup>st</sup>.

Melinda also suggested that when we solicit names for the IC we also solicit names for president. Upon a question about the need to limit the number of nominees, Sebastian stated that he believed that this is not a good idea. Juliet also asked whether nominations could be made at this point and subsequently proposed that Melinda run again. Melinda stated that she is willing to run again, but Sebastian appeared more reluctant although agreed to be proposed in case there are no other candidates. The RC members present discussed another list of potential candidates whom Arturo will contact.

## 9. EC AT-LARGE MEMBER ELECTION

The Constitution states that we need 2-4 at large members to be nominated and elected at the IC meeting closely following the GM in Durham. That meeting is now scheduled to take place at 8:30 pm Sunday 25<sup>th</sup>, August (see section 2 of these Minutes). Melinda stressed the need to think about potential candidates and all agreed that we do not want to restrict these only to members attending the Durham Conference.

## 10. CONSTITUTIONAL AMENDMENTS

### A. Fee Structure

The Task Force on fees, set up after the Madrid meeting of the IC, put forward the following recommendations for consideration:

<b>Countries</b>	<b>Institutions</b>	<b>Individuals in full time employment</b>	<b>Students, retired and unwaged</b>
US, Canada, EU countries, Iceland, Norway, Switzerland, Australia, New Zealand and Japan	Full fee	Full fee	50%
Other countries	50%	50%	25%

The report also commented that the ICAZ Constitution provides no authority for setting reduced fees, and that any change in fees would therefore require a change in the Constitution. The Task Force likewise suggested that it was desirable to change the Constitution so that fees can be changed more simply, and suggested that the IC be balloted to ask whether it wished to put forward an amendment to allow simpler change and, if so, whether fees should be set by the IC or the EC. As the President was anxious to introduce reduced fees before the 2002 Conference, it was also suggested that the IC be balloted to ask whether they felt that reduced fees could be introduced in advance of the amendment to the Constitution.

Between February and April 2001, the IC voted on three issues with the following results:

1. Are you in favour of an amendment allowing fees to be changed more simply? 19 in favour.
2. Are you in favour of introducing reduced fees before the next General Meeting? 18 in favour; 1 against.
3. If so, do you think fees should be set by the IC or by the EC? 9 in favour of the IC; 10 in favour of the EC.

In view of these results, in September the EC was polled to see whether it approved the new fee structure proposed by the Task Force on fees. Of the nine members responding all were in favour of the new fee structure.

Sebastian has now put forward an amendment to be voted on at the GM changing the Constitution so that it will allow for this more flexible system to be implemented. In this way, the current wording that stands as follows:

Current Wording:

*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.*

Would be changed in the following way:

*Art. 4.2.4 to “Membership dues shall be set and changed by majority vote of the IC. Membership and its rights.....»*

The question now is whether the IC or the EC makes those changes and if the GM will agree to this. Sebastian said he thought that we would probably need to give all three options (ie., EC, IC, and GM) but make a recommendation in favour of the EC. Richard remarked that, in case the GM does not agree to the amendment for the EC, we need to have a back up specifying that, in order to cover for future expenses, the membership fee will need to be raised by \$5. All agreed that a fee increase is an item that has to go somehow on the agenda of the Durham Conference preferably scheduled after the tally of voting on proposed amendments.

There is a second issue here concerning the clarification of language on suspension of membership for non-payment. Currently membership rights are suspended if dues are unpaid but membership lapses after two years. Melinda stressed that this means keeping people on the books for two years after non-payment and complicates tracking membership terms. She therefore proposed the following change in the phrasing of the Constitution:

*«Membership dues shall be set and changed by majority vote of the IC (EC) Any person or institution in arrears in the payment of dues shall lose all membership privileges. Members suspended for non-payment of dues may be reinstated at any time upon payment.»*

It is agreed that this new phrasing proposal be put before the general membership for a vote on the amendment ballot.

## **B.President/Vice-President Election**

At the Durham 2001 EC meeting it was discussed whether the election for President should continue to be attached to the GM, in order to avoid, among other things, a potentially unrepresentative election run-off detached from the General membership of ICAZ. To this effect, it was decided that a Task Force, headed by the Secretary, be created to make a new phrasing of Article 8.1 of the Constitution. This Task Force was created in October 2001 and its proposed amendments of the pertinent constitutional text were discussed extensively. After this discussion the new phrasing stands as follows:

## Article 8: Elections and Voting Procedures

### 8.1 President and Vice-President

8.1.1 The President and Vice-President shall be elected for a four year term by Individual Members in good standing. The election shall be held eight months before the four year term of the standing President expires.

8.1.2 At least three candidates who have agreed to serve either as President or as Vice-President shall be nominated by the IC and placed on the ballot twelve months before the end of the four year term of the standing President. For additional individuals to be placed on the ballot they must be nominated by at least ten individual members of ICAZ in good standing and the nominations sent to the secretary twelve months before the form year term of the standing president expires.

8.1.3 Balloting shall be by secret ballot. Ballots shall be sent by post (mail) or e-mail or delivered by hand at least two months before the election date. Members have the option of requesting a paper ballot. Ballots may be returned to the Secretary by post (mail) or delivered by hand. Ballots must be unsigned but enclosed in a signed, sealed envelope. Ballots must be received by the Secretary by the election date. Ballots shall be counted by the Secretary. The count shall be verified by the EC.

8.1.4 Election of President shall be conducted by rank-order voting.

8.1.5 Should a President not be able to complete his/her office, the Vice-President shall become President for the remainder of the presidential term and the EC shall elect a new Vice-President.

Sebastian agree to find the right wording for 8.1.4 so that people will understand what is meant by rank-order voting.

Melinda reminded those attending that for this coming election the old phrasing of the Constitution holds, meaning that at the GM the ballots shall be counted by a committee selected by the General Membership that shall include three individual members who are not also members of the EC. This shall also be the procedure for the ballots of the IC election.

Arturo agreed to draft and circulate the new phrasing and then draft an amendment for IC ballot counting.

Session temporarily adjourned at 12:20

Session resumed at 13:05

## 11. WORKING GROUP TASK FORCE

Melinda reviewed the text of the constitution referring to Working Groups, namely:

### *Article 7: Working Groups*

*7.1 To help achieve the aims of ICAZ, autonomous Working Groups can be formed on special themes of common interest.*

*7.2 If a Working Group wishes to be officially recognized as a Working Group of ICAZ,*

- it must submit a proposal to the Secretary for approval by the IC at an IC meeting.*
- 7.3 *Reports of Working Group activities should be made orally to the IC or in writing to the Secretary on the occasion of each IC Meeting.*
- 7.4 *Working Groups that have not reported on their activities for two successive IC Meetings lose their IC recognition and ICAZ affiliation*

Melinda also mentioned the issues raised by Don Grayson back in 2000 stressing the need to create yet another Task Force in order to set up policies and to consider, among others, the following items:

- Distinctions between Working Groups and Affiliated Societies;
- Requirements for status of ICAZ Working Group: both thematic and practical (i.e., do we require membership status);
- Policies on Working Group liaison to ICAZ and reporting;
- What benefits of memberships could accrue to WG members?
- What are WG responsibilities to ICAZ?
- Should there be membership requirements?
- Do we need any Constitutional Amendments to the section on Working Groups or can this be handled as a policy issue?

Finally, Melinda requested membership for this Task Force. All agreed that Don Grayson should be asked to head it and also that key members of each of the Working Groups be requested to join. Jörg is willing to serve as the EC representative on this Task Force. The names of several potential candidates came up in the ensuing discussion.

Arturo will create a list of addresses of potential members for the Task Force and send it to Melinda who will then summarize the request and contact Don Grayson.

## **12. OTHER BUSINESS**

Juliet enquired about ICAZ archives which are apparently spread out over several places, although Anneke has most of them. Arturo offers to accumulate them and Melinda could eventually offer them to the National Anthropological Archives at the Smithsonian although she stressed, prior to acceptance, the archives would need to be organised. Anneke agreed to make a preliminary sort to see how large the archives are and said that, once this is done, she could send them to Madrid. All agreed that eventually ICAZ will need to come up with some sort of guidelines for keeping records and it was suggested that this matter be put discussed again at the next meeting of the IC.

With no further matters to deal with the meeting adjourned at 13:45