

**MINUTES OF ICAZ'S EXECUTIVE COMMITTEE HELD AT NEW YORK
SEPTEMBER 28th 1999
11:15-13:05 HOURS**

AGENDA

- I.- Banking
- II.- ICAZ 2002
- III.- Membership
- IV.- Newsletter and Website
- V.- IC Meeting
- VI.- Plan for activities 1999-2000
- VII.- Additional issues

Present: Melinda Zeder (President), Richard Meadow (Treasurer), Laszlo Bartosiewicz, Hans-Peter Uerpmann and Arturo Morales (Secretary). Sebastian Payne (Vice-president) participated through the telephone from 11:30-11:50

I.- BANKING

Richard reported on the convenience of setting up the account in Britain and with NatWest, which would provide free deposits in Euros, US dollars and Pounds Sterling as well as free services (i.e., check withdrawals) although there would be currency conversion charges. With relatively small balances we would not need to pay taxes. Credit card set up, on the other hand, is not viable (i.e., too expensive) at the moment although in the future we can consider alternatives.

At this point a discussion on different modes of payment ensued. Melinda asked about accepting soft currency and Richard remarked that most are convertible. Arturo mentioned that the Japanese members are planning to set up a centralized account in their own country and to transfer all fees at once in order to save transfer fees. Although Hans-Peter stressed that we must make sure that members pay in the currencies we accept, Richard commented on the possibility of incorporating a currency conversion charge into the fee and Melinda remarked that for most members paying in US dollars, Euros and Pounds Sterling should be no problem. Generally all agreed that all payments should be in one of these three currencies and those without access to these currencies should be encouraged to find creative ways of converting larger blocks of pooled funds into the accepted currencies.

This last statement led on to a discussion on the convenience of paying fees for more than one year. Paying multiple-year fees appears to be easier for everybody. Since paying for three years at this moment will take us to the 2002 conference, Melinda suggested to propose that new members pay for three years (\$US45)(2 years for members who have already paid - \$US30) in the membership invita-

tion letter. Arturo stressed on the necessity of careful phrasing at this point and Melinda acknowledged that people should know very clearly why this option is proposed.

As things stand today our checking account will be initially a current account in Pounds Sterling (US dollars and Euros will come later). Eventually we will consider the possibility of setting up a reserve account. As with individual members we have to see what our best option is. In the end, we unanimously decided to have banking in the UK.

II.- ICAZ 2002

At 11:30 Sebastian called to inform about his enquiries to English institutions in order to explore the possibility, mentioned at York, of holding the 2002 ICAZ conference in the UK. As it seems, considering a one-week event for 300-400 people, eight universities responded to his enquiry: Southampton (Clive Gamble), London (Peter Ucko), York (Terence O'Connor), Cambridge (Preston Miracle), Leicester (Annie Grant), Birmingham (Umberto Albarella), Durham (Louise Gidney) and Bournemouth (Mark Maltby) .

Since Sebastian does not want to rule out any possibilities at this moment, it was decided that he could ask them to put forward a more detailed package by November. Essentially, this is an open bid and we want neither of these institutions nor the proposals from New Zealand (Rick McGovern-Wilson) and Argentina (Monica Salemne) to get a feeling of an unfair treatment. At any rate, distributing minutes to IC members by November and mentioning that there are possibilities in England for the 2002 conference would do. What we will need is to have all options ready by the next IC meeting at Madrid now scheduled for June 1st-4th (see point V). Madrid would also be the time for discussing the schedule of ICAZ 2002. The possibility was also discussed of voting on the location of the next International Conference by electronic/postal ballot. It was felt that if the venue were decided upon sooner rather than later, it would be helpful in the membership drive (see below).

III.- MEMBERSHIP

Melinda briefly reviewed ICAZ membership as it stands at present (286 members. 169 paid, 117 not). The database is setup in FILEMAKER-PRO 4 format and Richard took this opportunity to give to Arturo the final version of it. Essentially, the Secretary maintains the database and feedbacks with the Treasurer in order to ensure a permanent updating of names and addresses. Since Richard will receive money from members and information directly from the bank concerning fee payments it seems most efficient to have membership forms and dues sent directly to him. Richard will then record dues, as well as check to see if electronic transfers to the bank have indeed been made. He will then forward all paid membership applications on to the Secretary for incorporation into the database.

We will need to work out this procedure very carefully if we do not want to incur unnecessary and confusing duplications, in particular during the forthcoming membership drive. At this point the discussion centered on adoption fees. Hans-Peter raised the issue of whether we allow a member to decide what other people he/she wants to pay fees for or if the EC makes that decision. We considered the option of having both named and unnamed “adoptions”, but decided that for now the best procedure was to have named adoptions only. This point has to be very clear on the Membership application form of which Melinda has now completed a draft for the EC to comment upon.

The membership ID number is an important issue to solve since it would grant access to various services. The number would have to code certain data and Hans-Peter remarked that we should be keen to exclude certain data which might be illegal. Richard Meadow commented on the possibility of a random number but later most agreed that combining this with certain personal data (e.g., name initials) might be a better solution. Finally, Melinda commented on the possibility of making an ICAZ membership card. These matters need to be solved before the membership drive is started.

For the membership drive, Melinda explained that each package will include a letter of invitation, explaining the aims of ICAZ as well as a paper copy of the first issue of the Newsletter plus the address of ICAZ’s Website. She also commented on the need to post notices of this in other newsletters and advertise it on the Website as well. Melinda asked everybody to provide her with a list of potential members as soon as possible. She now has those from Victoria which include 1500 people and +770 institutions.

Richard commented on the ongoing discussion of membership for calendar years which seems to be our most operative option. He also stressed that, in the letter of invitation, one should remind people of the necessity of being a member of ICAZ in order to give a paper on an ICAZ conference/meeting. Laszlo asked if this is also the case for the Working Groups, to which Melinda replied that the working groups are basically autonomous and that working group members should not be required to be ICAZ members as well, though they can be encouraged to be so.

Finally, Melinda comments on the possibility of developing a separate institutional membership application form to be distributed during the membership drive and posted on the Web site. Richard suggested that the requests for institutional membership be forwarded to the Secretary as stated in the constitution.

Membership to ICAZ will officially start January 1st, 2000.

IV.- NEWSLETTER AND WEBSITE

The Website has developed very fast since the York meeting (Sept. 5th). Melinda presented a new more developed proposal with a good deal of text. She distributed copies of the proposal and text and asked that comments, corrections, and suggestions be forwarded to her quickly. The idea is for the Website to be interactive and communicative. Everybody agrees that the Website is absolutely vital to insure ICAZ success and many comments ensued. Among these, the possibility to link to home pages and electronic newsletters from other working groups such as Fishnet. Arturo commented on the possibility of adding a section on "enigmatica" to which people could send their scanned images of remains of unknown origin for other colleagues to comment upon. Everybody thought that this is an interesting possibility granting members the possibility to interact in yet another way. As for the Newsletter, information should be sent to the Secretary who will compile it and send it on to Melinda for posting on the Website and including in the Newsletter. Melinda thinks that, at least for this first year of membership, all members should receive the paper copies of the Newsletter.

V.- IC MEETING

Arturo reported on the preliminary results of his enquiry to hold the Madrid IC meeting from April 8th-11th. Only five people responded as of Sept. 23rd. One was not able to come in any case (Atholl Anderson). Three were (Sebastian Payne, Jörg Schibler, Louis Chaix) and a final one (Juliet Clutton-Brock) was not absolutely positive about the date. Since all present agreed that the end of the academic year would be more feasible a time for them and probably for other teaching, the meeting was temporarily postponed to June 1st-4th and Arturo asked to hold a second round of consults.

The IC meeting will review the possibilities of where to hold ICAZ 2002 and also will consider the possibility of admitting new members into the Committee of Honor. An ongoing report of the membership drive and possibly the second issue of the Newsletter together with the official vote on new working groups (i.e., Veterinary Paleopathology, Worked bone) will add to the relevance of this meeting.

VI.- PLAN FOR ACTIVITIES 1999-2000

Melinda informed on the schedule of activities presented at York. It now seems that both the Website and the first issue of the Newsletter will be ready by the end of the year. Starting with the membership drive, next year will see the IC meeting and second issue of the Newsletter around the month of June. Minutes from this meeting should be sent to IC members by November 1999 and in that same month we should have more information on the part of various institutions of organizing ICAZ 2002.

VII. ADDITIONAL ISSUES

Various attendants expressed concern that ICAZ's logo is perhaps due for renewal. Arturo suggested

that the EC announce in the first issue of the Newsletter a contest among the membership to suggest alternatives and also have the membership vote either all of them or in a step-wise fashion (i.e., the 10 most voted alternatives, then the three most voted, etc.). The approved logo will go on all official papers of ICAZ and also on the Website page.

A suggestion was also made by Richard to have Council meetings focus on specific areas to which Hans-Peter responded that this has been the aim of ICAZ since its inception.

With a final comment on the need to have stationary with official logos and no further matters to deal with, the session was adjourned at 13:05 P.M.

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