

# International Council for Archaeozoology

## Executive Committee meeting

Monday 5<sup>th</sup> October, 2020

Zoom Meeting

Minutes

*Participants:* Patrick Faulkner (Current Conference Organizer), Hitomi Hongo (Elected IC Member), Christian Küchelmann (Elected IC Member), Christine Lefèvre (Secretary), Richard Meadow (Elected IC Member), Mariana Mondini (Elected IC Member), Suzanne Pilaar Birch (Treasurer), Evangelia Piskin (Past Conference Organizer), Sarah Whitcher Kansa (President and Web Administrator).

*Apologies from:* Terry O'Connor (Vice-President)

*Chair:* Sarah Whitcher Kansa

*Meeting began at 12:00 GMT*

### **1. International Conference 2022 – Conference Organising Committee Update: Patrick Faulkner**

#### Conference Budget and Event Risk Assessment

Preliminary budgets (modelling 400 and 300 delegates) and a risk assessment have been put together this year (included on pages 3-11 of this document). The information used in putting together these documents was current as of August 2020 and provide an overview of the projected expenditure and income required to run the conference, in addition to forecasting some of the potential risks involved.

#### Conference Underwriter

As ICAZ is unable to act as the underwriter for the conference, the ICAZ 2022 Conference organising committee requires an Australian-based Association or Institution to act in this capacity. This has been a significant issue for the organising committee to negotiate given the financial issues across the higher education sector in Australia since the onset of the pandemic.

The range of options that we have been exploring include:

1. The creation of a legal agreement between the four host institutions who share underwriting liability.
2. The formation of a Company Limited by Guarantee where the partner Universities act as guarantors.
3. Set up small joint partnership venture that will give protection to parties and allow insurance.
4. One University underwrite the conference, receiving credit for hosting and acknowledging the support of the other institutions.

These discussions/negotiations are ongoing; however, it may be possible for the University of New England to underwrite the event, and we hope to have resolved this by November of this year.

#### Event Liability Insurance

Preliminary quotes for comprehensive liability insurance have been obtained from two companies (AON Insurance, H2 Insurance). The indicative cost for insurance is c. \$3000 AUD.

Currently no insurance company will provide cover for losses associated with a pandemic. Given much of the uncertainty surrounding international travel this will need to be confirmed in early 2021.

#### Funding

### *Institutional Support*

Due to the financial impacts of COVID-19 the amount of institutional support initially allocated in the conference bid documentation has now been revised.

At present we have secured \$15,000 AUD (\$10k from USyd, \$5k from UQ). It is highly unlikely that the remaining \$30,000 AUD provisionally allocated as institutional funding support will be made available, although there is a possibility that a further \$5,000 AUD will be provided by UQ, and a \$10,000 in kind contribution from UNE should they not underwrite the conference.

### *Tourism Events Queensland*

The Tourism Events Queensland funding of \$80,000 AUD awarded to Kat Szabo and the Cairns Convention Centre will be available pending confirmation of the event underwriter and provision of a detailed budget. This funding can be used for promotional (e.g. website, advertising, keynote speakers) and venue costs.

This funding will be provided as two payments, an initial \$70,000 AUD on contract, and a performance payment up to \$10,000 AUD following review of total registration numbers (minimum of 500 attendees) and the percentage of international delegates (minimum of 50%).

### *Sponsorship*

Applications for additional funding and/or in-kind support, as well as initiating efforts to secure local sponsorship of the conference, were to be undertaken from mid-2020.

Given the economic downturn over the last 6 months in regional north Queensland and the Cairns area in particular (i.e. estimated revenue drop of c. \$386M in the June 2020 financial quarter), sourcing sponsorship has been put on hold until the end of 2020/start of 2021.

As many funding agencies have cancelled their 2020 application rounds, any applications for funding from granting bodies (e.g. Wenner Gren, Ian Potter Foundation) will need to be evaluated within the 12-month period leading up to the conference.

### Professional Conference Organiser (PCO)

Contact has been made with a PCO (Watermark Events) and a range of service package options outlined. This PCO has not yet been engaged, but this would occur on confirmation of the event underwriter and the TEQ funding going to contract.

### 1<sup>st</sup> Circular, Website and Call for Sessions

Given the impacts on much of the conference organisation this year, rather than launching the first circular we provided a detailed update in the ICAZ Newsletter, outlining the overall conference theme and modular thematic structure.

Funding is required to set up the website, and ideally this should also be done in conjunction with the PCO to streamline the organisation and management of sessions etc. Once the TEQ funding is in place the website would be set up and call for sessions etc announced.

### Conference Venue

The Cairns Convention Centre is secured for the conference, with the initial booking agreement finalised and the security deposit paid (\$5,000 AUD loaned by ICAZ) in January 2019.

The Convention Centre is currently undergoing refurbishment (May-November 2020), with the area around the centre also being redeveloped. Following re-opening of the centre a further site visit by the organising committee will be required to further assess catering and accommodation options.

During an initial visit in February 2019 connections were established with representatives of Destination Cairns (who can assist in organising accommodation and tours) and NQ Exhibitions (signage, poster boards etc.).

### Scientific Committee

The Scientific Committee was established in 2019 and will be chaired by Professor Sean Ulm (James Cook University). Members of this committee have been drawn from various institutions across Australia and New

Zealand, and include Melinda Allen (University of Auckland), Jane Balme (University of Western Australia), Richard Cosgrove (La Trobe), Stuart Hawkins (ANU), Ariana Lambrides (James Cook University), Lisa Matisoo-Smith (University of Otago), Amy Prendergast (University of Melbourne) and Sofia Samper Caro (ANU).

#### Additional Considerations

- Financial position of the Australian University sector and projected losses over the next 5 years;
- Long-term impact of COVID-19 on Cairns as a tourist hub (e.g. accommodation availability and cost);
- Increasing costs of international travel;
- Increasing costs of domestic travel in Australia (e.g. loss of budget airlines);
- Strict border control in Australia (e.g. in the event of further COVID-19 outbreaks) - unrestricted travel is unlikely until a vaccine has been developed.
- Currently international travelers must undertake 14 days of quarantine and may be required to contribute to the cost; currently in Queensland this cost is \$2800 for 1 adult (<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/quarantine/hotel-quarantine>).

### **ICAZ 2022 Budget and risk assessment**

#### Preliminary Budget Summary

Two detailed preliminary budgets have been prepared for ICAZ 2022, with the major difference between these two budgets accounting for delegate registration numbers. Expenses associated with the venue, a professional conference organiser (Watermark Events) and event insurance are based on the schedule of costs provided in formal quotes/estimates. Expenses outlined for keynote speakers, promotional/marketing and sundry costs (excluding event insurance) are estimated based on current website information. These expenses are viewed as an over-estimate to compensate for any increase in costs over the next two years.

Income/revenue is calculated at an average of \$500 AUD per delegate, acknowledging that registration costs will be tiered for different categories, such as students/retirees etc. We view this as the minimum average registration cost at this stage and is based on registrations applied to the last five ICAZ International conferences in Europe, the Americas and Turkey. Any income generated by sponsorship (other than that already provided by USyd and UQ) has not been included at this stage.

The two budgets are detailed on the following pages, with Scenario 1 (Table 1) calculated for 300 delegates and Scenario 2 (Table 2) for 400 delegates. The number of delegates, at either 300 or 400, are seen as being reasonable given attendance rates at the last five ICAZ conferences (ranging between c.700 in Paris 2010 and 333 in Ankara 2018), as well as the results of a recent attendance poll distributed to ICAZ members and other Association/list servers. From 322 responses to that survey, 168 (52.2%) indicated Yes, 17 (5.3%) No, 117 (36.3%) Uncertain, 20 (6.2%) Yes through online/Zoom. As this poll was distributed following the onset of the COVID-19 pandemic, these results can only be viewed as early and indicative of participation levels.

Table 3 below summarises the total expenditure and income for each budget scenario, with a shortfall recorded in each case. As noted above, however, this does not account for potential sponsorship or increase in registration costs but does account for the maximum expenditure within each cost category. As such, a projected shortfall of c.\$11,000 to \$18,000 should be covered as the organisation of the conference progresses towards 2022.

	<b>Scenario 1 = 300 Delegates</b>	<b>Scenario 2 = 400 Delegates</b>
<b>Total Expenses</b>	\$ 254,750.39	\$ 277,115.39
<b>Total Revenue</b>	\$ 243,600.00	\$ 294,800.00
<b>Balance</b>	<b>-\$ 11,150.39</b>	<b>-\$ 17,684.61</b>

Table 3: Summary expense and revenue totals for Scenarios 1 and 2 preliminary budgets

Table 4 shows the cumulative expenses for the organisation of the conference over the 18 months leading up to August 2022. The expenses and milestones have been drawn from the documentation provided by the CCC and Watermark Events, and with reference to organisational milestones provided by other conference organisers. This would suggest that if any changes to the timing and/or structure of the event were to be made, this should be

done between February and August 2021 to minimise any expenditure which may not be able to be recouped. This will necessitate ongoing/constant review of the restrictions on international and domestic travel, considering the potential impacts on delegate numbers as a result.

The impacts of the COVID-19 pandemic have also necessitated a risk assessment of the event two years in advance. The major risk is insufficient attendees, which could be caused by financial insecurity of attendees, increased international travel costs and/or restrictions due to a pandemic. Forecasting the potential for these scenarios 24 months in advance is difficult, made even more so by constant changes in global responses to the current pandemic. International travel into and out of Australia is expected to be restricted until mid-2021 at best, with some sources forecasting restrictions in place until potentially 2023. Either way, unrestricted travel is unlikely until a vaccine has been developed.

Fortunately, the Cairns Convention Centre is flexible in postponing or altering the timing of events due to situations beyond the control of the organisers (i.e. with at least 12 months' notice and postponement up to 2 years) with no loss of payments. Similarly, the Tourism Events Queensland initial funding would not need to be reimbursed provided the promotional schedule agreed on signing of the contract is met, any subsequent changes will only impact the performance payment (up to \$10,000 AUD).

Quotations for Conference Insurance have been obtained from several suppliers, the highest of these for full/comprehensive insurance is \$3,000. Currently no insurer will provide pandemic insurance coverage, this will need to be confirmed in early 2021.

Table 1: Preliminary Budget – Scenario 1 = 300 Delegates

Expenditure

Item	Description	Quote Estimate	Units	Unit cost	Est. Cost (AUD)	Totals
Cairns Convention Centre	Venue Space Rental	Q	1	\$54,278	\$54,278.00	
	Catering - Morning/Afternoon Tea	Q	1200	\$23.40	\$28,080.00	
	Incidental/AV-IT	Q	1	\$51,361	\$51,361.00	
	Welcome Function	Q	300	\$60.50	\$18,000.00	
	Conference Dinner	E	250	\$140.00		
	<b>Sub-Total</b>					<b>\$151,719.00</b>
PCO	Watermark - Event Management	Q	300	\$100.00	\$30,000.00	
	Watermark - Staff Per Diem	Q	8	\$75.00	\$600.00	
	Watermark - Conference Website	Q	1	\$3,000.00	\$3,000.00	
	Watermark - URL, hosting, SSL	Q	1	\$150.00	\$150.00	
	Watermark - transaction fees	Q	1.96%		\$2,940.00	
	Watermark - Branding/Conference App	Q	1	\$3,500.00	\$3,500.00	
	Watermark - Registration technology	Q	300	\$9.00	\$2,700.00	
	Watermark - Abstract technology	Q	225	\$15.00	\$3,375.00	
	<b>Sub-Total</b>					<b>\$46,265.00</b>
Keynote Speakers	Airfares - International	E	3	\$4,000.00	\$12,000.00	
	Airfares - Domestic	E	1	\$1,500.00	\$1,500.00	
	Accommodation - 4@\$400/day, 7 days each	E	4	\$2,800.00	\$11,200.00	
	<b>Sub-Total</b>					<b>\$24,700.00</b>
Marketing	Conference Logo Design	Q	1	\$1,000.00	\$1,000.00	
	Conference Bag	E	500	\$4.00	\$2,000.00	
	Conference T-shirts	E	50	\$10.00	\$500.00	
	Signage	E	1	\$650.00	\$650.00	
	NQ Exhibitions - Booths/Poster Boards	Q	1	\$4,256.56	\$4,256.56	
	Website Domain Registration - Annual Costs (2018-2022)	Q	1	\$252.64	\$252.64	
	<b>Sub-Total</b>					<b>\$8,659.20</b>

Item	Description	Quote Estimate	Units	Unit cost	Est. Cost (AUD)	Totals
Sundry Expenses	Insurance: Conference Insurance & Public Liability	Q	1	\$2,807.19	\$2,807.19	
	Insurance: Pandemic cover	E	1	\$2,000.00	\$2,000.00	
	Cairns Conferences Tour Management	E	1	\$10,000.00	\$10,000.00	
	ICAZ Loan Repayment - CCC Deposit Loan	Q	1	\$5,000.00	\$5,000.00	
	Organiser Accommodation	E			\$1,600.00	
	Organiser meals	E			\$450.00	
	Organiser flights	E			\$1,300.00	
	Organiser transfers	E			\$250.00	
	<b>Sub-Total</b>					<b>\$23,407.19</b>
<b>TOTAL EXPENDITURE</b>						<b>\$254,750.39</b>

## Income

Item	Description		Units	Unit Amount	Est. Revenue (AUD)	
Tourism Events Queensland	\$70K plus percentage of performance amount		1	\$ 73,600.00	\$73,600.00	
USyd/TAB Sponsorship	Already received		1	\$ 10,000.00	\$10,000.00	
UQ Sponsorship	Already received		1	\$ 5,000.00	\$5,000.00	
ICAZ Loan	Already received		1	\$ 5,000.00	\$5,000.00	
Delegate registration fees			300	\$ 500.00	\$150,000.00	
<b>Total</b>						<b>\$243,600.00</b>

<b>NET PROFIT/LOSS</b>						<b>-\$11,150.39</b>
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Table 2: Preliminary Budget – Scenario 2 = 400 Delegates

Expenditure

Item	Description	Quote/ Estimate	Units	Unit cost	Est. Cost (AUD)	Totals
Cairns Convention Centre	Venue Space Rental	Q	1	\$54,278	\$54,278.00	
	Catering - Morning/Afternoon Tea	Q	1600	\$23.40	\$37,440.00	
	Incidental/AV-IT	Q	1	\$51,361	\$51,361.00	
	Welcome Function	Q	400	\$60.50	\$18,000.00	
	Conference Dinner	E	250	\$140.00		
	<b>Sub-Total</b>					<b>\$161,079.00</b>
PCO	Watermark - Event Management	Q	400	\$100.00	\$40,000.00	
	Watermark - Staff Per Diem	Q	8	\$75.00	\$600.00	
	Watermark - Conference Website	Q	1	\$3,000.00	\$3,000.00	
	Watermark - URL, hosting, SSL	Q	1	\$150.00	\$150.00	
	Watermark - transaction fees	Q	1.96%		\$3,920.00	
	Watermark - Branding/Conference App	Q	1	\$3,500.00	\$3,500.00	
	Watermark - Registration technology	Q	400	\$9.00	\$3,600.00	
	Watermark - Abstract technology	Q	300	\$15.00	\$4,500.00	
	<b>Sub-Total</b>					<b>\$59,270.00</b>
Keynote Speakers	Airfares - International	E	3	\$4,000.00	\$12,000.00	
	Airfares - Domestic	E	1	\$1,500.00	\$1,500.00	
	Accommodation - 4@\$400/day, 7 days each	E	4	\$2,800.00	\$11,200.00	
	<b>Sub-Total</b>					<b>\$24,700.00</b>
Marketing	Conference Logo Design	Q	1	\$1,000.00	\$1,000.00	
	Conference Bag	E	500	\$4.00	\$2,000.00	
	Conference T-shirts	E	50	\$10.00	\$500.00	
	Signage	E	1	\$650.00	\$650.00	
	NQ Exhibitions - Booths/Poster Boards	Q	1	\$4,256.56	\$4,256.56	
	Website Domain Registration - Annual Costs (2018-2022)	Q	1	\$252.64	\$252.64	
	<b>Sub-Total</b>					<b>\$8,659.20</b>

Item	Description	Quote/ Estimate	Units	Unit cost	Est. Cost (AUD)	Totals
Sundry Expenses	Insurance: Conference Insurance & Public Liability	Q	1	\$2,807.19	\$2,807.19	
	Insurance: Pandemic cover	E	1	\$2,000.00	\$2,000.00	
	Cairns Conferences Tour Management	E	1	\$10,000.00	\$10,000.00	
	ICAZ Loan Repayment - CCC Deposit Loan	Q	1	\$5,000.00	\$5,000.00	
	Organiser Accommodation	E			\$1,600.00	
	Organiser meals	E			\$450.00	
	Organiser flights	E			\$1,300.00	
	Organiser transfers	E			\$250.00	
	<b>Sub-Total</b>					<b>\$23,407.19</b>
<b>TOTAL EXPENDITURE</b>						<b>\$277,115.39</b>

## Income

Item	Description		Units	Unit Amount	Est. Revenue (AUD)	
Tourism Events Queensland	\$70K plus percentage of performance amount		1	\$74,800.00	\$74,800.00	
USyd/TAB Sponsorship	Already received		1	\$10,000.00	\$10,000.00	
UQ Sponsorship	Already received		1	\$5,000.00	\$5,000.00	
ICAZ Loan	Already received		1	\$5,000.00	\$5,000.00	
Delegate registration fees			400	\$500.00	\$200,000.00	
<b>Total</b>						<b>\$294,800.00</b>

<b>NET PROFIT/LOSS</b>						<b>-\$17,684.61</b>
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Table 4: Preliminary Budget – Schedule of Expenditure (Scenario 2 = 400 Delegates)

	AON Insurance	Convention Centre	PCO (Watermark)	Misc. Marketing Costs	Keynote Costs	ICAZ Loan	Total	Cumulative Expenditure	Note
2020 costs		\$5,000.00	\$8,150.00	\$1,253.00		\$5,000.00	\$19,403.00	<b>\$19,403.00</b>	
Jan-21									
Feb-21	\$4,808.00						\$4,808.00	<b>\$24,211.00</b>	18 months prior
Mar-21									
Apr-21									
May-21			\$5,000.00				\$5,000.00	<b>\$29,211.00</b>	15 months prior
Jun-21									
Jul-21									
Aug-21		\$16,107.90	\$5,000.00				\$21,107.90	<b>\$50,318.90</b>	12 months prior
Sep-21									
Oct-21									
Nov-21			\$5,000.00		\$24,700.00		\$29,700.00	<b>\$80,018.90</b>	9 months prior
Dec-21									
Jan-22									
Feb-22			\$10,000.00	\$10,000.00			\$20,000.00	<b>\$100,018.90</b>	6 months prior
Mar-22									
Apr-22									
May-22		\$40,269.75	\$13,500.00	\$2,500.00			\$56,269.75	<b>\$156,288.65</b>	3 months prior
Jun-22									
Jul-22									
Aug-22		\$99,701.35	\$16,220.00	\$4,907.00			\$120,828.35	<b>\$277,117.00</b>	At event
<b>Total</b>	<b>\$4,808.00</b>	<b>\$161,079.00</b>	<b>\$62,870.00</b>	<b>\$18,660.00</b>	<b>\$24,700.00</b>	<b>\$5,000.00</b>	<b>\$277,117.00</b>		

ICAZ Risk Assessment

**Risk Assessment Methodology**

Assessing the risk is a brainstorming exercise, which is most effectively carried out in a team environment. Most activities or processes are broken down into a variety of separate tasks. For each task, consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur.

- Risk identification.
- Risk measurement and assessment.
- Risk mitigation.
- Risk reporting and monitoring.

**Risk Matrix**

		Potential consequences					
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Severe	
Likelihood	L1 Expected to occur regularly under normal circumstances	Almost certain	Medium	High	Very High	Very High	Very High
	L2 Expected to occur at some time	Likely	Low	Medium	High	Very High	Very High
	L3 May occur at some time	Possible	Low	Medium	Medium	High	High
	L4 Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium	High
	L5 Could happen, but probably never will	Rare	Low	Low	Low	Medium	Medium

Scenario	Hazard/s	Associated harm, e.g. what could go wrong?	Existing Risk Controls	Current risk rating Use the Risk Matrix	Any additional controls are required?	Residual risk rating Use the Risk Matrix
Attendance	Insufficient number of attendees.	Financial risk of not covering the costs of conference.  Loss of attendance/performance-based funding from TEQ.	Maintain flexibility in arrangements. Ongoing review of conference organisation and mode/s of delivery, with specific reviews at 24, 18 and 12 months prior to event	L4/C5 High	Use of Professional Conference Organiser to manage marketing, attendance, and sponsorship.  Contract with TEQ stipulates advertising plan and deliverables.	L4/C4 Medium
Pandemic	A pandemic shuts down international and/or domestic travel and group gatherings.	Conference cancelled.  Withdrawal of sponsorship  Loss of deposits.	As above, in addition to ongoing monitoring of international and domestic travel restrictions.	L4/C5 High	Pandemic Insurance to cover the cost of cancelling the conference. Currently unavailable, requires follow up towards end of 2020.	L4/C3 Medium
Infrastructure unavailability	Cairns Convention Centre being unavailable (physical closure due to damage, localised disease, government restriction etc.).	Need for new venue may increase costs and affect TEQ sponsorship.	Signed contract with venue.	L5/C5 (Medium)	Conference Insurance to mitigate the cost of moving or cancelling the conference as a result of damage/unforeseen circumstances. Required due to section 7.5 (Force Majeure) of booking agreement.	L5/C3 Low
Sponsorship shortfall	A lack of sponsorship or sponsors renege on commitments.	Financial risk of not covering the costs of conference.	Use of Professional Conference Organiser to obtain and manage sponsors.  Detailed budgeting of projected expenditure and income to minimise reliance on sponsorship.	L4/C4 (Medium)	Sponsorship agreements to be confirmed in writing (to be based on PCO advice).	L5/C3 Low
Inclement weather	Travel in and out of Cairns impacted	Some sessions may be curtailed or cancelled. Attendance may be reduced. Supplementary tours etc unable to be run. Emergency accommodation required.	Scheduling – conference to occur outside of cyclone season.	L4/C2 Low	Conference Insurance to cover the cost of moving or cancelling the conference that results from weather issues.	L4/C2 Low

Implementation of Additional Risk Controls			
Additional controls needed	Resources required	Responsible person	Date of implementation
Conference Insurance		Martin Wright / Patrick Faulkner	Unable to pursue until later in 2020 due to COVID-19 but must be in place by February 2021
Pandemic Insurance		Martin Wright / Patrick Faulkner	Unable to pursue until later in 2020 due to COVID-19 but must be in place by February 2021
Contract with TEQ.	Requires underwriter	Patrick Faulkner	TBC on establishment of event underwriter
Conference Manager	TEQ contract in place	Full Committee	TBC
Sponsorship Agreements	TEQ contract in place; PCO engaged	Full Committee	TBC

→ The Executive Committee members warmly thank Patrick Faulkner and the Conference organising committee for all the hard work put in the preparation of the 2022 International Conference. Due to all the uncertainty, they reached the conclusion that the decision of maintaining or delaying the 2022 event will be taken in February 2021.

## 2. Secretary report: Christine Lefèvre

### Calendar for the coming years

The calendar for the coming years foresees:

- At least one EC meeting prior to ICAZ 2022:

→ A video meeting will take place in February 2021 to decide upon maintaining or postponing the date of August 2022 for the International Conference. Another one will probably be welcomed during the second half of 2021.

- Inviting bids in 2021 for the 2026 International Conference;
- An EC meeting in 2022 during the International Conference;
- Inviting bids in 2022 for potential venue for the 2024 IC meeting

→the quadrennial cycle is likely to be disrupted and this call might be delayed in 2022.

#### Amending the statutes

During the lengthy discussions leading up to the 2014 amendments of statutes, the question of the status of the Newsletter editor, the web page master and the working group liaison were considered, but no consensus was reached.

→ A series of propositions will be circulated among the IC members for discussion. If an agreement is reached, proposed amendments will be circulated to the membership for a vote at the next General Meeting.

#### Replacement of secretary

Starting September 1<sup>st</sup>, C. Lefèvre has been nominated director of the natural history collections at the Paris National Museum of Natural History. This is a heavy position and it will prevent her from carrying out properly her tasks of ICAZ secretary. It is thus time to think of replacing her. This is a fairly simple procedure: *“the secretary shall be an individual member in good standing and shall be elected by the IC by simple majority vote with at least 51% of the IC members voting.”*

→ A call will be sent to the Membership. C. Lefèvre will ensure a tiling time to pass the relay.

### **3. President report: Sarah Witcher Kansa**

#### Professional Protocols and Code of Conduct

- A committee of volunteers from the EC, IC and general membership has been undertaking this work since Fall of 2019.
- The committee has split the tasks of (1) updating the Professional Protocols and (2) creating a new Code of Conduct.
- This work has stalled during the pandemic.

#### ICAZ's non-profit status

- S. Kansa expressed an interest in leveraging ICAZ's non-profit status for grants, special funds to support various groups (students, underrepresented regions, etc.).
- This is relevant to US funding bodies, where many grants are not available for individuals. ICAZ members could apply under ICAZ's non-profit status.
- The Principal Investigator would need to be on the ICAZ EC and a US citizen.
- S. Kansa will write a piece for the next newsletter that explains what 501(c)(3) status is, why it's good for ICAZ, invite ideas, also encourage ICAZ members to donate to ICAZ.

### **4. Treasurer report: Suzanne Pilaar Birch**

#### Current Status of Bank Accounts

We have just completed Fiscal Year (FY) 2020 (October 1, 2019-September 30, 2020) and are now entering FY 2021.

## PayPal

FY 2020 Starting Balance	959.13
Membership Payments (60)	2801.01
Donations (3)	1050.00
FY 2020 Year End Balance	4810.14

## TIAA Business Checking

FY 2020 Starting Balance	69,761.40
Interest Earned	258.94
Conference Support Fund (2)	-2000
Newsletter Editor Payments	-5387.35
Wire Transfer Fees	-94.64
FY 2020 Year End Balance	62,538.35

Combined total for both accounts as of end of FY 2020: **\$67,348.49**

As of end FY 2019 (30 September 2019), ICAZ had \$70,720.53 in its account. As of end of FY 2018 (30 September 2018) ICAZ had \$76,164.79 in its account. This represents a net loss of \$3,372.04 in the last year and \$8,816.30 in two years. However, net loss is theoretically slightly higher, since \$1,000 in donations this year was specifically meant to offset EC/IC travel difficulties caused by the COVID 19 pandemic but was not spent. Ultimately, these funds will be reserved to assist EC/IC members in traveling to the next IC meeting, whenever that is able to take place.

### Conference Support Fund

Funds were granted to Dr Justin Bradfield at the University of Johannesburg, South Africa, for the upcoming Worked Bone Research Group Meeting scheduled for Sept 2021 and to Dr Fabienne Pigière at University College Dublin, Ireland for the upcoming Roman Period Working Group in March 2021 in the amounts of \$1000 each (the maximum possible per grant) for a total of \$2000. This is similar to FY 2019 in which only half the allocated funds (\$2470/\$5000) were actually spent. This was an unusual year due to the pandemic but we should encourage working groups to continue to apply to this fund in the future.

### Newsletter Expenses

Currently the newsletter editor is paid \$2,000 per issue and the assistant editor is paid \$500 per issue (USD). This was a decision made at the 2018 Ankara meeting and represented a 100% increase in fees for the newsletter editor from previous years. Due to the editors' concerns regarding the effect of transfer fees and exchange rates on their payments during FY 2019, S. Pilaar Birch agreed to provisionally make payment in foreign currency for the January 2020 newsletter. However, this resulted in \$60 in transfer fees on our end as well as overpayment of the editors in the amount of \$387.35 due to the exchange rate. Because the payment amounts were originally agreed as paid in USD, S. Pilaar Birch reverted to the traditional wire in USD for the summer 2020. The editors have both expressed discontent with this arrangement.

Relative to our other expenses over multi-year periods, the newsletter is by far the largest recurring expense (>\$5,000/year) and this is not made up for by annual membership renewals.

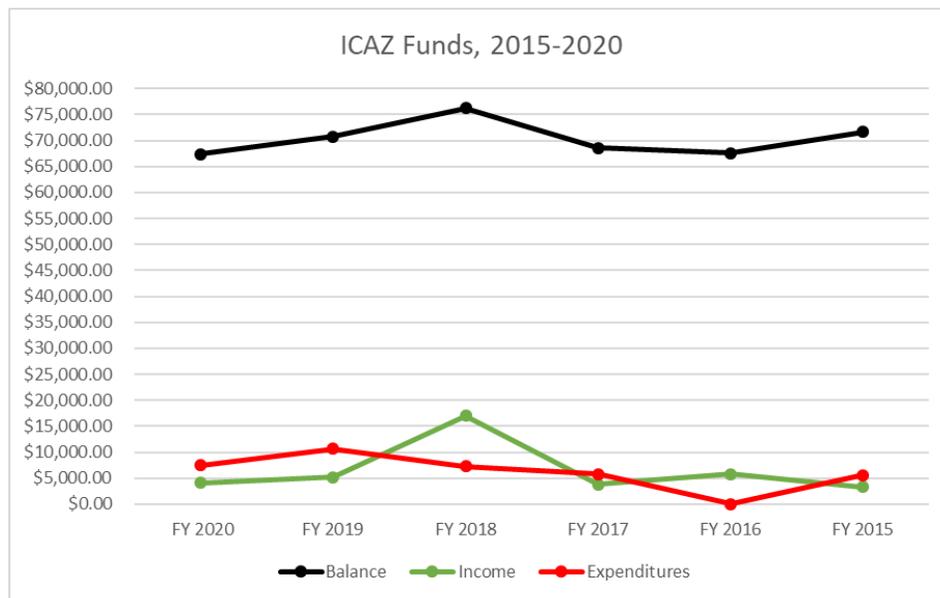
→ Given that ICAZ is in good financial standing and due to additional costs generated by transfer fees and exchange rates, the EC decides that ICAZ will cover the wire fees to the newsletter editors in a set amount of \$30 per transfer. The EC also decides to institute a biennial, renewable contract that will state the payment terms and expectations for the Newsletter editor and assistant editor.

Interest and Savings

Currently, PayPal earns no interest and the TIAA Business Checking Account has a variable APR. Previously this appeared to be close to 0.5%, earning approximately \$30/month on \$70,000 balance. This appears to have changed over the last few months as a result of the interest rates dropping in the US and our balance decreasing slightly to the point where we are now making \$10-15/month. I propose exploring a high yield savings account option where we could place up to 50% of our finances into an account that would earn more interest. This may help balance out expenses with income.

→ S. Pilaar Birch propose to investigate a few options for potential discussion at the IC meeting.

Five Year Balance, Expenditures, and Income



Year	Balance	Income	Expenditures	Net	
FY 2020		67,349	4,110	-7,482	-3372
FY 2019		70,721	5,197	-10,642	-5445
FY 2018		76,178	17,034	-7256	9,778
FY 2017		68,546	3,845	-5,756	-1911
FY 2016		67,588	5,767		n/a
FY 2015		71,608	3,274	-5,576	-2,302

→ The EC discussed sponsoring ICAZ memberships (up to a certain amount) to help people participate in ICAZ who might not otherwise due to economic hardships (especially pandemic-related). The EC also discussed reaching out to underrepresented countries/groups to encourage people to join (with IC representatives as liaisons to different groups).

## 5. Web page report: Sarah Witcher Kansa

- “ICAZ Remembers” <http://alexandriaarchive.org/icaz/about-icaz-remembers> and “ICAZ News” <http://alexandriaarchive.org/icaz/news-icaz> are both closely related to the Newsletter. Content from the Newsletter should be added to these two pages twice yearly. This needs a strong link between the NL editors and the Webmaster. Webmaster needs access to text that goes into the newsletter.
- Discussed the possibility of the Assistant NL Editor updating these parts of the website. It’s more difficult now because updates need to be made in HTML. Discussed moving to WordPress for the ICAZ site. S. Kansa will look into the cost of this.
- Adding links to digital collections and institutions. C. Küchelmann will send links he has already gathered for European labs but wish to have someone from the IC to contribute links from other continents.

*Meeting ended at 14:20 GMT*