

International Council for Archaeozoology

International Committee meeting 2020

Friday 16th October, 2020 @ 12:00 pm GMT

Zoom Meeting

Preliminary Minutes

Participants: Umberto Albarella, Joaquin Arroyo-Cabrales, Levent Atici, Shaw Badenhorst, László Bartosiewicz, Luis Borrero, Ariane Burke, Pam Crabtree, Sabine Deschler-Erb, Arati Deshpande-Mukherjee, Cleia Detry, Kitty Emery, Eva Fairnell (invited Newsletter Editor), Erika Gál (Working Groups Liaison Officer), Idoia Grau Sologestoa (invited Newsletter Assistant Editor), Angelos Hadjikoumis, Hitomi Hongo (Elected EC Member), Salima Ikram, Christian Küchelmann (Elected EC Member), Christine Lefèvre (Secretary), Lembi Löugas, Xiaolin Ma, Richard Madgwick, Marjan Mashkour, Richard Meadow (Elected EC Member), Mariana Mondini (Elected EC Member), Marta Moreno-Garcia, Sebastián Muñoz, Alberico Nogueira de Queiroz, Terry O'Connor (Vice-President), Suzanne Pilaar-Birch (Treasurer), Evangelia Piskin (past conference organizer), Richard Thomas, Kat Szabo, Sarah Witcher Kansa (President; Web Administrator)

Apologies from: Guy Bar-Oz, Virginia Butler, Canan Çakırlar, David Orton, Jean-Denis Vigne

Chair: Sarah Witcher Kansa

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.

1st 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.

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

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		
	Sub-Total					\$151,719.00
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	
	Sub-Total					\$46,265.00
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	
	Sub-Total					\$24,700.00
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	
	Sub-Total					\$8,659.20

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	
	Sub-Total					\$23,407.19
TOTAL EXPENDITURE						\$254,750.39

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	
Total						\$243,600.00

NET PROFIT/LOSS						-\$11,150.39
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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		
	Sub-Total					\$161,079.00
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	
	Sub-Total					\$59,270.00
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	
	Sub-Total					\$24,700.00
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	
	Sub-Total					\$8,659.20

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	
	Sub-Total					\$23,407.19
TOTAL EXPENDITURE						\$277,115.39

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	
Total						\$294,800.00

NET PROFIT/LOSS						-\$17,684.61
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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	\$19,403.00	
Jan-21									
Feb-21	\$4,808.00						\$4,808.00	\$24,211.00	18 months prior
Mar-21									
Apr-21									
May-21			\$5,000.00				\$5,000.00	\$29,211.00	15 months prior
Jun-21									
Jul-21									
Aug-21		\$16,107.90	\$5,000.00				\$21,107.90	\$50,318.90	12 months prior
Sep-21									
Oct-21									
Nov-21			\$5,000.00		\$24,700.00		\$29,700.00	\$80,018.90	9 months prior
Dec-21									
Jan-22									
Feb-22			\$10,000.00	\$10,000.00			\$20,000.00	\$100,018.90	6 months prior
Mar-22									
Apr-22									
May-22		\$40,269.75	\$13,500.00	\$2,500.00			\$56,269.75	\$156,288.65	3 months prior
Jun-22									
Jul-22									
Aug-22		\$99,701.35	\$16,220.00	\$4,907.00			\$120,828.35	\$277,117.00	At event
Total	\$4,808.00	\$161,079.00	\$62,870.00	\$18,660.00	\$24,700.00	\$5,000.00	\$277,117.00		

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 International 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 uncertainties, the IC is in favor of waiting until early 2021 to take a decision on the postponement of the International Conference (electronic vote: 35 yes, 0 no, 0 no opinion).

2. Secretary report: Christine Lefèvre

Calendar for the coming years

The calendar for the coming years foresees launching the process for the elections of the president, vice-president, and IC members. According to ICAZ statutes, they assume office during the first meeting of the IC following their election, which is generally the meeting occurring during the International Conference.

→ The IC members agree to postpone the election processes until a decision is made for the 2022 conference (electronic vote: 35 yes, 0 no, 0 no opinion).

In 2021, the secretary should also invite bids for the 2026 International Conference. The quadrennial cycle is likely to be disrupted and this call might be delayed until 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 is circulated among the IC members for discussion. According to the present statutes, amendments can be proposed by being published in the agenda of a General Meeting.

→ C. Lefèvre sent a message to the IC members to gather a first series of comments.

Replacement of secretary

Starting September 1st, 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 is sent to the Membership. C. Lefèvre will ensure a handover period as long as needed.

3. President report: Sarah Whitcher 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.

K. Szabó is providing a report for the Code of Conduct task force.

Organisations and institutions around the world are becoming increasingly aware of the necessity for a cohesive, comprehensive, and well-structured approach to dealing with bullying, harassment and discrimination in a professional context. This involves not just making sure that there are procedures in place to effectively deal with unacceptable behaviours, but of also having a clear set of organizational values and aspirations, and a structure which nurtures and supports those particularly disadvantaged by unacceptable behaviours. ICAZ wishes to be an organization that values and fosters the growth of archaeozoologists worldwide, and to create and maintain an environment of shared learning and support. To this end, the need for a clearly-stated Code of Conduct was recognized.

Presently, IC member Kat Szabó, together with graduate students Kara Larson and Samantha Aird are collating data on various approaches and putting together a draft proposal for an ICAZ Code of Conduct. To be truly effective, the principles of the Code of Conduct need to be interlinked with the ICAZ Statutes and Protocols, and recommendations will be made.

It is hoped that a draft Code of Conduct can be circulated to EC and IC members for discussion by the end of 2020, together with a series of draft recommendations that would facilitate the implementation of the Code and the management of any conduct issues into the future.

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.

Following the discussion, it is decided

- to assign IC members to be liaisons to their various countries to reach out, spread the word of ICAZ, and offer free memberships as a gesture of goodwill during the especially difficult time
- to encouraging membership to sponsor other members
- to encourage student participation

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.

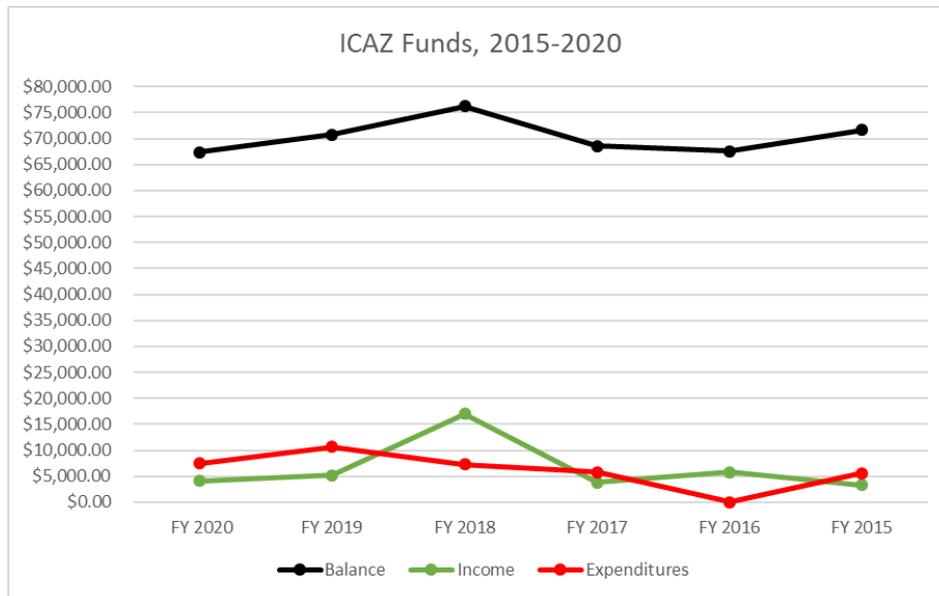
Newsletter Expenses

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, the EC decided to pay an additional \$30 each payment (\$60/year/person) in order to offset wire transfer fees on the receiving end. The EC also decided that a biennial contract regarding the terms of the newsletter production be drafted and signed by both parties.

Interest and Savings

Currently, PayPal earns no interest and the TIAA Business Checking Account has a variable, negligible APR, earning approximately \$30/month on \$70,000 balance; this has recently dropped to \$10-15/month. After looking into possible business “certificate of deposit accounts”, interest rates are currently very low, from 0.05-0.15%; a 5 year CD for \$40,000 would only yield \$291 income. Therefore S. Pilaar Birch proposes holding off for now but potentially coming back to this idea in the future if interest rates do increase.

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

5. Web page report: Sarah Whitcher Kansa

- “ICAZ Remembers” <http://alexandriaarchive.org/icaз/about-icaз-remembers> and “ICAZ News” <http://alexandriaarchive.org/icaз/news-icaз> 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.

→ M. Mondini agrees to update the “Committee of Honor” page. She will gather the missing bios and S. Kansa will post them on the website.

- 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.

6. Newsletter report: Eva Fairnell and Idoia Grau Sologestoa

The ICAZ *Newsletter* is a biannual publication distributed to the ICAZ membership via an email notification with a permanent link to a pdf file that is downloadable from the ICAZ website. The *Newsletter* is the main vehicle for disseminating official ICAZ news, along with member updates and working group (WG) reports. The *Newsletter* is produced by the Editor (Eva Fairnell) and Assistant Editor (Idoia Grau Sologestoa), with regular contributions from the ICAZ Executive Committee (EC), WG liaisons, László Bartosiewicz and others.

Regular content includes:

- a letter from the president
- ICAZ news
- forthcoming conferences and events
- ICAZ WG reports
- wider conference and event reviews
- member news and notes
- laboratory updates
- publications and new books
- obituaries
- a calendar of forthcoming events.

The content is generated by a mass email request to the ICAZ member list, and some direct requests made by E. Fairnell and I. Grau Sologestoa.

The deadlines for *Newsletter* copy are 15 May and 15 November, with a view to publishing the issues in June/July and January/February, respectively.

- In order to generate major articles and themes, more direct requests could be made. If anyone has ideas for topics, please let E. Fairnell or I. Grau Sologestoa know.
- It has been a while since there has been any copy for the section on ICAZ past and present, and any such contributions are encouraged.
- Any suggestions for cover images are welcomed too.

Summary of Newsletter content since 2018

The call for contributions for issue 19:1 was sent out in April 2018. The resulting 21-page issue was emailed to members in July, incorporating the Bird WG report after their June meeting.

The call for contributions for issue 19:2 was sent out in October 2018. The resulting 36-page issue was emailed to members in January 2019, incorporating reports from the Ankara conference.

The call for contributions for issue 19:3 was sent out in April 2019. The resulting 19-page issue was emailed to members in June 2019, incorporating two motions of support.

The call for contributions for issue 20:1 was sent out in October 2019. The resulting 37-page issue was emailed to members in January 2020, incorporating some methodological notes.

The call for contributions for issue 20:2 was sent out in April 2020. The resulting 39-page issue was emailed to members in July 2020, incorporating a message of solidarity and COVID-19-related updates.

Year	Volume	Issue	Page extent	WG reports	Publications
2018	19	1	21	6	4 featured (62 added to Zotero)
2019	19	2	36	5	5 featured (226 added to Zotero)
2019	19	3	19	3	*
2020	20	1	37	5	2 featured (303 added to Zotero)
2020	20	2	39	2	5 featured (584 added to Zotero)

*Idoia on maternity leave.

Many thanks to all those who have contributed copy to the *Newsletter*: clearly, without contributors, the *Newsletter* would not exist.

E. Fairnell also thanks all those who have helped with proofreading: among others, I. Grau Sologestoa, T. O’Connor, C. Lefèvre, S. Kansa and L. Bartosiewicz (apologies if anyone has been overlooked). The proofreaders are called upon in a rather ad-hoc manner, dictated largely by the short turnaround time. Each issue tends to have its own unique set of problems and, by the stage at which InDesign proofs are ready, time is inevitably a challenge.

- If anyone is willing to be called upon as a proofreader, please let E. Fairnell know. E. Fairnell has created a stylesheet for spelling and punctuation that can be disseminated to all proofreaders; a similar stylesheet for InDesign formatting styles is being developed, which should facilitate sharing the layout process should the need arise.

Recent developments

By making Volume 19 three issues, the volume and issue numbers are now in sync with the calendar year.

A new section, Methodological Notes, was introduced in 2019. Another new section, Book Reviews, will be introduced in 2021.

All back issues of the *Newsletter* have now been scanned and are available for download from the ICAZ website.

→ As the *Newsletter* has been going for almost 20 years, it would be great to compile an index of past volumes. However, in the absence of willing volunteers, there would be time and cost implications for this.

Zotero and bibliographic database update

The ICAZ website provides a bibliographic database of zooarchaeology-related publications, searchable alphabetically and by specific terms. These references are drawn from two sources in Zotero: a collaborative ICAZ Group Library, currently with 17 members, and the ICAZ Library, managed by I. Grau Sologestoa. There are currently 1930 bibliographic entries in total.

→ Could the WGs contribute? If any WG keeps a bibliographic database, it could be incorporated into the ICAZ library. If a WG uses Zotero, it should be easy to transfer the references through the Group Library. If a WG manages a bibliography by some means other than Zotero, their list can be sent to I. Grau Sologestoa, who can then add it to the ICAZ Library.

→ Regarding the publication search engine on the ICAZ webpage: would it be possible to develop an 'advanced search' tool? At the moment, the search tool only seems to work with authors' names and keywords, and only one at a time.

Costs

The Editor is paid \$2000/issue.
The Assistant Editor is paid \$500.

→ There has been an issue with exchange rates and bank charges, but the EC has agreed a \$30 payment per transaction to offset the costs incurred by the Editor and Assistant Editor when they receive their payments. E. Fairnell and I. Grau Sologestoa are grateful for this proposal.

→ Currently hardcopies are not being distributed, as there have been no requests that the Editor and Assistant Editor know of.

7. Working Group Report: Erika Gál

The number of working groups has not changed since 2018. There are 17 WGs and an affiliated group recognized by the ICAZ.

Name and acronym of the group	(New) Coordinator of the group
Archaeozoology of the Baltic Region and Adjacent Areas (ABRA)	Eve Rannamäe
Archaeozoology, Genetics and Morphometrics (AGM)	Thomas Cucchi
Archaeomalacology (AMWG)	Daniella E. Bar-Yosef
Animal Paleopathology (APWG)	Eve Rannamäe
Archaeozoology of Southwest Asia (ASWA)	Hitomi Hongo
Bird Working Group (BWG)	Chiara Corbino
Fish Remains (FRWG)	Alfred Galik
Grupo de Zooarqueología de Camelidos (GZC)	Pablo Mercolli
Marine Mammals (MMWG)	Aikaterini Glykou
Microvertebrate (MVWG)	Angel Blanco-Lapaz and Sara E. Rhodes
North Atlantic Bioarchaeological Organization (NABO)	George Hambrecht
Neotropical Zooarchaeology (NZWG)	A. Sebastián Muñoz
Zooarchaeology of the Roman Period (RPWG)	Sabine Deschler-Erb and Silvia Valenzuela-Lamas
Stable Isotopes in Zooarchaeology (SIZWG)	Suzanne Pilaar Birch
Taphonomy (TWG)	Ana Belen Marin

Worked Bone Research Group (WBRG)	Justin Bradfield
Zooarchaeology of the Modern Era (ZME)	Rebecca Gordon and
+ Affiliated group: Postgraduate ZooArchaeology Forum (PZAF)	Mauro Rizzetto and Mauro Rizzetto

In November 2019, there was an initiative for introducing a new group, the Archaeozoology Of South Africa (AZOOSA) by Louisa Hutten (University of Cape Town), but the process according to the statute of ICAZ has not been (yet) completed.

New coordinators and reports

Five working groups have got new coordinators in the last two years. They are Thomas Cucchi for the Archaeozoology, Genetics and Morphometrics WG, Hitomi Hongo for the Archaeozoology of Southwest Asia WG, Alfred Galik for the Fish Remains WG, Pablo Mercolli for the Grupo de Zooarqueología de Camelidos, and Justin Bradfield for the Worked Bone Research Group.

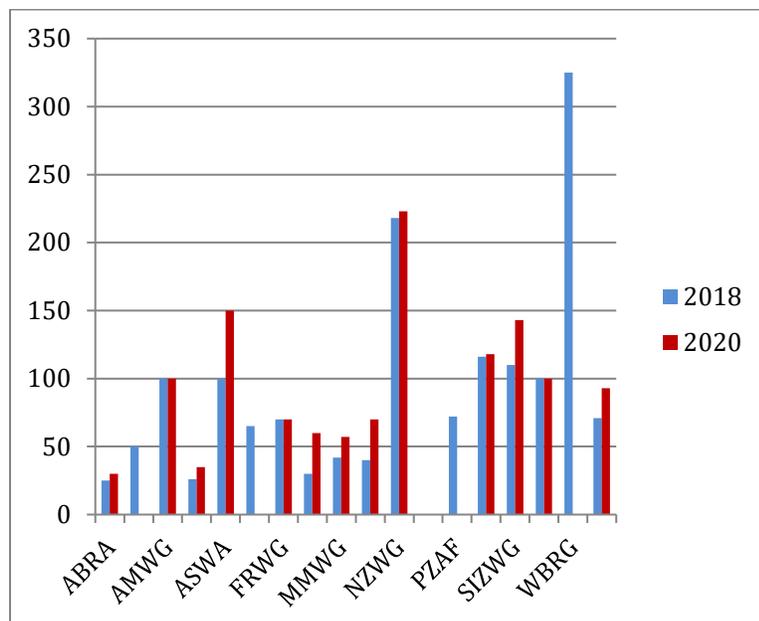
Out of the 17 WGs and the affiliated group, 15 submitted report on their activity for this IC meeting. Three groups did not send reports: Archaeozoology, Genetics and Morphometrics WG, North Atlantic Biocultural Organisation, and Postgraduate ZooArchaeology Forum.

NABO (North Atlantic Biocultural Organisation) has not sent a report since 2018. According to Article 7 of ICAZ statutes: "*..lack of report for two subsequent IC meetings automatically results in withdrawal of ICAZ recognition.*"

→ IC members in contact with people from NABO will approach them to clarify their willingness to continue to be an ICAZ Working Group.

Membership

Regarding the number of members in working groups, some coordinators did not have information or did not note any increase in their WGs. More than half of them, however, reported an increase in the number of members, meaning that ten WGs have expanded in the last two years.



Contribution to the ICAZ Newsletter

The contribution of working groups to the NL is usually between 2-5 per issue. In 2018, six working groups submitted a report to the NL.

Meetings

Most of the working groups met in 2018 (at the General Meeting of ICAZ in Ankara) or later, and will have the next meeting in 2021. Some of these were scheduled to 2020 but postponed because of the pandemic. Nevertheless, two WGs (MVWG and ZME) have decided to run their meeting online via Zoom in 2020.

Since 2019, when ICAZ decided to support the meetings of working groups by a maximum of 1,000 USD, two-three groups have submitted a request for the grant each year. Out of so far six applicants, five received the support.

Publications

Since the last report, four working groups (BWG, FRWG, NZWG and SIZWG) have published five proceedings, BWG announcing two volumes in 2019–2020. Proceedings of other three groups – ASWA, RPWG, and WBRG – are in the final stage and scheduled to the end of 2020 and 2021.

Websites and presence in social media

Out of 17+1 working groups, 7 have their own website. Others use the ICAZ website only. In addition to the four working groups already having a Facebook account, two more groups – the APWG and the GZC – have decided to share news in the social media since 2018.

In conclusion, most of WGs are in rather good condition, some of them being even very active. Their activities include meetings, own websites, Fb pages, own newsletters, launching database and project, and formal publications. Some of them take advantage of the financial support for organising meetings.

8. Nominations for Committee of Honor

As stated by ICAZ statutes (Article 4.5.1) *“Committee of Honor membership is conferred by majority vote of the International Committee upon individuals who have made a major contribution to Archaeozoology and/or to ICAZ.”*

- ➔ IC members have sent the following names to C. Lefèvre: Richard Cooke, Simon Davis, Peter Rowley-Conwy, Dale Serjeantson, Jörg Schibler, Jean-Denis Vigne. The
- ➔ All nominees were elected by electronic voting.

9. Other business

Progress of publication of proceedings of the 2018 International ICAZ Conference: Evangelia Ioannidou Pişkin

After the ICAZ International Conference in Ankara, E. I. Pişkin, organizer of the conference, explored the possibilities of publishing the proceedings. BAR, Cambridge International Academics, and Lockwood Press proposed to sign a contract for a global publication. E. I. Pişkin forwarded these proposals to the session organizers and the authors of presentations in the general session.

Kate Moore and Annelise Binois - "Animal health in archaeology: Integrating landscapes, populations, and individuals": plan for a themed issue in *International Journal of Paleopathology*.

Alice Choyke *et al* - "Raw Material Choice and Ornaments: Aesthetics, Availability, Social Value and Manufacturing Considerations": intent to publish with Oxbow.

Kelila Jaffe and Pam Crabtree - "Zooarchaeology of the Pacific": plan to publish in *Journal of Pacific Archaeology*.

Reuven Yeshurun and Jackie Meier - "Contextual taphonomy in theory and practice": special issue of a peer-reviewed journal.

Florent Rivals and Carlos Tornero - "High-resolution analyses of dental remains: Broadening horizons": plan to submit a proposal to *Anthropological and Archaeological Sciences* or *Quaternary International*.

William Taylor and Juan Wang - "Animal domestication and biotic exchange in East and Central Asia": published in *Journal of Archaeological Science: Reports* in August 2020.

Marta Modolo *et al* - "Bone refits in faunal analyses: Case studies and applications in archaeological assemblages": interested to contribute to a common volume.

Alberico Nogueira de Queiroz *et al* - "From macroscopic to molecular methods and techniques: A discussion on tools for the study of archaeofaunal remains": interested to contribute to a common volume.

General session + two contribution from the last two session: expected to be out shortly by BAR.

Developments in Amazon and Pantanal in Brazil Alberico N. de Queiroz

Prior to the meeting, A. N. de Queiroz circulated a document to draw the IC's attention on an increasing number of intentional wildfires in Brazil, generated by the neoliberal model of agricultural activities. These fires have dramatic repercussion on the climate and environment, on the natural and social sustainability of the traditional populations, on the Brazilian natural and cultural heritage in general.

→ ICAZ will send a statement to the Brazilian Society of Archaeology (SAB) repudiating these damaging measures. The statement will also be posted on ICAZ website.

Meeting ended at 14:20 GMT