

**MINUTES OF ICAZ OFFICERS' MEETING HELD AT YORK, UK
SEPTEMBER 5TH 1999
09:00-12:00 HOURS**

AGENDA

- I. BANKING
- II. MEMBERSHIP
- III. NEWSLETTER
- IV. WEB PAGE
- V. MEETINGS
- VI. PLAN FOR ACTIVITIES 1999-2000

Present: Melinda Zeder (president), Sebastian Payne (vice-president), Richard Meadow (Treasures) and Arturo Morales (secretary).

I. BANKING Sebastian and Richard reported on their enquiries to British and American banks. It seems that British banks do have better deals for charities, societies, etc. than their American counterparts. NatWest can provide free services (i.e., free deposits in Pounds, US dollars, Euros (?), free check withdrawals) although there will be currency conversion charges. The possibility of opening a savings account was also discussed. Unless any EC members feel very strongly about it, in which case they should let us know immediately, it was decided that the treasurer and vice-president should go ahead in arranging a deal with this institution

With a similar restriction, it was also decided that all four ICAZ officers be allowed to withdraw funds from the accounts in the future and that one single signature would be sufficient for this purpose.

Melinda explained some of the legal and banking procedures for societies in the US. A more detailed report on this matters will be compiled and circulated by the treasurer. It remains to be decided how the money will be spent

II. MEMBERSHIP

The basic membership stands as of today at 286 people, 169 noted as paid, 117 not. Melinda raised the issue of the structure and maintenance of the current data base, responsibility for which lays on the hands of the secretary. The first modification needed is to have the member ID changed to a four + digit code and these codes would go into the web page. Arturo suggested incorporating fields for Working Group(s) to which each member is affiliated as well as for specifying whether the member is paying dues for other colleague(s).

Fields for incorporating personal data (sex, age, etc.) can be similarly added on a strictly optional basis as well as an extra option for members to have certain personal data (i.e., field of interest, address, phone, fax, e-mail, etc.) made available to other members. A field for key words was suggested by Melinda, but Sebastian remarked that we first would need to decide upon the specific words

The membership list is in FILEMAKER-PRO format, compatible with Mac and PCAll incorporations and amendments need to be sent to Arturo who will maintain the data base and make approved parts of the list available for the website and to the remaining officers upon request. The date when the membership should become started was decided to coincide with the first issue of the Newsletter (see point III). In order to proceed with the membership drive we would, first of all, need to devise an application form. Arturo produced a preliminary version for comment.

We have at present the Victoria list incorporating some 1,500 people plus 770 institutions provided by Becky Wigen. Similarly, Melinda can have access to the ZRN (Zooarchaeological Research News) list with ca. 500 people. Melinda will explore the possibility of obtaining lists from other societies, including the society of Ethnobiology and others. Sebastian will take care of the AEA list plus potential members in Britain. Arturo will review the latest Newsletter and directory of Annecke Clason in order to spot people not presently incorporated to our ICAZ membership.

All officers will encourage other EC/IC members to come up with additional lists and names. Melinda will do the checking for redundancies. On top of promoting the field with the membership, ICAZ members will be offered a Newsletter plus a website for enquiry.

There was general agreement that it would be a good idea to include a copy of the first Newsletter and the web address in the first mailing. A membership recruitment notice could be included in the Newsletters and bulletins of other institutions (SAA, AAA, AIA, etc.) and notices for posting could be sent to institutions on the Victoria Institute list

III. NEWSLETTER AND WEB SITE

We group both issues under the same heading since both are closely related and both will be the core of the offer to ICAZ members.

Melinda provided a proposal for web site development that is currently being implemented and that will hopefully be in operation by the end of the year. The ICAZ home page will feature the following main fields:

- 1) About ICAZ (General Information)

- 2) Calendar and News,
- 3) Research highlights (links to working groups' subfields),
- 4) About membership (includes the membership application form)
- 5) "For Members" a password protected area featuring:
 - a) Bulletin board,
 - b) members data base (should not include personal/sensitive info) and
 - c) ICAZ statutes

Upon review of approval of this plan both a server identification and a URL identification need to be done urgently. Suggestions regarding other features that might be included on the ICAZ website will be sought from EC members at the September meeting.

The website will be the Ancillary Stone of ICAZ. Sebastian expressed concern about the need to keep it permanently updated and whether someone could take care of its functioning. Melinda said that there are chances that staff at the Smithsonian could help with this second task. Arturo, as Secretary, is the one that will receive all new information and forward it to Melinda for incorporation into the website, whenever appropriate.

The Newsletter has been devised as a text version of the "Calendar and News" and "Research Highlights" sections of the website. At some point, this may include also letters to the editor, book reviews and the like. Sebastian expressed his concern that the Newsletter does not end up making bibliographical lists. Arturo believes some selected references (i.e., handbooks, journals, symposia, etc.) are much needed information that should not be neglected.

The possibility was discussed that all information of the Newsletter appear at the Website page and that its text version be sent only to members that requested it on their application form. There was concern that one issue per year would be too little and four too much. The periodicity of the Newsletter was provisionally settled at two issues per year (December and June) with the possibility opened of shifting to 3 issues if the situation so demands it.

All members are to be encouraged to send their correspondence and data to the Secretary. The website and the first issue of the Newsletter will be ready for distribution in time to coincide with the incitation of the membership drive at the end of 1999/ beginning of 2000.

Melinda Zeder will be in charge of distributing the Newsletter among the membership (when this is requested; see point VI) and the potentially new ICAZ members (see point VI). In principle, neither the confection of the Newsletter nor its mailing to members will represent a financial burden for her.

V. MEETINGS

The EC meeting will now take place at New York, Tuesday, September 28th at 11:00 A.M. at CUNY on the occasion of the Fish Remains Working Group Meeting since at least five EC members (Arturo, Melinda, Richard plus Laszlo Bartosiewicz and Hans Peter Uerpmann) will attend. Sebastian may attend but may also participate in all or part of the meeting in a conference call. The agenda for that meeting will essentially cover the same topics mentioned in this minutes.

Arturo will host the IC meeting in Madrid from April 8th-12th (alt. 15-18) so that people attending the ASWA meeting in Amman (Jordan) will have a chance of attending on their return trip. Arturo will announce this meeting which might be provisionally entitled as: "Archaeozoology into the 21st Century: Communicating with our public" to IC members no later than September 1999. The general ICAZ conference, to be held in 2002, does not have a definitive sponsor.

There has been no response, thus far, from Rick MacGovern Wilson, who suggested at Victoria to hold the meeting at Wellington (New Zealand). The proposal of Monica Salemne (i.e, San Carlos de Bariloche, Argentina) does offer one major drawback, namely that of hosting two successive ICAZ conferences on the western hemisphere.

Since the 2002 meeting will be a crucial one for the future of ICAZ, the general feeling is that we should need to have a fairly accessible (and affordable!) place to offer. Sebastian suggested several possibilities within the U.K. The matter will be pursued further this month so that we expect more news on the occasion of the EC meeting at New York on the 25th of September, 1999

VI. PLAN FOR ACTIVITIES 1999/2000

1. End of September 1999- Minutes from York sent to EC members
IC meeting in Madrid (April 2000) announcement
Banking matters essentially solved
Website development well under way
Membership drive lists sent to Melinda Zeder
2. Mid December 1999:
Website operational
Newsletter completed
3. January 2000:
Newsletter, membership form, website address, and president's letter sent to potential new ICAZ members

General mailing (to all members indicating website address and requesting whether or not they want a text copy of the Newsletter)

With no further matters to deal with, the session was adjourned at 12:20 P.M.

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