

**Board of Directors  
Bedford, PA  
November 19, 2019**

**Call to Order**—the meeting was called to order at 9:58 a.m. with President, Jonathan Burns presiding. A quorum was present. Attendance attached.

**Minutes**—the minutes were approved as distributed on a motion entered by Amanda Valko, seconded by Kurt Carr. **PASSED**

**Treasurer's Report**—Ken Burkett presented a written and verbal report. He explained the apparent shortfall by noting that we published and mailed 3 journals in 2019 and had a number of publication expenses. The numbers will even out once we are caught up.

Ken asked for guidance in going to a one signature checking account protocol. The board felt that as long as the position was bonded, a second signature would not be necessary.

Ken reported that our accounts had been hacked and drained several times over the past few weeks with money being moved electronically. The money is back, passwords are changed, and accounts were closed with new accounts being opened. Electronic transfer ability has been cancelled and every paypal transaction has to be approved with a phone notification.

Memberships for 2020 are coming in at a good rate. His request for a dues increase starting in 2021 of \$5.00 per category with the student rate capped at \$22.00 (from \$18.00) and an increase for out of country memberships to \$15.00 (previously \$10.00) was approved on **a motion by Amanda Valko, seconded by Sara Baughman, PASSED.**

**President's Report**—Jonathan has been the point of contact for membership inquiries, new chapter formation information, and the contact for PAC. He suggested that we establish a formal statement of ethics for the Society. Kurt Carr is the Ethics Committee (inactive) chair, and stated that the SAA ethics policy should be the guideline for the Society as it has been widely accepted.

**Old Business:**

**Financial: Elmer Erb Permanent Fund Report**—Kurt Carr presented a written and verbal report:

**ELMER ERB PERMANENT FUND ACTIVITY FOR 1/1/19 – 11/1/19**

2019 interim report.

Balance as of 1/1/19

Mutual Funds

Delaware High Yield Opportunities Fund	\$14,874.69
Delaware Value Fund	\$13,203.69
T. Rowe Price Equity Fund	\$25,627.96

Certificates of Deposit

J.P. Morgan (market related 7 yr CD (matures 4/26/19)	\$39,820.03
Citizen's Bank 3 yr CD – 0.75% (matures 2/11/20)	\$6,525.12

Checking Account

Citizens Bank	\$330.10
Total	\$100,381.59

### Transactions and Activity in 2019

2/21/19 - Transferred \$4990.00 from Delaware Value to Citizens checking totaling \$5320.10  
2/21/19 - \$10.00 transfer fee to Delaware Value Fund  
3/5/19 - Life members for 2018 & 2019 paid to general fund - \$2447.50  
6/28/19 - J.P. Morgan CD matured - deposited \$40,346 in checking.  
7/11/19 - paid Erie Insurance - \$324.00

### Balance as of 11/1/2019

#### Mutual Funds

Delaware High Yield Opportunities Fund	\$16,865.15
Delaware Value Fund	\$9,956.60
T. Rowe Price Equity Fund	\$30,776.07

#### Certificates of Deposit

Citizen's Bank 3 yr CD - 0.75% (matures 2/11/20)	\$6,526.91
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#### Checking Account

Citizens account	<u>\$44,597.92</u>
Total	\$108,722.65

Net gain of \$8341.06 or 9.23% since 1/1/2019

The Committee is looking to change some investments to get a better return. Long term, safe options are being investigated.

**Annual Meeting 2020 Ligonier, PA** –and beyond—Susanne Haney reported on the plans for the Ligonier Meeting, April 3-5, 2020. Activities will be at the Ramada Inn in Ligonier, Fort Ligonier and the Compass Inn (blacksmith shop). The usual PAC Symposium is planned. PAC also has agreed to pay for the shuttle to get participants to the different locations. All details will be in the SPA Newsletter and on the website.

**Urgent: 2021 Annual Meeting and future Annual Meetings are NOT planned yet. This must be decided ASAP. Hosts are needed now!! Guidelines for hold Annual Meeting are available on the SPA Website.**

**Archaeology Month Committee**—Amanda Valko reports that SPA planning for the 2020 poster is underway. Ideas include: Navigation of the past featuring the dugout canoe, Plant Uses, the Wallace Indian trails, Tools, comparing stone tools with a series of screwdrivers. No theme has been decided.

**Education Committee**—the committee has been reorganized and plans to provide educational materials to accompany the Archaeology Month poster. The committee will also sponsor and judge the poster session in conjunction with Annual Meeting as in previous years.

**ESAF Representative Report—ESAF Report to SPA Fall 2019**—Prepared by Amanda Valko, SPA Representative to ESAF

The 2019 meeting was hosted by the Society for Pennsylvania Archaeology at the Sheraton Bucks County Hotel, in Langhorne, PA on October 31 - November 3, 2019. There were 101 people registered for the conference. This number includes 17 students. The banquet speaker was Dr. Douglas W. Owsley, Curator of Biological Anthropology at the Smithsonian National Museum of Natural History, who presented *Recent Forensic Case Studies within the Chesapeake System*. We had a total income of \$8770.00. Expenses were \$10,893.00 (hotel alone was \$10,204.00) for a loss of \$2,123.00.

The 2018 Louis A. Brennan Award in the amount of \$1000.00 was awarded to the SPA to help publish the fifth volume in the *Recent Research in Pennsylvania Archaeology* series, on the Susquehannock. The Brennan guidelines require that the SPA acknowledge the award in the printed volume and distribute one copy each to the ESAF member state societies. I am currently working with Paul Raber on the distribution of the volumes to the state societies. There were no Brennan Award Applications for 2019.

The Ronald A. Thomas award is a monetary grant for editing and preparation of a substantive cultural resources management report in a format suitable for publication in AENA. There was one application this year. Northeast Archaeology Research

Center, Inc., of Farmington, Maine applied for \$1000.00 to rework a data recovery report on the Lamontagne Paleoindian site. It was voted to award this applicant the award.

At the business meeting the revised Constitution and By-Laws were voted on and approved.

In 2018 a recommendation was made by Business Manager Amanda Valko to increase the dues in 2020 to cover the costs of printing and mailing AENA. This recommendation was voted on and approved. At the 2019 meeting Amanda reported on the actual dollar increases which will go in effect after December 15, 2019. All dues with the exception of student memberships will increase by \$5. Three year memberships will increase by \$15.

As of this year's annual meeting ESAF had a total of 228 members with a breakdown as follows:

US Individual – 76  
US Students – 16  
US 3 Year – 74  
US Institution – 46  
CA Individual – 1  
CA Student – 1  
CA 3 Year – 5  
CA Institution – 9  
British Institution - 1

**The 2020 annual meeting will be hosted by the West Virginia Archaeological Society and held from October 22 – 26, 2020 at the Clarion Inn in Shepherdstown, WV. Room rates are \$104/night.**

The 2021 annual meeting will be hosted by the Ohio Archaeological Society and held in Newark, OH from November 3 – 7, 2021. Arrangements to be announced at a later date.

The Maryland Archaeological Society is considering hosting the 2022 annual meeting in Ocean City, MD.

**Elk Fest 2019**—Ken Burkett reported that his chapter plans to represent the SPA at the 2020 Elk Fest after being well received in 2019. They distributed all the written materials they took and ask for chapters to provide more for next year. Attendance was 18,000.

**Nominating Committee**—2020 nominations for 6 year terms for (2) Elmer Erb Trustees. The Elmer Erb Committee will provide the nominations. No committee is necessary.

**Oral History Committee**—No report.

**PAC Representative Report**—Paul Raber sent a written report as follows:

- PAC is considering ways to expand the existing Section of Archaeology booth at the Farm Show: e.g., by having more participating organizations, adding tables or kiosks, etc. The topic will be considered further at the spring meeting.
- The topic for the Spring PAC Symposium on Friday, April 3, 2020, is the archaeology of blacksmithing. There will be as buffet lunch at the hotel followed by a bus trip to the Compass Inn and Museum.
- PAC will continue to partner with the SPA to support the Hatch Scholarship at the present level of \$600 (\$300 from each organization; covering up to four \$150 awards). **I am asking that the SPA board confirm its commitment at that level. Note: This item was included in the SPA budget previously. No further action was needed.**
- PAC is considering expanding its membership categories to include student and sustaining memberships. This will require a vote on bylaw changes to be conducted by e-mail. The creation of the student membership category will also be accompanied by an expansion of professional mentoring activities (to be determined).
- An ad hoc PAC committee is developing a policy on sexual harassment.

**Pennsylvania Archaeologist, Editor**—proposal to deliver journal as pdf—Roger Moeller provided a written report as follows:

Proposal: Should the SPA offer two PDF issues for a membership year rather than two paper issues? This would be selected when a person sends in a paper membership form or when paying by PayPal. The choice would be only for a single year and would have to be re-selected the next year.

MAAC did this a few years ago over four years the number of members selecting a PDF went from 30, then 64, then 83, then 193. Total membership was between 250 and 275.

The advantage to the member is that graphics are in color (when provided by the author) and at a higher resolution, they get the file emailed immediately when it is prepared for the printer, it is more portable, and can viewed on any device that has PDF reader.

The advantage to SPA is to print fewer paper books and to save on shipping, mailers, and postage. If a snail mail address goes bad, the email address is used to send a PDF rather than a paper book.

**Discussion: Is there a way to “lock” the pdf to avoid sharing which would impact membership? A motion was made to offer pdf journals to members provided access can be controlled, entered by Kurt Carr, Seconded by Sara Baughman, PASSED**

#### **Pennsylvania Archaeologist Report—Roger Moeller, Editor**

Issues 89(1) and 89(2) due in 2019 have been printed and distributed.

Issue 90(1) for spring 2020 is nearly full.

I am still shooting for 80 pp per issue. The problem is that I am receiving long mss. rather than short ones to fill issues.

The printing cost of the 80 pp book is significantly lower than before we started using Bookmasters. I have received a quote on an 80 page full color issue. Instead of being about \$1200 for B&W, it would be about \$3000. This would be quite affordable if we had 600 members rather than 450. The second issue is that I am not receiving high quality, high resolution, full color graphics to make the color worthwhile.

Zachary Singer resigned as Book Review editor. Sarah Neusius agreed to replace Zac as Book Review editor. She has a list of books for review and will be contacting publishers and likely reviewers. She is preparing a short set of guidelines for publication and the web site.

**Pennsylvania Archaeologist: Free offer to Historical Societies**—the offer will be sent out through the museum systems. Individual members are encouraged to contact their local societies with the offer. The SPA secretary is the contact person.

**Pennsylvania Farm Show 2020/ SPA at the Pennsylvania Farm Show/ Ken Burkett SPA**—the SPA mans a table for the museum exhibit and the promotion of the Society. Volunteers are needed for both. **Contact Kurt Carr** to volunteer and schedule a time or day to man the information tables and talk to the public about the SPA. Money is available through the Cowin Fund to pay for travel and expenses if application is made and approved. Accommodations are available at an SPA rate in Harrisburg, if needed. **Contact Ken for that information. Volunteers are need for the entire week. Scheduling will be open soon!**

**PHMC Marker Initiative**— **Angela Jaillet-Wentling**, Historic Preservation Specialist, PA Department of Transportation is passing along information regarding the historical marker nomination program at the SHPO. PHMC recently hosted a webinar for the markers program (attached presentation and filmed here: [https://www.youtube.com/watch?v=9gCLO2Kc\\_Yo](https://www.youtube.com/watch?v=9gCLO2Kc_Yo)).

At last fall's BOD meeting, we talked about PAC's committee to look into the program. I'm happy to report that site 36ME253, Pandenarium, was nominated and approved as representative of the under-represented groups (an archaeological site *and* focusing on African American history), so it was fully-funded by the PHMC. It's dedication ceremony will be held off-site at the Mercer County Historical Society's Chapel in Mercer, PA on

November 16 at 1pm. The marker will be erected just south of the Iron Bridge Inn and just north of the bridge to the west of US 19 in Springfield Township, Mercer County. I believe the program to support identification and funding of new markers that qualify as under-represented topics and places is still in place. I'd encourage local chapters to consider nominating markers that may qualify!

**Publications—Discover and Preserve Rack Card**—New rack cards were produced to use in encouraging collections donations and other site and artifact preservation activities. It is two sided with one on site recording titled *Keeping Record of the Past* which outlines the PASS recording system. The other side, *Discover and Preserve* addresses preserving private collections at the State Museum. Since the cards are specialized, limited number of these cards will be send to interested chapters.

#### **Publication Series—Report from Paul Raber:**

- The Susquehannock book is out and copies are available for \$15 (half price) to PAC and SPA members (70 to SPA and 30 to PAC) as a result of a generous donation by an anonymous benefactor.
- As a condition of the ESAF grant we received, I have to provide copies to ESAF member societies. That would be 14 copies (or 13 copies if SPA is willing to take one of the donated copies). I am hoping the press will donate 5 copies as they did for the Transitional volume. In that case, I will need to buy 8 copies at \$18 each (\$144). I will need to buy the copies and get reimbursement from PAC and SPA (\$77 each). **I am asking the board to OK that reimbursement. Note: A decision was made to provide either the copies or the money to Paul as needed.**
- Making some progress on the next volume in the series, on pre-contact quarries, but don't hold your breath.

#### **SPA Site Survey Committee**—update presented by Noel Strattan

**Committee Members:** Hannah Harvey, Noel Strattan, Janet Johnson, Kira Heinrich, Amy Covell-Murthy, Bill Black, Jim Barno, Victor Motts, Erick Zeh

- Held our first meeting on November 14, 2019

#### **Results of First Meeting:**

1. Identified small working group to draft revisions to the "Recording Sites" webpage. Will start with the rack card, but will also creatively think about what information will be most useful. Find new links. Committee will review draft in one month.
2. We will brainstorm educational materials and resources that already exist or which would be useful to create. (Amateur's guide to curating your collection, artifact catalog template, Site recording/collection documentation fact sheet, etc)
3. We will send a message to the SPA chapters:
  - a. Introduce the committee & its goals
  - b. Say we are here to help
  - c. Ask chapters to identify their Site Recording representative
  - d. Invite representatives to a meeting at the Annual Meeting in April
4. We propose that SPA build an Associates Program or Site Stewardship Network
  - a. Will be looking at other state models (Maryland, Texas, Arkansas to name a few)
  - b. Looking at Carnegie Field & Research Associates
  - c. Will need to outline training, procedure for vetting applicants, identify rights & responsibilities, set parameters around the sharing of site data

#### **New Program in a nutshell:**

- a. Training: Series of modules that must be completed. Certificates at the end of each.
- b. Completion of training program designates participate as an "Associate" or "Steward"
- c. Privileges:
  - i. Can be called upon by PHMC staff to conduct/assist in site visits
  - ii. Can lead survey/recording/collection documentation projects within SPA

- iii. Can get access to certain site information that is typically restricted as part of survey or research projects
- d. Responsibilities
  - iv. Coordination with PHMC
  - v. Delivering site records, updates, and collection info to relevant part of PHMC
  - vi. Protecting restricted information

**Hannah Harvey** will be taking the site survey work sessions to regional workshops on the road. Pittsburgh will be one of the stops.

**SPA Bus Trip 2020**—Civil War sites are the theme for the 2020 bus trip. Details will be available in the Winter and Spring SPA Newsletters, as well as special announcement and our website at: [www.PennsylvaniaArchaeology.com](http://www.PennsylvaniaArchaeology.com) .

## **Website /Web Sales-WEB TRANSACTIONS REPORT FOR YEAR TO DATE 2019**

Paper Back Issue Sales \$201.86  
Donation \$390.00  
Annual Trip \$1,775.00  
PDF Back issue sales \$995.87  
Memberships \$1,253.00  
Annual Meeting \$3,014.00  
Total PayPal Transactions \$7,629.73

Web site

Total page views: 40,000.

Average page views per day is 133.

People typically enter the site at the opening page (19,000).

The next most popular are Annual Meeting (1450) and the Chapters (1230).

Most likely place (75%) visitors come from is Direct address, Bookmark, or Link in email.

Only 10% came from a Google search.

Links from other web sites did not include archaeological, museum, or history web sites.

The most popular downloads are:

Meeting Programs

Membership

Length of stay: 90% were under 2 minutes

## **Workshops in Archaeology 2019 reports—State Museum and Meadowcroft**

**Meadowcroft—from John Nass:** The 4<sup>th</sup> annual Western Pennsylvania Workshop in Archaeology, October 5, 2019 was attended by 40-45 participants with 3 SPA chapters being represented in those numbers, Mon-Yough, Venango and Westmoreland. Steve Nissly provided flint knapping demonstrations in the Indian Village. The SHPO and Mon YOugh chapter provided artifact identification and site recording information. Speakers included: Dr. James Adovasio, Dr. DeeAnne Wymer, Amy Covell and Deborah Harding and Gregory Lattanzi. Mark McConaughy served as discussant and Kira Heinrich served as moderator.

The **Workshops in Archaeology** at the State Museum was held a week ago. A report will appear in the *SPA Winter Newsletter*.

## **New Business:**

## **Discussion for the good of the Society**

Donna Smith has resigned as co-chair of the **Awards Committee**. She has suggested a chair from the central of eastern part of the state although there are representatives of all geographic locations on the committee. John Nass, Co-chair, will assume the duties for the next cycle with a view to a revamp of the committee at the pleasure of President, Jonathan Burns.

**Brian Fritz** reports on an ESAF discussion that arose about authors posting their published materials to the **Academia and ResearchGate web sites**. Roger Moeller as editor was brought into discussion on this topic. The question is whether making articles freely available on these web sites was undermining the journals in which they were first published. We concluded that fighting new technologies is a losing battle and we should do our best to take advantage of the situation.

I propose that SPA adopt the following proclamation/policy in regard to Academia, ResearchGate, and similar web sites:

1. Articles should only be uploaded by authors. In addition, authors should have the right to have their articles removed if they did not upload them.
2. The article should include a clear reference to its published source. Doing so is beneficial to the author because the published source adds credibility to the article.

Roger supports these criteria. Future discussion and policy implementation will be needed.

**Kurt Carr** shared a copy of *The Monongahela Indians* brochure that can be used at education events and is available by contacting Kurt.

There being no further business, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Judy M. Duritsa  
Secretary, SPA