

Board of Directors Meeting  
Bedford, PA  
September 10, 2005

The meeting was called to order by President Amanda Valko-Fritz at 10:30 a.m. A quorum was present. (Attendance attached)

The **minutes** of the previous meeting were accepted as distributed on a motion by Brian Fritz, seconded by Bill Tippins. (PASSED)

The **treasurer's** written and verbal report was delivered by Paul Cowin.

**Old Business:**

**Financial Discussion of Budget, Elmer Erb Fund, and grants** followed.

- Budget/Grant Discussion:
  1. Cost of printing and mailing journal will be an outstanding budget item depending on the timing of the next issue. E.g. late 2005 vs. early 2006.
  2. We must use grant monies within the expected time period and guidelines. All grant monies and reimbursements for expenditures pertaining to grant money must be sent to the Treasurer for reporting and reimbursement.
  3. Use grant money for printing a promotional/informational handout for use in marketing, promoting and membership recruitment. Paul Raber volunteered to revise the old "Save Our Past" pamphlet for this purpose.
  4. No word from the PHMC on this year's grant awards.
  
- Kurt Carr send a report on the Elmer Erb Fund reorganization and transactions:
  1. Signatures changes have been made to access accounts but this process is not yet completed.
  2. Transfer of \$390.00 from Delaware Large Cap Value to pay Erie insurance.
  3. Matured CD was rolled over in August.
  4. Outstanding C-14 grant payments needs to be billed.
  5. Outstanding life membership payments also be made to general fund.
  6. Approximate total in Elmer Erb Fund is \$69,427.00.

**Pennsylvania Archaeologist** Status-Editor Bill Tippins reported that he is planning to complete 75(2) and have it mailed, if possible, before the end of the year. Mailing bulk mail after Thanksgiving is a conflict with the holiday mailings and may cause a delivery delay. With the resignation of Ed Dlutowski from the editorial committee, Bill will realign the committee. He described how he plans to use the committee to facilitate a timely turn around time to keep the printing of the journal on schedule. Bill reported on his investigation into the feasibility of changing format and other cost cutting possibilities. He reported that there is no significant saving in going to the larger format. Also, he found that we could produce the journal on a better quality paper at a savings because it is a more common weight paper. Bill also issued a request for submission of papers in the SPA Newsletter and on the website.

**Membership**-the numbers continue to increase with the journal being produced on time. The issue of a membership questionnaire suggested at the Annual Meeting was discussed. The board

feels that the website and access to officers and board members is an adequate sounding board for the membership to use to voice complaints or suggestions.

**SPA Website**—Brian Fritz apologized for any delays in posting announcements of news due to his being a full time student. He also requested an advance notice time of 3 weeks for chapter meeting announcements to be posted on the website. In the future, he plans to install a counter on the site to gauge the activity.

**Archaeology Month**—the continuing problems with late mailing and its solution was addressed. It was determined that PAC and SPA need to evaluate the process, investigate the cost of outside mailing services, outline the timetable needed to mail the packets to the appropriate people at the appropriate time in order to have the materials in hand for Archaeology Month. This is a goal and priority for the SPA. The secretary will make inquiries into mailing services costs. It is our turn to produce the poster in 2006. **The current Archaeology Month committee consists of: Jim Herbstritt, Amanda Valko-Fritz, Brian Fritz and Paul Raber.** A meeting with our PAC counterparts will be scheduled. An inquiry will go out to Beverly Chiarulli as to the status of the 2005 mailing process.

**Annual Meeting**—Mary Alice Graetzer submitted a written report. The 2006 Annual Meeting will be held in Washington, PA hosted by Allegheny Chapter #1. Future meeting hosts are not committed. Mary Alice contacted chapters: 5, 11, 16, 20, 26, 27, and 28 in early 2004 with no response. Would chapters 8 or 29 consider hosting? If changes in format are necessary to entice hosts, please contact Mary Alice with your suggestions. Mary Alice would like to invite others to serve on this committee.

**COAS Newsletter**—Amanda Valko-Fritz has volunteered to report the SPA's activities for the Coalition of Archaeological Societies (SAA). It will give us an opportunity to report on Archaeology Month in Pennsylvania and our Annual Meeting.

**Pennsylvania Archaeology License Plate**—we have no report on the status of that program.

**Commonwealth Archaeology Program**—no report. A written update will be included in the SPA Newsletter as reported by Kurt Carr.

### **New Business**

**Resignations and Appointments**—Ed and Ginger Dlutowski submitted resignations in May of 2005. This leaves vacancies on the Board of Directors, Editorial committee, Archaeology Month committee, and Awards committee chairperson. The president has appointed Melissa Diamanti to fill Ed's term as Director. The constitution provides for filling the position until the next election. On a motion by Paul Raber, seconded by Verna Cowin and passed by the Board of Directors, Meli has been appointed to complete Ed's term, which ends in 2009. The Awards chairperson position remains unfilled. The sale of SPA clothing, which was managed by Ed, will be turned over to the Society. If you would like to serve the Society in one of these capacities, please contact the President.

Mary Miles entered a motion to present Ed and Ginger Dlutowski with a resolution at the 2006 Annual Meeting in appreciation for their many years of outstanding service to the Society in so many capacities. Seconded by Verna Cowin and PASSED

**Consulting Party reports**—Brian Fritz reported on a Federal Highway Administration bridge replacement project that impacted Clarion Furnace site 36CL73. Brian discovered the breach in notification procedures and reported the encroachment to PennDot and the BHP. A tentative

mitigation agreement has been worked out. The final outcome remains to be seen. Without Brian's intervention, a large portion of this site would have been permanently lost.

Philip Perazio presented a draft plowzone site programmatic agreement from his SPA consulting partnership on the Upland/Lithic scatter sites. Philip is not in agreement with the proposed draft agreement. The board leaves this to Philip's discretion as the more experienced participant in these matters. Philip will consult with the other SPA representatives on our consulting partnerships list.

Amanda Valko presented an agreement from Andy Wyatt to be signed on "Prehistoric Archaeological Sites that Lack Vertical Stratigraphy". Andy is the SPA representative for the SR 15/30 Interchange improvement project for a road interchange in Adams County. The agreement was reviewed and will be signed and returned to Andy.

**Pennsylvania Farm Show**—Amanda Valko-Fritz and Paul Raber met with Jean Cutler and Barbara Franco to discuss SPA's participation with partners: PennDot, PAC, and the PHMC. The show's 2006 theme will be Pennsylvania Archaeology. Expenses will be covered but manpower is needed. The SPA is waiting for a second meeting for planning and details of what is expected from the Society.

Other points of discussion from the meeting included:

- Ways to promote archaeology in Pennsylvania, i.e.: making legislators and the public aware of the plight of archaeological resources in Pennsylvania possibly with legislative dinners and direct contact by our membership
- Developing promotional and marketing tools, i.e.: seminars, public forums, films, educational materials, such as handouts and teaching kits, WQED type tools similar to the programs produced by Rick Sebek.
- Funding is down for state collections, archiving and cataloging activities. There are funds outside the facility but internal work remains unfunded.
- Kurt Carr will be the contact for volunteering in the Commonwealth Archaeology Program.
- No word on the Archaeology License Plate Program.

**Database Support**—Jeff Kottmeyer asked to address the Board of Directors to seek help and support from our members for a "Pennsylvania Archaeological Database for Novices". We agreed to place an announcement in the Winter 2005-2006 SPA Newsletter. Jeff is looking for information to include in the database and feedback on the program's usability.

Bob Nale sent a number of publications from his Illinois group as examples of materials that might be developed for promotional/informational items.

The Society also received a flyer announcing the Clovis in the Southeast Conference and Exhibition scheduled for October 26-29, 2005 in Columbia, SC. Website for the conference is: [www.clovisinthesoutheast.net](http://www.clovisinthesoutheast.net).

There being no further business, the meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Judy M. Duritsa  
Secretary