

SOCIETY FOR PENNSYLVANIA ARCHAEOLOGY

GUIDELINES AND SUGGESTIONS FOR ORGANIZING ANNUAL MEETINGS

The Annual Meeting is an important event because it is the only time during the year when members convene to transact business, learn about recent projects, honor deserving members and socialize. Chapters of the Society take turns hosting the meeting, which should be held on the first or second weekend in April. The meeting is held in different parts of the state from year to year.

The Chair of the Committee for Annual Meetings is the contact for host chapters. Ideally host chapters are scheduled several years in advance. Chapters either volunteer or are asked to host. The SPA Board of Directors confirms the selection of host chapters. Organizations such as museums and colleges may help host an Annual Meeting, and two chapters may act as cohosts. These guidelines will hopefully make organizing an Annual Meeting easier for host chapters.

FIRST STEPS

Select a Program Chair and a Coordinator to organize the meeting. After studying options, choose the facility that will serve as the meeting headquarters. Recently meetings have taken place in a motel/hotel facility having guest rooms, multiple meeting rooms, and banquet space. A local museum may have a reception or open house. Primitive games can be held if appropriate open space is available nearby.

The weekend chosen will depend on the availability of the facility, local events and other meetings. The date should not conflict with known meeting dates of the Society for American Archaeology (SAA) and the New York State Archaeological Association (NYSAA), which often hold their meetings late in April. Since most people attending the meeting are of moderate means, the cost for guest rooms and other expenses should be reasonable. With the exception of the banquet speaker, all presenters pay their own expenses.

COMMITTEES

The meeting Coordinator can be the chapter President or another chapter member. The Coordinator should act as the liaison between the chapter and the host facility. The chapter selects the committee chairs. Hopefully chapter members will volunteer their services. You may also ask family, friends and members of other chapters to help. People may serve on more than one committee. Meetings in the past have been run by as few as 6-8 people, but having more people involved makes it easier. Be sure that everyone gets thanked afterwards.

Here is a list of committees that would be helpful in organizing a meeting. A suggested minimum number of people needed on that committee is shown in parentheses.

Registration (2)

Banquet (1)

Publicity (1) Primitive Games (2)
Hospitality (2) Audiovisual (1)
Book Room/Exhibits (2) Auction (2)

The Coordinator could take care of publicity and serve on other committees, such as banquet and registration. The Program Chair will be involved with audiovisual matters. Members should plan to be on more than one committee and help with more than one activity. Planners of recent meetings may have helpful organizational suggestions.

Committee chairs should keep track of their expenses. You may want to consider opening a separate checking account for the meeting. The chapter treasurer should be involved with registration.

OUTLINE OF EVENTS

Friday morning: meeting of Pennsylvania Archaeological Council (PAC); registration starts about noon; Book Room set-up.

Friday afternoon: usually PAC Symposium, open to everyone; Book Room opens about noon.

Friday evening: SPA Board meeting; Hospitality Room open.

Saturday morning: Annual business meeting and paper presentations; registration; Book Room open; begin silent auction.

Saturday afternoon: Paper presentations and primitive games; Book Room open until late afternoon; silent auction.

Saturday evening: Social hour and banquet; presentation of awards; banquet speaker; completion of auction; Hospitality Room.

Sunday morning: Paper presentations; Book Room closes if it remained open on Sunday.

THE HEADQUARTERS FACILITY

Recent meetings have been held in a motel/hotel facility. The requirements include a meeting room for 150, banquet space for 100, and Book Room/exhibit space that can be secured. The PAC and SPA Board meetings can be held in a room accommodating 30-40 people, or in a portion of a larger meeting room. The PAC Symposium may draw 75-100 people; it can be held in part of a larger meeting room.

The facility should be able to set aside a block of 40-50 rooms for SPA members, and they should offer a special group rate. The facility hopefully will not charge for meeting rooms, since we purchase a banquet and use quite a few guest rooms. If there are fees for meeting rooms, try to bargain for the lowest fee possible. They may require an advance. The SPA can advance \$100 for this purpose, upon request.

Try to find out what you can about the facility from groups who have done business there. You should feel comfortable in dealing with the staff and get consistent answers to questions. Get a written contract that gives details of all services being provided and the fees for each (sales personnel transfer often in big chains). Try to meet weekend staff in case the sales managers are not there on weekends. Check with the hotel periodically in case there are personnel changes. Most chapters prefer to provide their own drinks and food for the Hospitality Room because it is less expensive than buying things from the facility. Be sure to ask about that option. It may be necessary to make a reservation a year or more in advance.

CALL FOR PAPERS AND ANNOUNCEMENT

The host chapter will prepare the Call for Papers and the Announcement for scheduled SPA mailings. Contact the SPA Secretary for needed and the mailing deadlines. The Call for Papers is included in the September newsletter and the Announcement in January. The Call for Papers includes general information about the meeting and requests that potential speakers submit an abstract of a specified length to the Program Chair by a certain date. Mention if a special topic has been selected for a session. Be sure to state that the primary presenter must be a SPA member in good standing when the paper is accepted. Presenters are expected to preregister for the meeting.

The Announcement should contain information about the facility, such as location, phone number, room rates, etc. Include brief information about the events, such as SPA Board meeting, the program, Book Room, exhibits, auction, primitive games, and the PAC symposium, along with names and phone numbers of contact people. Mention details about the banquet, such as the speaker and the topic, if known. The bottom third of the Announcement should be a detachable preregistration form giving registration and banquet fees, deadline date for preregistration, and a place for the person's name, address, phone, and chapter or institutional affiliation. If needed, include a choice of banquet entrees. Also include the name, address, and phone number of the person to whom the preregistration form should be sent and how checks should be made out. The information about the meeting should also be submitted to the SPA website.

REGISTRATION

The registration fee should cover your estimated cost per person of hospitality, printing, and other expenses, plus enough to ensure a reasonable profit. The profit (or loss) from a meeting is split evenly with the SPA. The SPA hopes that Annual Meetings are profitable. To encourage preregistration, you can set the registration fee at the door higher than the preregistration fee. You may have a lower rate for students and the general public; some non-chapter members from the community might want to attend some paper sessions but not other parts of the meeting. You may add a profit margin to the banquet price. The chapter treasurer should chair the registration committee, since that person has access to the bank account and night deposit. Attendance in the past five years has ranged between 97 and 128. Typically about 65% of attendees preregister.

Registration should begin by Friday noon for PAC members and SPA members coming for the symposium. It should continue until a reasonable time Friday evening and again on Saturday from 8 a.m. until about 3 p.m. The registration table can have sign-up sheets for primitive games and be the information center.

Everyone attending the meeting should get a name tag with the person's name and chapter or institutional affiliation. The host chapter members can be identified by placing a color sticker on those tags. Tags for pre-registered people should be prepared ahead of time, perhaps with a computer, and placed in a large envelope containing the program, a list of local restaurants, a local map, and any additional information you might provide. Banquet tickets should be placed in a small envelope and then into the large envelope. Arrange these envelopes in alphabetical order. Local businesses might supply note pads, pens, or other useful items.

The registration table should be well equipped with extra registration forms, programs, pens, etc. People who did not pre-register will receive a registration packet and you will prepare a nametag. The cashier should have about \$100 of change in a cash box. Have a sign on the table telling people how to make out checks. You should be able to store the cash box in the hotel safe when it is not being used. The treasurer should be prepared to make a bank deposit Friday evening and/or Saturday afternoon, if it is convenient. If you use some of the cash receipts to partially pay the service bill, be sure to get a receipt for that transaction.

Ask people who register at the table if they are SPA members. Have SPA membership forms available for people who are not members or for people who need to renew their membership.

GENERAL SESSIONS AND AUDIOVISUAL

Chairs for the paper sessions may be arranged either theater style or at long tables, depending on your preference and space available. Make sure the public address system is working and provide a large projection screen. If the facility does not have what you need, they may rent it, or you can. Provide a wooden pointer and a laser pointer. The speaker's podium should have an adequate light. Ask for a table near the podium with water and glasses for speakers.

The Program Chair should ask presenters before the meeting if they plan to use slides or power point. If needed, have a Kodak Carousel projector available with an empty carousel and a spare projector bulb. You will need to provide a digital power point projector and a laptop computer. The projectionist should know how to run it. You will need one or two small tables for the projectors, heavy duty extension cords, and tape for securing them to the floor. Locate wall outlets and light switches. Speakers should hand a disk or a carousel with correctly positioned slides to the projectionist. Speakers can be asked to send disks before the meeting.

Have someone in charge of turning lights on and off; you may be able to dim the light enough so that people can take notes. Check out the light switches for ease of operation early on. All the requirements for speakers during the day pertain to the banquet as well. Plan ahead how the tables will

be set up for the banquet and where the screen, projector table and extension cords will go.

The Program Chair should select a moderator for each session. The moderator will introduce the session and each speaker and make any announcements that are necessary. The moderator will inform speakers in advance what the signal will be for five minutes or one minute remaining. It is up to the moderator to keep the session running on time. You may want to schedule breaks, at least in the morning sessions. Have tables at the back of the room set up for water and glasses and, if desired, coffee break items. Try to discourage people from talking loudly just outside the meeting room doors.

BANQUET

Banquet attendance over the past 5 years has varied between 69 and 80. The Banquet Committee should select the menu. The Sales Manager at the facility may have suggestions about what customers have liked in the past and what works well for groups this size. The dinner can be buffet style or served at the table, or some combination of the two. If you choose to have guests served at the table, you will need to add a choice of entree on the pre-registration form.

There is usually a social hour with cash bar before dinner. The bar should be available until the end of the dinner. You may have a long speaker's table near the podium, or you can place the speaker and others who will take part in the program at a table near the podium. Decide who will be seated there before the banquet and have name tags on the table. Simple centerpieces may be provided. The facility may have artificial flowers or candles that would be appropriate. Sometimes the tables are arranged in several long rows; other times there are round tables seating 8 or 10.

Select a Master of Ceremonies (MC) for the banquet. The SPA President and the Coordinator should agree beforehand on the program order. The MC should have the order and the information he/she will need to introduce the SPA President, the people giving awards, and others. The person presenting prizes for primitive games should try to keep that part of the program as short as possible.

The Program Chair or whoever introduces the speaker can entertain questions for the speaker after the talk, if time permits. You will need to set up the projection screen and the projector before introducing the speaker. This can be done as dessert is ending and the program is about to begin. Have someone ready to take care of the lights.

The MC makes announcements regarding attendance, the Sunday program, hospitality and Book Room hours, check-out time, and any other items of general interest. He/she should also thank the host chapter members for their work in planning and running the meeting, as well as any other people who were involved. Ask these people to stand for a round of applause. We strongly suggest that the banquet room be non-smoking, as some members are disturbed by smoke.

The SPA treasurer can supply a copy of the SPA nonprofit status form, so you will not be required to pay state tax on the banquet or other food items you order. The Coordinator should take care of that detail before the meeting

weekend. The banquet tickets may be collected at the door, perhaps for a door prize drawing, or collected by the staff at the tables.

The staff will probably need a number for the banquet 3-5 days in advance; they may be willing to add a certain number up to Friday evening or Saturday noon. You may have to make an educated guess about the number of people who will register at the door and want to attend the banquet. Having a buffet meal may make it possible to add some people even after the stated deadline. People who do not attend the banquet but want to hear the speaker may be invited to come after the dinner is over. Ask to have some extra chairs available at the back of the room.

BANQUET SPEAKER

The banquet speaker is the only paid speaker at the meeting. Try to choose someone whose topic will be of general interest to the membership. The Program Chair should make arrangements with the speaker. A reasonable fee might be \$150-200. The SPA will provide \$75.00 for a speaker's fee if the chapter has a financial need. The banquet speaker may be a drawing card to people who otherwise might not attend the meeting. The chapter should offer to pay for the speaker's room, meals, and travel expenses. The facility may include a free room in their package; ask about it.

HOSPITALITY

People attending the meeting enjoy socializing in the evening. Most facilities have a room or connecting rooms for this purpose. If the Hospitality Room will be near guest rooms, place members of the host chapter or other SPA members in those rooms. You can also set a reasonable closing time. People expect beer, wine, soft drinks, and snacks. You may ask your chapter members to contribute food or money, especially if they are not helping in other ways. The Hospitality Room is usually busier on Friday than on Saturday.

Some facilities provide breakfast in the room rate. When that has not been the case, some host chapters have provided a continental breakfast in the Hospitality Room or have had some breakfast items available in the meeting room or in a nearby room before the morning session. Another possibility is finding a sponsor for breakfast or a coffee break or part of the evening hospitality. You can arrange things in a way that seems easiest and most reasonable. If you order breakfast items or food and drink items for breaks from the facility, you may have to provide a guaranteed number before the weekend.

BOOK ROOM

Everyone attending the meeting will check out the Book Room, and most people will buy something. Therefore you should try to have available as many new and popular publications in archaeology and anthropology as possible. Use lists of vendors in recent years as a starting point for contacts. Check with the archaeologists at the State Museum to make sure someone will bring back issues of the Pennsylvania Archaeologist and museum publications. Ask for a 10% commission for selling things and agree upon the commission with the seller.

You may want a written contract. An alternate method of running the Book Room is to charge vendors for table space and expect them to do their own selling.

Expect vendors to bring their books or other items with them and pick up unsold items when the Book Room closes. You can decide if you want to deal with vendors who will not be at the meeting. Items such as T-shirts, artifact display cases and excavating tools can also be sold in the Book Room. The name of the person in charge of the room should be listed in the Announcement.

You should aim to have the room set up by Friday noon, so people coming to the PAC meeting and symposium but perhaps not staying for other events will be able to check out the Book Room. If some vendors come later, they can set up their displays when they arrive. Sometimes the room has closed late Saturday afternoon; sometimes it has been open on Sunday morning. To avoid problems, request a room that can be locked.

We recommend having two people in the Book Room generally and more during session breaks and lunch hour when it will be busier. The sales table should be near the door. The cashier should have a cash box with adequate change (\$100), a calculator, recording sheets, and a pad of receipts. Give each customer a receipt and keep a copy. Decide in advance how you will record sales, and have a sign telling people how to make out checks. Sellers should supply a list of the name/title of each item they have brought and the quantity of each. Make sure every item has a small tag with the price and the seller's initials or identifying code. You will need to estimate how many tables you will need. Tables should be arranged so that it is easy to walk around and view the merchandise. The facility should provide covers for the tables.

EXHIBITS

Exhibits should be solicited, as everyone is interested in seeing artifact collections and learning about new finds and recent excavations. List the person in charge of exhibits in the Announcement. People wanting space should contact that person, so you know how many tables to prepare. Artifacts should be in exhibit cases and the cases labeled. Special artifacts should not be left in the room overnight.

The exhibits may be displayed in the Book Room. Exhibits meant to stand on a table may be placed behind books or display cases. If there will be a separate Exhibit Room, make sure it can be locked, and have someone there whenever it is open.

PRIMITIVE GAMES

Various contest divisions, rules, eligibility requirements, etc., are available, so the chapter committee can use them to plan the games. Prizes are traditionally given to 1st and 2nd place winners in each division. The prizes should be simple and appropriate for the occasion. You may want participants to sign a "Release from Liability" form, as has been done at several meetings. Sign-up sheets for the games can be at the registration desk. Members of other chapters may help if asked, and they can provide some equipment.

AUCTION

An auction to benefit the Erb Permanent Fund (50%) and the host chapter (50%) has become a feature of meetings, but having an auction is not obligatory. Most auctions have been held at the end of the banquet program. Because the evening is often too long with an auction, we suggest having a silent auction Saturday in the Book Room, where donated items can be displayed with necessary instructions for bidding. Move everything to the banquet room and finish the auction during the social hour or during the dinner. You could save some items for a live auction at the banquet.

If you have a short live auction, you will need an auctioneer and 1-2 people to display items and take them to the buyers. You will need a cashier with cash box and a recorder at a table, in any case. Announce winners in the silent auction at the end of the program. They will pick up what they won and pay on the way out.

Solicit items that would be of archaeological or general interest from SPA members and the host chapter, or perhaps local merchants. White elephant items may or may not sell. Handcrafted items are popular.

PUBLICITY

In addition to sending the Call for Papers and the Announcement to SPA members, you will want to send information about the meeting about 4 weeks in advance to nearby colleges and universities (Anthropology/Sociology Departments), social science teachers in high schools, local libraries and historical societies. Also send information to your local newspapers and perhaps a local TV information channel. If a local newspaper will run a photo of the banquet speaker, that person can be asked for a picture that can be returned at the meeting or later. You might stress different things, such as primitive games or the banquet speaker for the newspaper, and the topic of a special session or just Pennsylvania prehistory and history for schools and colleges. General information should be sent to ESAF and archaeology societies in neighboring states (Roger Moeller at Archaeological Services may do this on his website.) Make sure the Call for Papers, the Announcement, and the program are put on the SPA website.

BUSINESS MEETINGS

The SPA Board of Directors meets on Friday evening in a room that can accommodate about 30-40 people or part of a larger room. Have a table set up in front for the officers, with a pitcher of water and glasses. Also ask for a table in the back of the room with water and glasses for people attending the meeting.

A general Business Meeting is held sometime on Saturday. You should consult with the SPA Secretary about when this meeting should be scheduled. It has usually been scheduled on Saturday at 8 or 8:30 a.m. for an hour. If there will be an election requiring a printed ballot, the Coordinator and the SPA

Secretary should consult about how this will be done. Sometimes ballots have been placed in the envelopes of pre-registered members in good standing. Someone at the registration desk would need to know which persons registering at the door should be given ballots.

PRINTED PROGRAM

The printed program for the meeting should follow this format:

Front page: the top 3/4 of the page should contain the SPA logo, the anniversary year of the meeting, the name of the organization, and the date and location of the meeting. The bottom 1/4 of the page should contain the host chapter's name.

Inside pages: these pages should contain the program with all necessary details, such as time and place of papers, speakers' names, paper titles, time and place of other events, etc. List the banquet program and when various rooms will be open. Abstracts can follow the program.

Last page: the last page should list the SPA officers, directors, and editor. The SPA Purpose can also be on this page or on another page.

The cover should be of card stock. Choose a print size that is easily readable. Traditionally the format of the program has been a folded 8 1/2" by 11" size. Since attendance has recently been between 100 and 130, print about 150 programs. Extras can be useful to various people.

PAC MEETING AND SYMPOSIUM

The Pennsylvania Archaeological Council (PAC), an organization of professional archaeologists in the state, usually holds a meeting in conjunction with the SPA Annual Meeting. After the facility and dates are chosen, the Coordinator should inform the PAC president about the time and place of the meeting. PAC will either contact the facility about their needs or ask the Coordinator to make arrangements for them. They need a meeting room on Friday morning for 30-40 and a room that can seat about 100 for their usual Friday afternoon symposium. They sometimes have used part of a larger room.

If there is a room fee or if PAC plans to buy a morning coffee break, they will either pay the bill directly or reimburse the host chapter for their expenses. It may be to their advantage to be under the SPA umbrella, if the SPA nonprofit status will save them state tax on food ordered. Encourage PAC members to become SPA members when they register, if they are not already. Include the topic of the symposium in the Announcement, if it is known. Check on whether PAC will need projectors and a screen for the symposium.

FINANCES

The host chapter and the SPA divide the meeting profit or loss evenly. The registration fee should be set high enough to cover estimated expenses and generate a profit. The SPA can advance at least \$100 before the meeting if the host chapter must pay an advance that it cannot cover. The advance is to be repaid after the meeting. If the chapter needs help in financing a reasonable banquet speaker's fee and other expenses for the speaker, the SPA will provide \$75.00. Income from a raffle should be treated as regular income.

The profit from an auction is to be divided evenly between the host chapter and the Erb Permanent Fund of the SPA. Ask the SPA treasurer how checks to the SPA and the Erb Permanent Fund are to be made out and to whom they should be sent. Checks should be sent to vendors in the Book Room for their share of the proceeds within a week after the meeting.

FINAL REPORT

When the accounting for the meeting is complete, a final report should be prepared and submitted to the SPA President, the SPA Secretary, and the Chair of the Annual Meeting Committee. You will be given a form to follow for your accounting. The report should include the financial accounting, a program and copies of the Call for Papers and Announcement. The report should be submitted by September.

SPEAKERS AT SPA RECENT BANQUETS

1990--John Witthoft

1991--David Watters (Carnegie Museum); Archaeology in the Caribbean.

1992--William Sanders (Penn State Univ.); Maya Archaeology and the Copan Project.

1993--Jay Custer (Univ. of Delaware); Archaeoastronomy in Ancient Lancaster County.

1994--Robert Maslowski (U.S.Army Corps of Engineers); Late Woodland Cultures in the Mid-Ohio Valley.

1995--Henry Miller (Director of Research, Historic St. Mary's City); Project Lead Coffins.

1996--J. Martin West (Director, Fort Ligonier Association); Bringing Ft. Ligonier into the 21st Century.

1997--James Adovasio (Mercyhurst College); Late Ice Age Cultures in Southern Russia.

1998--Kristen Stevens (Gettysburg National Military Park and Eisenhower National Historical Park), and Allen Cooper

(Valley Forge National Historical Park); National Park Service Contributions to Pennsylvania Archaeology.

1999--Tribute to Stanley Lantz

2000--Dean Snow (Penn State University): Telling Time: Some Curious Facts about How We Know How Old Things Are.

2001--David Johnson (National Park Service): Correlation between Nasca Lines and Subterranean Water Resources in Peru.

2002--David Watters (Carnegie Museum): Images and Artifacts from Carnegie Museum's 1903 Costa Rica Expedition.

2003--David Webster (Penn State University): The Peaceful Maya?

2004--Reinaldo Morales (Clarion University of Pennsylvania): Re-presenting the Past: Brazilian Rock Art in Context.

2005--Barbara Little (National Park Service) Archaeology as a Shared Vision

2006--Brian G. Redmond (Cleveland Museum of Natural History) Opening an Ice Age Time Capsule: The Archaeology and Paleontology of Sheriden Cave.

2007--Timothy Messner (Temple University) Starch Grain Analysis and its Utility for Understanding Prehistoric Plant Use.

2008--David A. Anderson (GAI Consultants, Inc.) Rulers and Ritual: Searching for the Origins of the Egyptian State at el-Mahasna.

2009--Bruce Bomberger (Landis Valley Museum) French and Indian War Forts of Pennsylvania.

2010--Bernard K. Means (Virginia Commonwealth University/Versar, Inc.) Digging during America's Darkest Days: Roosevelt's New Deal and America's Archaeology.

2011--Dean Snow (Penn State University) Big Ideas in American Archeology: How Pennsylvania can Contribute.

2012--Michael J. Shott (University of Akron) Documenting the Archaeological Record: The Complementary Roles of Professionals and Amateurs.

2013--David Orr (Temple University) City Point, Virginia, before the Civil War, during the War, and Today.

2014--Ronald F. Williamson (Archaeological Services Inc., Toronto) The Mantle Site: Social and Political Change and Economic Planning in a Sixteenth Century Ancestral Wendat Community.

2015--James M. Adovasio (Mercyhurst Archaeological Institute) Meadowcroft Rockshelter and the First Americans.

2016--Josh McConaughy (The Archaeological Conservancy) The Archaeological Conservancy in the Midwest.

2017--Robert D. Wall (Towson University) Paleo to Susquehannock in the Upper Potomac Valley: The Barton Site.

2018-Michael Gramly (Buffalo Museum of Science) Ritual Hunting of Proboscideans in the New World: Its Character, Inception, and Disappearance.

2019-Brian Redmond (Cleveland Museum of Natural History) What Happened to Whittlesey? and Other Tales of Northern Ohio Prehistory.

2022-Matthew Gault (Director of Education, Fort Ligonier) Perspectives of George Washington's Friendly Fire Incident.

RECENT SPA ANNUAL MEETINGS

April 27-29, 1990 Frances Dorrance Ch.11, Quality Inn, Wilkes-Barre. May 3-5, 1991 Ohio Valley Ch.22, Days Inn, Brookville.

May 1-3, 1992 Bald Eagle Ch.24, Holiday Inn, State College.

April 23-25, 1993 Forks of the Delaware Ch.14, Sheraton Pocono Inn, Stroudsburg.

April 22-24, 1994 Allegheny Ch.1, Harley Hotel, Pittsburgh.

May 5-7, 1995 Schuylkill Valley Ch.21, Holiday Inn, Morgantown.

April 26-28, 1996 Westmoreland Archaeological Society Ch.23, Ramada Inn, Ligonier.

April 25-27, 1997 Frances Dorrance Ch.11, East Mountain Inn, Wilkes-Barre. April 24-26, 1998 Conejohela Ch.28 and The Bureau for Historic Preservation, Holiday Inn, New Cumberland.

April 23-25, 1999 Ohio Valley Ch.22, Days Inn, Brookville.

May 5-7, 2000 North Central Ch.8; Radisson Inn, Williamsport.

May 4-6, 2001 Forks of the Delaware Ch.14, Holiday Inn, Bartonsville.

April 26-28, 2002 Westmoreland Archaeological Society Ch.23; Four Points Sheraton, Greensburg.

May 9-11, 2003 Bald Eagle Archaeological Society Ch.24; Ramada Inn, State College.

April 23-25, 2004 Ohio Valley Ch.22; Holiday Inn, Clarion.

April 22-24, 2005 John Shrader Ch. 21; Holiday Inn, Morgantown.

May 5-7, 2006 Allegheny Ch.1; Ramada Inn, Washington.

April 20-22, 2007 Forks of the Delaware Ch.14; Four Points Sheraton, Allentown.

April 4-6, 2008 North Fork Chapter 29; Holiday Inn, Clarion.

April 3-5, 2009 Pennsylvania Historical and Museum Commission at the State Museum, Harrisburg.

April 9-11, 2010 Westmoreland Archaeological Society Chapter 23; Four Points Sheraton, Greensburg.

April 8-10, 2011 John Shrader Chapter 21; Holiday Inn, Morgantown.

April 13-15, 2012 North Fork Chapter 29; Holiday Inn, Clarion.

April 19-21, 2013 Mon-Youch Chapter 3; Holiday Inn, Uniontown.

April 4-6, 2014 Westmoreland Archaeological Society Chapter 23; Ramada Hotel, Greensburg.

April 10-12, 2015 Forks of the Delaware Chapter 14 and Hawk Mountain Chapter 31; Best Western Lehigh Valley Hotel and Conference Center, Bethlehem.

April 15-17, 2016 Ohio Valley Ch. 22, Park In by Radisson, West Middlesex.

April 7-9, 2017 The State Museum of Pennsylvania and the Pennsylvania Historical and Museum Commission, Radisson Hotel Harrisburg, Camp Hill.

April 6-8, 2018 North Forks Ch. 29, Comfort Suites Hotel, Dubois.

April 5-7, 2019 Mon-Yough Ch. 3, Ramada Inn by Wyndham, Uniontown.

April 8-10, 2022 SPA Board of Directors, Ramada Inn by Wyndham, Ligonier.

Revised April, 2018
Mary Alice Graetzer, SPA Annual Meeting Chair