

Agenda

Flinders Archaeological Society Annual General Meeting

To be held in North Theatre 2, Flinders University at 5pm on Thursday, 27.11.14

1. Welcome and acknowledgements
2. Apologies
3. Minutes of the previous AGM (14.11.13 where a quorum was not achieved) and resulting SGM (12.3.14)
4. Business arising from those minutes
5. Reports from the following committee members (please see attachments)
 - 5.1 President: Dianne Riley
 - 5.2 Vice President: Rick Hunt
 - 5.3 Secretary: Bradley Kerr
 - 5.4 Treasurer: Amber Millikan
 - 5.5 Public Relations Officer: Adeena Fowke
 - 5.6 Membership Officer: Chelsea Wiseman
 - 5.7 Publications Officer: Jana Rogasch
 - 5.8 Social Coordinator: Kahlia Pearce
 - 5.9 Risk Adviser's and General Representative's report optional
6. All 2014 committee positions declared to be vacant.
7. Nominations for 2015 committee positions
8. Nominations for Honorary Life Membership
 - 8.1 Andrew Wilkinson
 - 8.2 Professor Claire Smith
9. Other business:
 - 9.1 FUSA Affiliation
 - 9.2 Changes to constitution:
 - 9.2.1 Section 12.1: delete 'The General Committee of the Society consists of at least the following positions:' and substitute with 'The General Committee of the Society consists of a maximum of ten (10) members, including at least the following positions:'
 - 9.2.2 Section 12.1.5: delete 'Risk adviser' and substitute with 'Field work coordinator'
 - 9.3 ArchSoc 5 Year Plan
 - 9.4 WAC 8

Committee Reports

Executive Committee

1. President's Report (Dianne Riley)

The year for the current ArchSoc committee, which has only been in office since early March of this year, has been a productive one. Not only has your committee honoured its inherited scheduled commitments, such as O'Week, 2014 Graduate Celebrations, History Month events and the pub crawls but it also strove to meet the needs of our members according to the requirements of our Constitution. Even with the change of personnel in the Executive Committee in June/July, this committee has taken advantage of every opportunity to promote itself in the interests of its membership base. For the first part of 2014 my role on the committee was Vice President, however, all that changed when I was voted in as President at the August committee meeting. These changes all came about due to the sudden resignation of Brad Guadagnin in early June, whilst I was overseas doing field work.

In fact this Committee not only met all of its commitments, it listened to the suggestions of its members and as a result introduced ArchSoc Workshops. The first two of these workshops focussed on the Total Station and were successful from many aspects. The success of these workshops, held in August and September, was in great part due to Rob Koch who quickly moved to demystify the various pieces of equipment in question and guided the attendees through the theory and onto the practical aspects of the total station. The feedback from the ArchSoc members who attended the workshops was positive and encouraging. Another workshop was held in October, and under the patient and expert guidance of Jordan Ralph the attendees focussed on the field application and use of the GPS 'rino' units. These GPS units had previously been donated to ArchSoc by a very generous benefactor, who wishes to remain anonymous. I pause here to again thank and acknowledge this person. The purpose of one of ArchSoc's fund raising events, a bake sale, held in October, was to offset the cost of a protective case for the GPS units. Over \$50 was raised through this fund raiser, and I take this opportunity to thank the members who donated goods for sale as well as the people who supported this fundraiser by purchasing the many delicious goods we had for sale. These efforts resulted in the overall cost to ArchSoc of the Pelican protective case for the GPS units being reduced from \$176 to \$126. I would like to also thank Jordan Ralph for researching the type of protective housing needed (the Pelican case) and for also obtaining the necessary quotations on behalf of ArchSoc.

I would like to thank Rob Koch and Jordan Ralph for making time in their busy schedules and weekends and for offering their services pro bono to ArchSoc and its members. Again I reiterate that all who attended the workshops offered nothing but praise for the workshop leaders and in fact eagerly awaited the opportunity to attend the next workshop offered. ArchSoc 2014 would hope that similar opportunities for professional development continue throughout 2015.

Due to the success of the above workshops ArchSoc has set out the groundwork for more workshops to be held during 2015, with Rob Koch, Bob Stone and Jordan Ralph all agreeing to lead at least three workshops in the first semester of 2015. ArchSoc is also looking into the possibility of working with Andrew Frost with a view to holding a GIS workshop sometime in 2015.

During 2014 ArchSoc continued its association with FUSA and looks to do continue this relationship in 2015. FUSA have not only allowed ArchSoc to hold many of its meetings in their rooms but have been very helpful in answering queries and meeting requests from ArchSoc. FUSA, in 2014 has actively worked towards improvement at many levels; not only with its communications but with the condensing of its forms for events and as a result life has been made a little easier for those making applications for grants and approvals. Our ongoing

relationship with FUSA has allowed and encouraged us to apply for various grants; these grants are at present being formatted for submission.

In 2014 your ArchSoc committee experimented with different venues, as well as different times and days of meetings in order to allow committee member to have the opportunity to attend meetings. I think that this has been successful to some extent, however, with the problem of working in with everyone's different timetables, this continues to be an ongoing challenge.

You will be sent a Five Year Plan for consideration before the Annual General Meeting (AGM); please read it carefully. It has been added to the Agenda for the AGM and has originated from the Forum that was held early in November. At this Forum a group of fourteen people met together in an informal atmosphere to discuss possible future pathways for ArchSoc. Good healthy discussions took place and the result is the proposed Five Year Plan.

ArchSoc has again been fortunate to be involved with the Australian Archaeology, namely the AAA journal mail out in 2014. Due to various reasons, however, ArchSoc was not able to support the mail out with the usual turnout of helpers in June. The next mail out is rapidly approaching and we encourage as many members as possible to volunteer to assist with the mail out as not only do many hands make light work but ArchSoc has the opportunity to benefit financially by assisting with the mail outs. I would like to thank the Editors of AAA, Associate Professor Heather Burke and Dr Lynley Wallis for the opportunities afforded to ArchSoc during their time as Editors of this journal.

2015 appears on the horizon as an exciting time where hopefully new innovations, such as a 'handover camp' at Camp Coorong, have a real possibility of happening, but this can only happen with the energy and commitment of an enthusiastic committee and interested members. Our membership base did not increase during 2014 and we hope that the changes to the Constitution ensure that never again will an ArchSoc AGM not achieve a quorum and as a result put on hold any progress an incoming committee can make. The 2014 committee took up their roles in early March and looking back as President I consider that your committee has continued to build on to the strong and healthy society that it inherited. Your committee has overcome obstacles and moved forward with only the society's best interest in mind. Many of your committee were first time committee members in March, who have risen to the various challenges that they have encountered since then. Looking back, especially with regards to the second semester I consider that ArchSoc 2014 has achieved two of its core aims, that of transparency and of open communication and I hope that these two aims remain an important part of the aims for the 2015 committee.

I have enjoyed my time as President and consider it an honour to have represented this Society in that capacity.

Wishing you all a safe and happy break and I hope that 2015 is a successful year for everyone. Thank you.

2. Vice President's Report (Rick Hunt)

I have been Vice President of Flinders ArchSoc since 7th August, 2014, when there was a change of personnel, brought about by the resignation of Bradley Guadagnin at the June meeting. I had previously been a member of the General Committee of ArchSoc and have since March 2014 attended regular ArchSoc meetings. During that time I have also been actively involved in ArchSoc events, such as the Flinders University Open Day, helping out at the weekly archaeology seminars and have also supported ArchSoc at one of the Total Station workshops.

During that time I have found the Flinders ArchSoc Executive and General committee members to be committed and friendly.

3. Secretary's Report (Bradley Kerr)

I have been involved in ArchSoc activities since 2012 when I first became a member. This year, I undertook the position of Secretary for ArchSoc on the 2014 committee. For a brief period of time during the presidential turnover I held the position of 'Acting President' in the brief absence of the Vice President, who was overseas at the time. I have also helped out at several events and taken the minutes at the meetings I have been able to attend. During my absences from the meetings, especially in the second semester, Adeena Fowke has been Minute Secretary.

4. Treasurer's Report (Antoinette Hennessy, with Amber Millikan)

Overview

ArchSoc remains financially strong with a current bank balance of \$4,154.62 (as of the 13th of November), falling \$318 (only 7%) under our starting balance in January this year (see table 1). There is currently \$166.90 in the petty cash reserve, but this amount will shortly increase due to incoming funds from the sale of pub crawl t-shirts.

Graph 1 shows a relatively static pattern in banking activities throughout the year, but does not accurately represent the overall activeness of the Society itself. There was a tendency to use cash from the petty cash tin which also accounts for the relatively static pattern in banking activities this year. Graph 2 perhaps shows a more accurate representation of the Society's activities, especially mid-year and towards the end.

ArchSoc has received good proportion of its revenue this year from donations (AAA, WAC, FUAD), pub crawl shirt sales, and merchandise sales. The organisation of fundraising activities has not been as essential in comparison to previous years due to the Society's financial strength. Recent professional development workshops are a reflection of this as these workshops are free of charge and do not aim to raise money. This is a good sign for the Society as a facilitator of professional development opportunities.

Revenue and expenditures

The Society was involved with the National Archaeology Students Conference (NASC) which was held earlier this year. The Society primarily offered financial support, including sponsorship for international students, and covering costs of webhosting. Many local members were also heavily involved in the NASC organisational committee and/or organisational team. Any attempt, therefore, to undertake independent projects or events may have proven difficult to organise and seek support for. ArchSoc still organised the 2014 Graduates' Celebration in April, and hosted the annual 'Meet the Archaeologists' event for National Archaeology Week in May. The first of two pub crawls was also held in May, and pub crawl shirt sales accounted for the majority of financial activity that month.

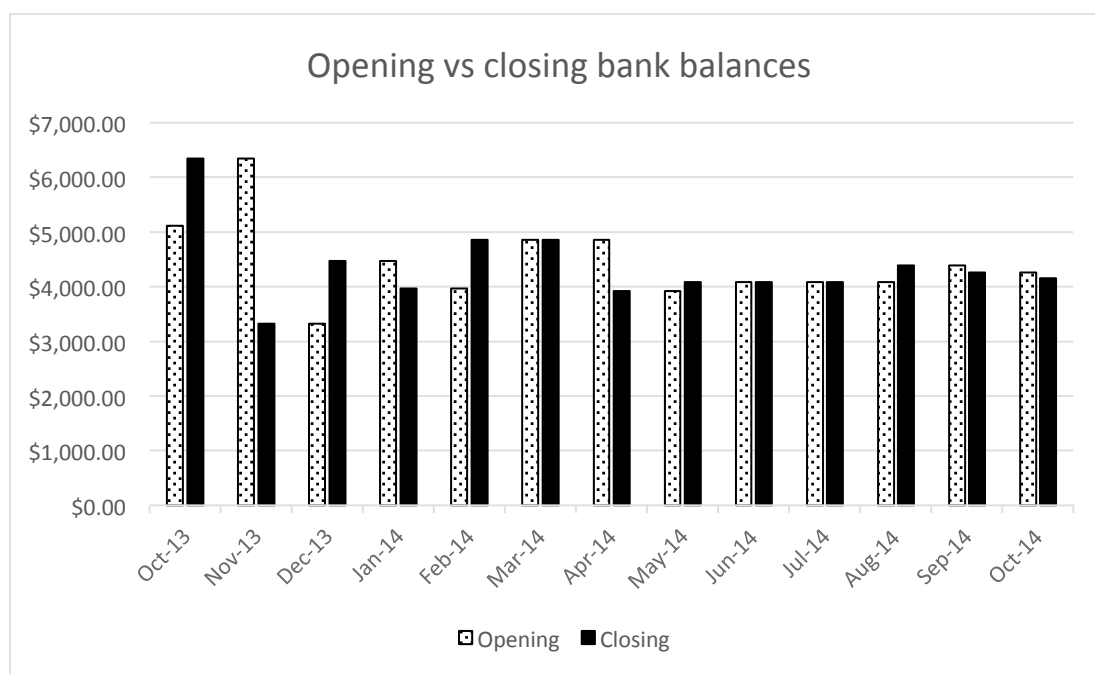
November 2013 and April 2014 account for ArchSoc's biggest losses/expenditures (see table 2). In November, the Society hosted its 21st birthday, of which finances were still carefully considered, but more leeway was given due to the celebratory nature of the event. Sufficient funds were also raised from ticket sales, fundraising activities and grants, which left the Society with a sizeable balance after costs. Other expenses included costs for unrelated events (e.g. conference sponsorships, reimbursements, etc.), but December 2013 saw a recovery of funds from seminar catering reimbursement and donations for gifts. In April this year, the biggest expenditure was NASC sponsorship for international students; however, a substantial monetary donation from the World Archaeological Congress (WAC) helped to cover the sponsorship. There is currently \$435 unaccounted for in April as well.

The pub crawl in May was the most successful fundraising event this year; raising between \$160-\$200 after expenses. A bake sale was held to help cover funds for the Pelican Case for our GPS units (raising approximately \$50), and there are still efforts to sell merchandise at events –

August, in fact, saw many socks and polo shirts being sold on Open Day and Orientation Day, and more were sold during the Total Station workshop. There is still one more pub crawl, and a quiz night/Christmas party to be held which are fundraisers with the great potential.

Month	Opening balance	Closing balance	Difference
Oct-13	\$5119.23	\$6347.14	\$1227.91
Nov-13	\$6347.14	\$3324.02	-\$3023.12
Dec-13	\$3324.02	\$4472.82	\$1148.80
Jan-14	\$4472.82	\$3968.82	-\$504.00
Feb-14	\$3968.82	\$4852.02	\$883.20
Mar-14	\$4852.02	\$4852.02	\$0.00
Apr-14	\$4852.02	\$3917.02	-\$935.00
May-14	\$3917.02	\$4079.18	\$162.16
Jun-14	\$4079.18	\$4079.18	\$0.00
Jul-14	\$4079.18	\$4079.18	\$0.00
Aug-14	\$4079.18	\$4389.62	\$310.44
Sep-14	\$4389.62	\$4261.62	-\$128.00
Oct-14	\$4261.62	\$4154.62	-\$107.00

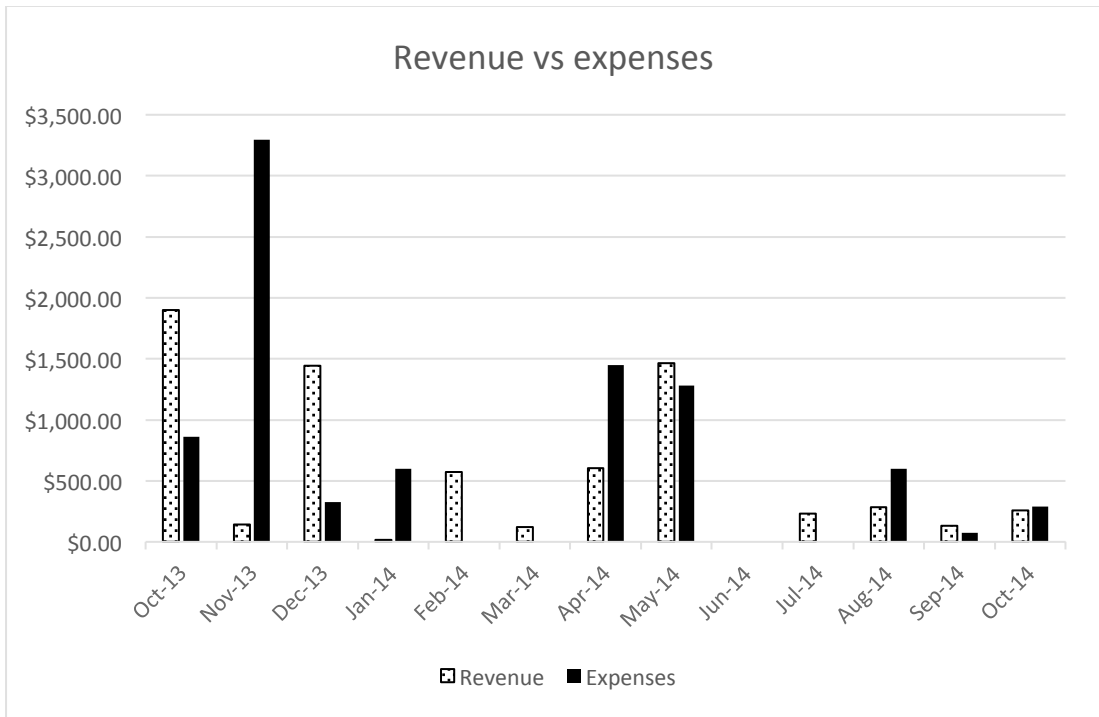
Table 1. Opening and closing balance figures with differences (red showing losses) per month



Graph 1. Opening and closing balances of ArchSoc NAB account from Oct 2013 - Oct 2014 taken from bank statements

Month	Revenue	Expenses	Difference
Oct-13	\$ 1,900.93	\$ 863.40	\$ 1,037.53
Nov-13	\$ 142.00	\$ 3,295.02	-\$ 3,153.02
Dec-13	\$ 1,441.40	\$ 324.60	\$ 1,116.80
Jan-14	\$ 15.00	\$ 600.00	-\$ 585.00
Feb-14	\$ 572.30	\$ -	\$ 572.30
Mar-14	\$ 120.00	\$ -	\$ 120.00
Apr-14	\$ 605.00	\$ 1,448.00	-\$ 843.00
May-14	\$ 1,464.55	\$ 1,283.20	\$ 181.35
Jun-14	\$ -	\$ -	\$ -
Jul-14	\$ 230.00	\$ -	\$ 230.00
Aug-14	\$ 283.00	\$ 599.04	-\$ 316.04
Sep-14	\$ 132.00	\$ 73.29	\$ 58.71
Oct-14	\$ 256.90	\$ 288.05	-\$ 31.15

Table 2. Figures for revenue and expenses with differences (losses shown in red) per month



Graph 2. Revenue and expenditure of ArchSoc from Oct 2013 - Oct 2014

Major issues

It should be noted that most of the data presented above came from PayPal receipts and bank statements, and does not account for all non-digital financial activities due to lack of records in the first semester. It is difficult to provide accurate numbers of costs/revenue for some events earlier this year. Access to digital records has made record-keeping less difficult, but it still cannot account for transactions made in cash. This can be problematic in terms of financial accuracy and transparency when there is no traceable documentation – which has been proven in the past. This can also have an impact on reviews which aim to assess the financial success and viability of events. It is suggested, therefore, that a standardised record-keeping method is practised and shared amongst committee members; however, it is up to the Treasurer to reinforce these practices to maintain consistency and transparency.

Another issue that has come to our attention is the traceability of reimbursements. This has come about from an incident earlier in the year when a parking fine (~\$85) was incurred during an event in the city in May and reimbursed, which goes against our Constitution (s2). It must be noted that reimbursements cannot be approved without supplying official evidence (e.g. tax receipt), and must not be made without the express permission from at least two members of the Executive – including, at least, the Treasurer. It is, therefore, suggested in future to produce a form to be filled out and signed by the agreeing parties for their records.

General Committee

5. Publications Editor (Jana Rogasch)

2014 was a year of successful renewal for Dig It. The editing committee, consisting of Antoinette Hennessy, Jordan Ralph, Matthews Ebbs and myself, decided to develop Dig It into a peer-reviewed journal under the new title: Dig It, the Journal of Flinders Archaeology Society. Dig It is now one of only three peer-reviewed archaeology student journals in the world, the other two being ABD and Chronika out of the Anthropology Department of the State University of New York at Buffalo.

Our peer review involves anonymous international and external reviewers, experts in the specific research area of a paper, who review the content of that paper in a double-blind process. Our permanent review committee reviews language and structure. The editors organise the review, compile the comments and communicate with the author about possible improvements of the paper. It is a time-consuming but rewarding process that guarantees Dig It to be of high quality, and provides extensive feedback to the authors, early career researchers, who will benefit for their further professional life. The editors, review panel and many of the external reviewers are also early career researchers who learn from the Dig It experience.

The first issue of Dig It 2014 was published in the beginning of June with 6 original research papers, 1 research essay, 2 field reports, 1 interview and 2 book reviews. This issue had a more international focus, with topics and authors from Europe, the Middle East and US alongside Australian topics. For the second issue, to be published in early December, we decided to focus more on Australian-specific topics and to encourage more undergrad students to write. We are currently looking at 3 original research papers, 2 essays, 3 field reports, 1 interview and a numbers of book reviews that were products of the book review Master Class in November.

In addition to producing two journal issues, the Dig It editors organised a Master Class on writing book reviews (with Alice Gorman) on November 14th and a workshop on working with InDesign with our layout team, Antoinette and Jordan, on November 21st. The workshops aim to provide learning opportunities as well as advertise Dig It and offer possibilities to get

involved by writing or formatting with us. There will also be another social event to launch the second issue of 2014.

All in all, 2014 has been a very busy but very successful year. We are looking forward to seeing what exciting new developments the next year will bring for Dig It.

6. Membership Officer's Report (Chelsea Wiseman)

At present, there are 99 fee-paying members of the Flinders Archaeological Society. Earlier in the year, we experienced difficulties with our member database, but has been recently remedied. This has prompted the use of a receipt system in order to monitor membership. The cost of membership has been organised differently than last year, with membership costing a flat fee of \$15 rather than providing an early bird discount. In addition, the membership database has been made available to the committee via Dropbox. In summary, I believe that membership has flourished this year and created an active society.

7. Public Relations Officer's Report (Adeena Fowke)

During this year the Flinders Archaeological Society has had numerous events for its members. These events were advertised through the ArchSoc email, Facebook, and the ArchSoc blog and Twitter. The events that were held and advertised ranged from social networking to professional development events. These included Pub Crawls, Meet the Archaeologists and Student Archaeologist Night, two Total Station Workshops, a Bake Sale, and a GPS Workshop. There are currently a few events that are in the process of being advertised. These are the ArchSoc AGM in November, a Christmas Party/Quiz Night in December, and the annual Diggers' Shield cricket match in March (where we intend to take up the gauntlet thrown down earlier this year by the Palaeontology Society!).

8. Social Coordinator's Report (Kahlia Pearce)

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9. Risk Adviser's report and General Representative's report optional.

Nominations for Honorary Life Membership

1. Andrew Wilkinson

Andrew has been a Fee-paying member of the Flinders ArchSoc since 2007, a total of eight consecutive years.

Andrew became a member of ArchSoc when he commenced the Bachelor of Archaeology, and has been among the most active members of the Society during that period. He has played an active role in running the Society by going above and beyond the responsibilities of his role as both a member of the committee and as a member of the Society.

During the last eight years, Andrew has held various positions on the ArchSoc committee, including President (2013), Vice-President (2008-2010), webmaster (2007), risk adviser (2012) and general representative (2012). Through these roles, Andrew was able to create and provide opportunities for other ArchSoc members, which helped them develop their personal and professional development. Some of these opportunities include field trips to Lake Mungo World Heritage Site, Burra, and the Flinders Ranges, which gave several ArchSoc members the opportunity to visit a number of archaeological sites they would not normally have been able to visit. Andrew also took a group of students to Port Arthur World Heritage Site in Tasmania where ArchSoc members were involved in a salvage excavation and artefact cleaning and cataloguing.

Andrew has represented ArchSoc at national and international levels as a volunteer at different conferences, including the AAA (2009), WAC (2013) and NASC (2014), which boosted the profile of the Society. He has also represented the Society at public lectures and Flinders University open days, where he helped recruit new students to the Department of Archaeology and new members to the Society.

Andrew is always happy to lend a hand to any event that the Society or the Department is organising, including organising, setting up and/or packing up fundraising events, University O' Week and other events.

While he is very much a quiet, modest achiever, it is without doubt that Andrew's involvement in ArchSoc has greatly benefited the Society and its members. He is always available to provide informed, constructive advice about any Society initiatives and is always happy to lend an ear to anyone who goes to him with a question or problem.

2. Professor Claire Smith

Claire has been both an Associate member and a Fee-paying member of ArchSoc for well over ten years, since she first took up a lecturing position here in 1998/9. Proof of this can be found in the minutes of past AGMs, past membership lists and older issues of *Dig It*.

Claire has supported ArchSoc throughout her membership both directly, by attending events and AGMs, offering advice and guidance, contributing to *Dig It*, and creating various opportunities (detailed below) for members; and indirectly, by supporting and nurturing the professional networking and development of Flinders Archaeology students, most of who are ArchSoc members.

In January 2013, Claire took a large number of Flinders students (~20), all members of ArchSoc, to the Seventh World Archaeological Congress in Jordan. Many of the students' costs were offset

by WAC and a grant from ACHM, both of which were negotiated by Claire on behalf of the students. Having such a large presence at WAC-7 meant that ArchSoc was put on the world stage. ArchSoc was the volunteer base that ran the conference. As a result of this, the Society gained a lot of interest and was credited with the success of the conference by many people. The individual members in attendance were also praised and were able to network with many well-known archaeologists from around the world. Another benefit is that many archaeologists from around the world now own a bright red, Flinders ArchSoc/WAC-7 t-shirt.

Claire's involvement in WAC allowed ArchSoc to be involved in a crowdfunding appeal to stream WAC-7 online, for which ArchSoc made a short film. This film alone gave ArchSoc and its members much exposure, and their attendance at the conference added to this. In addition to WAC-7 in Jordan, Claire did a similar thing in 2005 when she took several Flinders students, and ArchSoc members to Washington DC for WAC-5.

Moreover, Claire brought ArchSoc in as volunteers for the Australian Rock Art Research Association's Inter-congress at Flinders in 2012, for which ArchSoc received a \$500 donation and gained a new level of exposure. Again, ArchSoc was praised for its professionalism and ability to organise and support functions.

Claire often has ArchSoc members assist her in many of her projects, such as the Encyclopedia of Global Archaeology, to which many ArchSoc members contributed articles, and were able to get some editing experience.

These are just three examples to demonstrate why Claire is deserving of Honorary Life Membership. If you need or want any more details, please let me know and I'll be happy to add them.