

Minutes Flinders Archaeological Society Annual General Meeting

To be held in North Theatre 1, Flinders University, at 4pm on Thursday the 17/11/2016

Meeting Opened 4:11pm

Present: Mae White, Amber Parrington, Sarah Keast, Megan Green, Lauren Bryant, Anthea Vella, Rachel Hagan, James Manning, Emily Pannell, Grace Dennis-Toone, Aylza Donald, John Stirling, Terrance Williams, Katanna Jerbie. (Total 14)

1. Welcome and acknowledgments
 - 1.1. Motion: For MW to chair the meeting Moved: Rachel Hagan; Seconded: Grace Dennis-Toone
2. Apologies and Proxy Nominations:
 - 2.1. Jack Linney, Alice Gorman, Kerry Ludwig, Angela Gurr, Antionette Hennesay, Jordan Ralph, Kaitlyn Cresp, Chantal Wight, Jacob Gwiazdzinski, Shay Hannah and Natasha Marshall nominated Mae White as proxy; Meg Haas, Owen Hems and Nadine Varga nominated Rachel Hagan as proxy; Marian Bailey and Frank Boulden nominated Anthea Vella as proxy; Amy Roberts, Liam Blines, Marc Fairhead, Chelsea Wiseman, Jenny Fewster, Ryan Dunckis Irving nominated Sarah Keast as proxy; Jacinta Koolmatrie and Maeghan Stace nominated Grace Dennis-Toone as proxy; Kathleen Gorey, Jarrad Kowlessar and Jenna Walsh nominated Amber Parrington as proxy; Vincent Megaw.
3. Quorum:
 - 3.1. There are a total of 14 members present as well as 27 members who nominated a proxy making a total of 41. This exceeds the necessary quorum of 20 members, so the meeting may go ahead.
4. Minutes of the previous AGM 19.11.2015 and SGM 18.08.2016
 - 4.1. Motion: To accept the minutes of the last meeting: Moved: Anthea Vella; Seconded: Rachel Hagan
5. Business arising from those minutes
 - 5.1. No business arising from previous minutes
6. Reports from the following committee members (Please see attachments)
 - 6.1. President: Mae White
 - 6.2. Vice President: Jacob Gwiazdzinski
 - 6.3. Secretary: Amber Parrington
 - 6.4. Treasurer: Rachel Hagan
 - 6.5. Publications Editor: Kathleen Gorey
 - 6.6. Field Work Coordinator: Chelsea Wiseman

- 6.7. Social Coordinator: Jacinta Koolmatrie
- 6.8. Motion: To accept the reports of the 2016 ArchSoc Committee. Moved: Grace Dennis-Toone; Seconded: Anthea Vella
7. Elections
 - 7.1. All 2016 committee positions declared vacant
 - 7.1.1. Motion: To accept positions becoming vacant: Moved: Rachel Hagan; Seconded: Grace Dennis-Toone
 - 7.2. Election of new meeting chair:
 - 7.2.1. Motion: That Mae White is re-nominated as chair of meeting: Moved: Rachel Hagan; Seconded: Sarah Keast. Mae White to act as meeting chair.
 - 7.3. Nominations for 2017 committee positions and committee elections:
 - 7.3.1. Grace Dennis-Toone nominated as returning officer.
 - 7.3.2. President: Mae White and Rachel Hagan
 - 7.3.2.1. Required secret ballot due to multiple nominations
 - 7.3.2.2. Results: Mae White is new President
 - 7.3.3. Vice President: Sarah Keast, Rachel Hagan and James Manning
 - 7.3.3.1. Secret ballot required due to multiple nominations
 - 7.3.3.2. Results: Sarah Keast
 - 7.3.4. Secretary: Anthea Vella. Elected unopposed
 - 7.3.5. Treasurer: Chelsea Wiseman and Frank Boulden (nominated from the floor)
 - 7.3.5.1. Secret ballot required due to multiple nominations
 - 7.3.5.2. Results: Chelsea Wiseman elected
 - 7.3.6. Undergraduate Representative: Megan Green and Emily Pannell: Both elected unopposed to fill two positions.
 - 7.3.7. Postgraduate Representative: Marion Bailey. Elected Unopposed
 - 7.3.8. Dig It Editor: No Nominations:
 - 7.3.9. Field Work Coordinator: Grace Dennis-Toone. Elected Unopposed
 - 7.3.10. Social Coordinator: Mae Stace. Elected Unopposed
 - 7.3.11. Indigenous Representative: Jacinta Koolmatrie. Elected Unopposed
 - 7.4. Bank Account signatories:
 - 7.4.1. In line with the election of the new Executive committee, the incoming Executive members, Sarah Keast, Anthea Vella and Chelsea Wiseman are to be added as signatories to ArchSoc's bank account with online access. Mae White will remain as signatory due to re-election into presidency. Amber Parrington, Jacob Gwiazdzinski and Rachel Hagan to be removed as exiting

Executive members. Motion: To accept these additions and removals for the ArchSoc bank account. Moved: James Manning; Seconded: Rachel Hagan.

8. Nominations for Honorary Life Membership

8.1. Nominee: Sean Freeman. Majority acceptance for honorary life membership

9. Other business:

9.1. FUSA Affiliation

9.1.1. Motion: To continue affiliation with FUSA. Moved: Rachel Hagan; Seconded: Grace Dennis-Toone.

9.2. Adoption of new committee regulations

- Section 1.1: Delete '(a) First Year Representative; and (b) Second Year Representative; and (c) Third Year Representative; and (e) External Student Representative.' And replace with '(a) Undergraduate Representative; and (b) Indigenous Student Representative; and (c) Social Coordinator'.

- Section 3.1-3.3 and 3.5: Delete descriptions of now removed roles, and replace with '3.1 The duties of the Undergraduate Representative include to (a) act as a representative of the undergraduate archaeology students of the society (b) Ensure all details about the society and its social events are communicated to the archaeology undergraduate student body (c) to be responsible for one portfolio. 3.2 The duties of the Indigenous Student Representative include to (a) act as a representative of the Indigenous archaeology students (b) ensure Indigenous archaeology students are represented and engaged within the society (c) to be responsible for one portfolio. 3.3 The duties of the Social Coordinator include to (a) Organise social events relevant to the Flinders Archaeological Society's Members interests (b) to ensure all events are financially viable (c) - Section 4.2: Delete '(a) Social Events' due to this portfolio becoming its own committee role.

- Section 7.3: Delete 'Elections for the First Year Representative should be held at the beginning of the academic year'.

9.3. Motion to accept the changes as stated above. Moved: Rachel Hagan; Seconded: Megan Green.

10. Meeting Closed and Thank You 5:03

Presidents Report – Mae White

The year for the current Archaeological Society committee has been a quietly busy one. We have upheld our usual commitments such as O'Week, the graduation ceremony party at the beginning of the year, history month events, and the pub crawl, whilst also striving to put a new spin on a few events such as the quiz night which was held on campus in the brand new Tavern with new features such as the involvement of social media for bonus points.

In August I was elected to President, after Chelsea Wiseman stepped down after completing her bachelors degree. This was a sudden change within the committee, but I believe that we managed to adapt well to the change, and continued to be successful.

This year we have run two workshops, with Meg Haas organising a total station workshop at the beginning of the year, and Chelsea Wiseman organising a section drawing workshop towards the end of the year with a few more workshops to hopefully come across the Christmas break for those of us still around. These were one of the most successful things ArchSoc ran this year, and hopefully next year we will be looking to extend our field work into more off campus activities.

The quiz night was also successful and I would like to thank the social committee for organising such a fun night. An incredible number of people attended, with members of department and faculty in attendance, as well as students, friends, and family.

During 2016 ArchSoc continued its association with FUSA, and will continue to do so in 2017. FUSA were incredibly supportive in the organisation of events, the use of their clubs room for meetings, and supply of advice and designer on our new logo.

In 2016 we also adopted a new logo after many months of consultation with the membership base. A logo depicting a scale card was chosen, as this is an item that every archaeologist uses at one point or another, and so the committee thought this would be representative of every facet of the membership base. This came into effect at the beginning of September to positive reception, and will be used from here on out.

Towards the end of the year Amy Roberts approached me with the possibility of ArchSoc helping to subsidise AAA Conference attendance for some River Murray and Mallee Aboriginal Corporation Delegates. Within the committee it was decided that this would be a great use of ArchSoc's money. We hope to continue this into the future, dependant upon what is required from the communities, and dependant upon Amy Roberts communicating this to us. This will be assessed on a year-by-year basis. The community has already thanked ArchSoc, and have stated that 'Participation in conferences allows people to see a bigger picture which is not always visible and hopefully it will inspire other members of the community'.

I have enjoyed my time as president, and hope that everyone has a safe and happy break, and a productive 2017.

Vice President – Jacob Gwiazdzinski

I took over the role of Vice President at the 2015 AGM after running the Social Events portfolio for the second half of that year. In early 2016 I organised the annual ArchSoc v. Paleo society cricket match, arranging trainings and equipment. I have also helped out at catering events which ArchSoc has been involved in, including the anthropological society of South Australia's annual Tindale lecture. I was also involved in the mailout of the 2015-2016 Digits during the latter part of the year.

When Mae Fewster took over from Chelsea Wiseman as president during the second part of the year, I was involved in organising our strategy for the remainder of the year, which has been a continuation of the support offered to Chelsea whilst she was president.

Secretary – Amber Parrington

I began as ArchSoc secretary at the end of 2015 taking over from former secretary Kathleen Gorey. My role as secretary of the Flinders Archaeological Society so far has primarily involved the recording of meeting minutes and the monitoring of incoming and outgoing correspondence. It has also been my role to coordinate committee meeting times and locations with the President, Chelsea Wiseman. I have attended meetings as regularly as possible and in any absence Kathleen Gorey and Chelsea Wiseman (second semester) recorded the minutes for the meeting, passing them on to myself or Mae White (second semester) for distribution amongst the committee.

Issues arose towards the end of semester one and during the mid-year break. Concerns regarding the status of Chelsea Wiseman as President during second semester despite not being enrolled in Flinders University and the subsequent breach of constitution were brought forward from members of the society. Upon discussing this with the executive committee and conducting further research into ArchSoc's constitution, it was determined that the president must be a current student in order to be constitutionally correct. It was also determined that could potentially affect our financial affiliation with FUSA due to their rules also stating that the President of a society must be a current Flinders student. Communication with FUSA concluded that this was non-negotiable and they required that the current President, Chelsea Wiseman, step down from her position. Mae White was nominated and elected into the newly vacant position.

My role remained the same as during semester one and I would like to thank Kathleen Gorey and Chelsea Wiseman for taking over the recording of meeting minutes during any and all unavoidable absences on my part.

Treasurer – Rachel Hagan

Current balance is \$6,460.99

Item	Debit	Credit
ArchSoc workshops	\$35	
Awards	\$100	
Graduation celebration	\$461.47	\$30
Ian Hodder workshop	\$411.67	
Norman Tindale lecture	\$422.02	\$422.02
Meet the archaeologist nights	\$457.28	\$91
School of Environment lecture	\$81.61	
ArchSoc annual fees (Domain name & Wordpress)	\$112	
Pub-crawl	\$838.75	\$995
Quiz night	\$617	\$490
Bake Sale	\$108.57	\$161.57
FUSA Grant		\$1398.64
Membership		TBC
Dig It Mail Out	\$522.50	

AAA Conference Funding- Indigenous Community	\$600	
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Workshops and Lectures

This year ArchSoc assisted in multiple workshops and lectures. The main cost involved with this was catering with total of \$1,457.38 being spent on this. However, the Archaeology Department was able to reimburse ArchSoc \$422.02 for the Norman Tindale lecture catering. The Meet the Archaeologists event also brought in donations of \$91 to the club.

Fundraising

Two fundraising events were held this year: the pub-crawl and the bake sale. The pub-crawl made a \$156.25 profit from t-shirt sales, while the bake sale made a profit of \$53.

The bake sale was not the success that was hoped for. The weather conditions on the day it was held were poor, and the chosen location was not an optimal place for foot traffic. Apart from this, the committee and members did an excellent job giving up their time and energy for this fundraiser. However, the experiences have been noted to pass on to the future committee for fundraising events.

Quiz Night and BBQ

Previously on social events, ArchSoc has agreed not to spend more than the event will raised. However, due to a meeting with Adam from FUSA, where it was brought to the committee's attention that the club grant had not been utilised, the annual quiz night was able to spend more than usual. Adam had advised that this grant needs to be spent each year, so FUSA can continue to provide clubs with grants, else face reduction or termination. As the next event after the meeting was the quiz night, it was decided that some of the grant would go towards food and prizes.

The quiz night raised \$490 on ticket sales, but spent \$617.08, leaving ArchSoc only spending \$127 for the whole night.

Membership

This year the membership officer resigned part way through the year so the financial information is still being collected and verified. The membership will be updated on this information at a later date.

Issues

At the beginning of the year, the cash tin became an issue. When the tin was being handled during events or by volunteers, proper recording procedures were not followed correctly, or done at all. This has been rectified with a new system and recording sheet. In 2017, the new committee will be prepped on the duties and new procedure of the cash tin before the responsibility is handed over to them.

Through the year, a second issue arose with receipts and reimbursements. There was difficulty tracking how much ArchSoc was spending as some committee members paid for expenses out of their own pocket, and receipts were not imparted till the end of the year. This issue has been discussed in meetings, and the possibility of an ArchSoc bank card has been deliberated on to be considered for 2017. This would eliminate the issue of lack of receipts as the money spent could be easily tracked. Another option, discussed later in the year after meeting with FUSA, was that payments for ArchSoc could be directed straight through the FUSA grant. This method was used during the quiz night event, but will be utilised more often in 2017 as the next committee will be given the details of how the grant can be used.

New Expenses for 2017

This year the committee voted to bring in a new grant available from ArchSoc. The grant is setup for Indigenous community members to be able to apply for funding to visit archaeological conferences. This aligns with ArchSoc's constitution with involving the community.

Publications Editor – Kathleen Gorey

This year's volume of *Dig It* is largely organised according to the changes made by the previous editorial committee led by Jordan Ralph. By this, I am referring to the composition of the editorial committee, which allows for a series of co-editors to ensure the quality of the publication. Thank you to Gemma Incerti, Kylie Lower, and Jacinta Uznik for taking on these positions and for all of the time and hard work that you have invested into *Dig It* this year. Thanks are also due to Owen Hems and Anastasia Bennett for their work as short contributions editors, and also to the members of the review panel for their time and effort.

In terms of the publication itself, it was decided to maintain the budgetary decision of only producing one volume per year. This decision was initially made to prevent *Dig It* from operating at a loss and to allow more time to be invested into each volume – a sort of quality over quantity. To date, this this has proved effective and you should expect the next volume, following on from

volume 3, in May 2017! Volume 4, like those preceding it, showcases student research from all over the world and we are excited to share it with you all.

Further, we are currently in liaison with FUSA to work out the best option in terms of graphic design. The great work done by Laura Cooper last year deserves mention again here, and is still an option for volume 4. At this point, we are just exploring long-term solutions to make the process easier to organise for future volumes.

As per previous years, the membership fees will cover the majority of *Dig It's* expenses, with the typical 200 copies to be ordered (150 for fee-paying members and 50 for associate and honorary life members and VIPs). The budget breakdown is below and is largely based on that presented last year.

Budget for fee-paying members (150 copies)

Printing: \$3–\$5 per copy (size dependant). 150 copies @ \$5 (max.) = \$750 per year, or a maximum of \$5 per member (based on 150 members).

Postage: \$5.50 per copy. Assuming a mass mail-out (very unlikely after the cost of this years mail out), 150 copies at \$1.40 = \$825, or a maximum of \$1.40 per member (based on 150 members).

Envelopes: Using the Flinders University yellow A4 envelopes, these are typically free of charge.

Therefore, assuming 150 members, the maximum budget for the member copies of *Dig It* is \$1,575.00, or \$10.50 per member for 150 members. It is unlikely that this will be the actual cost as many people tend to pick up their copies (less postage) and, depending on size, printing could be a lot cheaper. We will also be unlikely to post out the copies, as the labour and cost involved in this is really not viable.

Budget for associate and life member and VIP copies (50 copies)

Printing: As above, \$3–\$5 per copy. 50 copies @ \$5 (max.) = \$250 per year.

Postage and envelopes: N/A – these copies are generally not posted.

The proposed maximum budget for VIP copies is, as such, \$250 per year. This money typically comes out of ArchSoc's general budget, not membership fees, and the copies play a vital part in promoting the Society.

Budget for graphic designer

Honorarium of \$350 based on \$25 per hour with a maximum of 14 hours. This cost can be covered through fundraising.

In total, this places the maximum budget for volume 4 of *Dig It* at **\$2175**, but do keep in mind that postage and printing will likely be cheaper than estimated due to not conducting a mass mail out in the coming year.

Finally, thank you to everyone who has invested any amount of time into the production of *Dig It*, volume 4, and to those who organised the mail out of the previous volume. *Dig It* is a great initiative and I look forward to seeing it flourish over the coming years, so good luck to the next editorial committee too!

Social Coordinator – Jacinta Koolmatric

As social coordinator I ran two events with the help of an unofficial 'sub-committee' which included Rachel Hagan and Anthea Vella. This year ArchSoc ran two main events. The first was the pub crawl held on the 2nd of September and the second was the quiz night held on the 13th of October.

Pub Crawl

This year's theme was "I've got 99 problems but a ditch ain't one" featuring Jay-Z holding a trowel. The shirt company used was Festival Screen Print who printed the shirts for \$12.50 each and delivered them to the university. The order for shirts totalled 61 and we had approximately 2-5 shirts remaining. Shirts were bought on the basis of people ordering their size as well as a number of extra shirts for people who were unable to pay by the due date. We allowed around 3 weeks for people to order shirts, 2 for the company to make the shirts and 1 for people to pick up the shirts. We charged \$15 for members and \$20 for non-members. Shirt pick up was done on the best days available for committee members to give out the shirts. Minimising the days also ensured that people were likely to pick-up the shirts. All days were successful and those who were unable to get their shirt could do so at the first pub or after the pub crawl (this happening if they were not attending). Overall, the pub crawl appeared to work great with a mixture of members and non-members attending.

Quiz Night

The quiz night was held in the Tavern at Flinders University this year. It involved a BBQ on the terrace then the quiz occurred in the Tavern. We charged \$10 for members, \$15 for non-members and \$60 for a table between 6-8 people. Each table were offered vouchers for a jug of a drink (supplied by the club) of their choice and a plate of shared wedges (supplied by FUSA). Eight teams were involved in the quiz night, one being a mixed table where those who did not have a team could participate in. Four people were involved in the running of this event. Rachel and Anthea were involved in the BBQ where they cooked and cleaned, they were then involved with totalling the scores to determine the winner. Mae Stace was the host for the night. I was involved with talking to the Tavern, setting up the quiz area and ensuring that quiz presentation ran smoothly. The night involved a photo competition where people were told to take pictures of themselves doing something or being with something and the quiz itself. Prizes included first, second and third baskets

of assorted items. Amy Roberts provided us with two journals of the South Australian Anthropological Society, while Martin Polkinghorne and the Tavern provided us with \$50 Tavern vouchers. The remainder of the baskets were filled with items using club funds provided by FUSA. The night was very successful with many attendees thanking the event organisers.

Requirements for future years

Future years should be aware that events only occurred in the second semester. This made membership seem unnecessary and did not benefit paying members. Events should be held early in the year to encourage students to join and to make membership worthwhile. It is also necessary for the executive committee to outline a year of events for the social coordinator so that the date that they need to be planned by is known.

I suggest that the social coordinator has at least two committee members that they can rely on to organise events with them. Having two more organisers ensured that more ideas were brought into the events and that they were supported during the event.

Field Work Officer – Chelsea Wiseman

Though ArchSoc hosted fewer workshops this year, it has still been quite a productive year. Meg Haas organised a total station workshop hosted by Rob Koch in Semester 1, and the total station workshops continue to be popular and a great way for students of all levels to gain experience in using a total station. Following Meg's resignation, I have since organised a section drawing workshop hosted by Bob Stone in Semester 2. The format of the workshops continues to be successful, providing a less formal environment in which field skills can be developed.

There will be a number of workshops that will be organised over the summer break, as I hand over to the incoming fieldwork coordinator. We will also be assessing the possibility of some long term field projects, providing students with some unique extracurricular opportunities to develop their abilities as field archaeologists.

Honorary Life Membership Nominations

Sean Freeman

We nominate Sean Freeman as an Honorary Life Member of the Flinders Archaeological Society. Sean is deserving of Life Membership given his long-term support of the Flinders University Archaeology Department, its students and staff. Sean is the Flinders Archaeological Society's founding Treasurer and has run an archaeological consulting company since graduating from Flinders. Sean is a very familiar face at ArchSoc and Departmental events, as he attends as many of these events as possible.

From this, there are two points that warrant Sean's election as an Honorary Life Member:

- Sean was part of the founding group of Flinders Archaeology students who formed the Society that we now belong to and rely on.
- Since graduating from Flinders and moving on from ArchSoc, Sean has remained very much a part of the FUAD community and actively supports both ArchSoc members and staff of FUAD, thereby supporting the close-knit archaeological community at Flinders, which is one of our greatest assets as a Department and as a Society.