

Minutes of the Flinders Archaeological Society's Annual General Meeting 2013

14 November

3pm

North Theatre 2, Flinders University



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Meeting open: 1510

Attendance: We did not achieve quorum; business requiring quorum deferred until SGM to be held at the beginning of 2014, unless otherwise stated.

Item 1. President's Report (Andrew Wilkinson)

Discussion arising:

1. That the Flinders Archaeological Society continues the established events we have become known for (MTAN, Quiz night etc).
2. That the Flinders Archaeological Society looks at establishing and strengthening ties with like-minded University groups nationally and internationally.

Recommendations passed nem. con.

Item 2. Vice-president's Report (Vanessa Beasley)

Discussion arising:

1. That the Archaeological Society develops a subcommittee to consider the feasibility of an under 18s awareness campaign of what archaeology 'really' means today.
2. That the Archaeological Society commits to at least 3 events over the About Time festival annually, and continues the Meet the Archaeologists Night seminar nights (with an early personalised invitation emailed/otherwise communicated to previous attendees to maximise attendance).
3. That the Archaeological Society conducts a member survey annually to gain a greater insight into our performance and gather new ideas for events/ventures.

Recommendations 1 and 3 passed nem. con. Recommendation 2 altered to 'That the Flinders ArchSoc continues to hold a Meet the Archaeologists Night during National Archaeology Week, annually'.

Item 3. Secretary's Report (Holly Winter)

Discussion arising:

1. The policy for open and committee meetings should continue to be employed and followed.
2. The structure of meetings should be reiterated to the new committee next year and they should enforce the policies more regularly.
3. Absentees from meetings MUST read the meeting minutes, so they can stay up to date with what has been discussed previously and discussion to catch them up will not necessary.
4. The chair of the meeting should ensure that the meeting stays on track and discussion items do not deviate from the point.
5. To continue to use the template for the agenda and meeting minutes to ensure consistency for committee members.
6. To ensure that communication between the secretary and the committee members is increased and is noted as necessary to make the committee function well.

Recommendations passed nem. con.

Item 4. Treasurer’s Report (Antoinette Hennessy)

Discussion arising:

1. Continue recording every point of revenue and expenditure (cash, internet banking, PayPal, cheque, etc.);
2. Continue to pay services via cheque so to retain a written record of activity (or by other means which will provide a written record, e.g. bank cards);
3. Create a standardised means of recording, in the event that the Treasurer cannot oversee
4. activities, to ensure consistent, meaningful, and accurate records;
5. Create a standardised budget run sheet for individual events to keep track of revenue and expenditures, and produce an accurate surplus/deficit figure at the end;
6. Deposit the petty cash balance into bank before the end of each month with a set amount kept in the box (e.g. \$200 worth of notes + \$100 worth of coins);
7. Profits from events and fundraisers should be deposited into bank asap for a written
8. record in the bank;
9. PayPal account balance to be transferred into the bank before the end of each month for better comparison of figures (opening/closing balances vs credit/debit figures outside of the bank).

Recommendations passed nem. con.

Details from Treasurer’s report copied here as a record:

Based on the opening bank balances from January 2013 to our current balance, ArchSoc has done tremendously well this financial year (January 2013 – December 2013). From \$1,215.67 to \$4,263.00 we have seen a 250% increase over the past 10 months, and is likely to increase by the end of the year. This is thanks to an effective combination of money-raising initiatives we have used to help organise and run current and future projects. These initiatives include small fundraisers (bake sales, BBQs), events (pub crawls, quiz night), merchandise sales (ArchSocks, polo shirts, bucket hats), grants (FUSA, FUAD), and providing assistance to other organisations (AURA, AAA) (see table 1.0). Our most successful fundraising initiative this year was the quiz night which raised over \$600 after expenses (hall hire, prizes, etc.).

Membership money, on the other hand, has been budgeted towards the printing of ArchSoc’s Dig It newsletter, and distribution especially to our members who cannot otherwise pick up their copies from Flinders. Membership fees have been subject to discussion previously, but it was decided to maintain the current fee of \$15/year and reduce the number of Dig It issues from three to two per year due to time and costing issues.

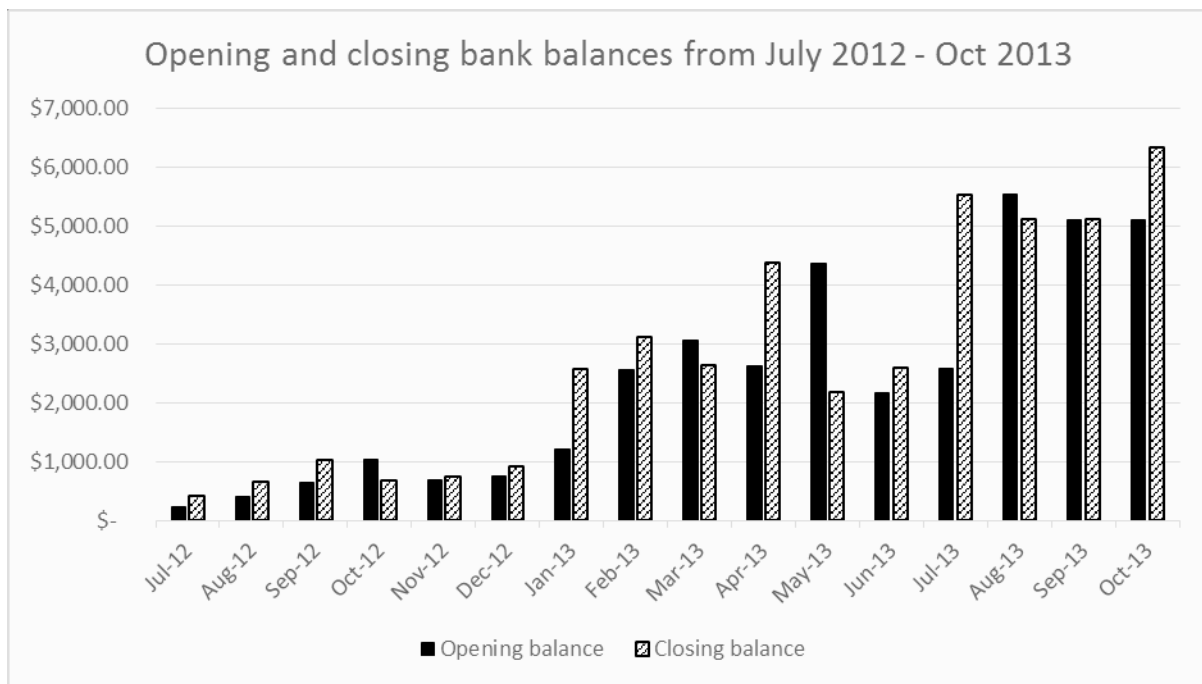
Donation, event, grant	Month held	Revenue/expenditure (\$)
Donation from AURA	October (2012)	500
Bake sale fundraiser	October (2012)	312.20
“Life is in Ruins” pub crawl	October (2012)	-700
End of Year BBQ	December	297
Donation from AAA (mailout)	December	250
Donation from AAA (CV workshop)	December	570.11
FUSA grant	January	1098.71
BBQ fundraiser	February	65.92
BBQ fundraiser	March	-22.70

“Neandercrawl” pub crawl	May	>500
Bake sale fundraiser for quiz night	June	237.45
Quiz night	June	>600
Donation from AAA (mailout)	June	250
Bake sale fundraiser for Belair Trip	June	230
ArchSoc 21st	October	-633.40

Table 1. List of money raising initiatives, from October 2012 to June 2013, showing their respective profits or losses.

The following graphs include expenses, income, and balances from July 2012. Figures from July to September 2012 were based on bank statements and do not accurately reflect actual credit and debit figures (i.e. revenue and expenditure activity exclusive of banking activity).

The period covering July 2012 to January 2013 has seen our bank balance increase steadily, the only exception being between October and November (see graph 1.0) where an unfortunate loss of approximately \$700 was made from the “Life is in Ruins” pub crawl. By the end of December, however, ArchSoc managed to compensate this loss by assisting the Australian Archaeological Association (AAA) with their mail out and the CV workshop during the conference, and from the profit of shirt sales made at the conference.

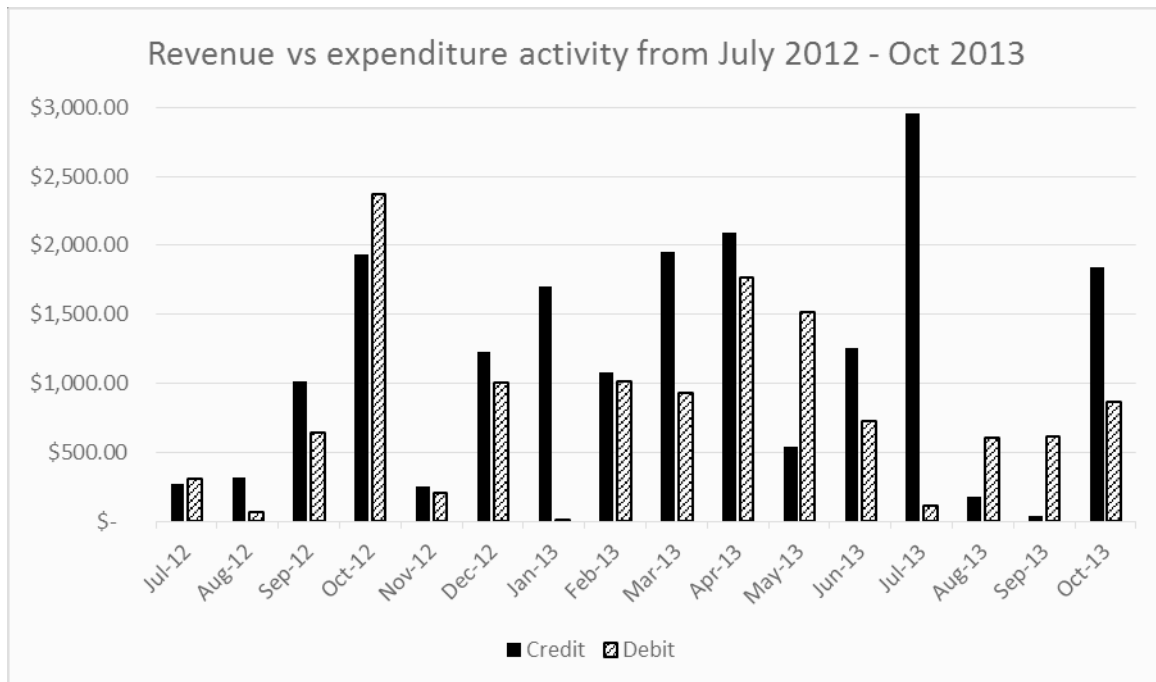


Graph 1. ArchSoc's opening and closing balances from July 2012 to October 2013 illustrating bank activity, including payments, withdrawals, and deposits.

Based on revenue and expenditure figures (see graph 2.0), ArchSoc saw losses in October 2012 (-\$345.29), May 2013 (-\$973.83), August 2013 (-\$422.63), and September (-\$563.50).

Losses in both May and August were a result of funds spent towards events held in each month which did not aim to raise money; specifically, Meet the Archaeologists Night (MTAN), and Old Government House recording in Belair, respectively. Other expenses in May included the purchase of ArchSoc’s new polo shirts; and in August, the repair of the ArchSoc Life Membership plaque. Except for ~\$30 worth of donations received from the Tindale lecture (held Wednesday 11th of

September), ArchSoc did not receive any revenue, and had spent funds on catering for the Tindale lecture and Thursday seminars. We also purchased our new range of wines from the Stonyfell Winery (Amphora Wine Group).



Graph 2. ArchSoc's revenue versus expenditure between July 2012 to October 2013, not including bank activity.

We received our greatest sums of revenue in the months of January (\$1692.81), March (\$1030.89), July (\$2843.43), and October (\$981.60) this year. There were few expenditures in January during the holidays. ArchSoc still remained active this time organising and planning future events, but none were held in this time. The 7th World Archaeological Congress (WAC- 7), held in early-mid January also temporarily suspended plans for any events to run due to a large number of committee members, and general members attending the congress in Jordan (where ArchSoc raised over \$500 through merchandise sales, and boosted out reputation as a successful and supportive student group). We were, however, eligible for and received a grant from FUSA which was a significant contribution to our bank balance (~\$1100). Pub crawl shirt payments and some polo shirt sales made up the majority of our revenue in March. In July, we were reimbursed for the Thursday seminar catering by the Flinders University Archaeology Department (FUAD). In October, we received a \$1000 grant from FUAD and proceeds from 21st ticket sales.

As we begin to pay for services associated with the 21st party, we expect to see some significant reductions to our bank account, but the 21st costs are amply covered by the amount raised with ticket sales and the recent FUAD grant. This event was not planned to be a money-making venture. We are still waiting for the cheque to clear for the cleanskin wines which will drop our balance to about \$3,600.

Item 5. Public Relations Officer's Report (Samantha Fidge)

Discussion arising:

1. That the Public Relations Officer becomes the first point of contact for details about up and coming events. Better communication needs to be established between committee

members, sub-committee members and the public relations officer.

2. That the Public Relations Officer works with the members of the society to establish relations and also communicate with them to understand the wants and needs of the members. Such as events they wish to occur.

Recommendations passed nem. con.

Item 6. Risk Adviser's Report (Brad Guadagnin)

Discussion arising:

1. Transition into EHL risk assessment forms, diverting away from the previous template.
2. To provide a database for risks the group faces for continual improvement of practices.
3. Streamline the assessment of future events as a baseline of risks can be established and referred to as required.

Recommendations passed nem. con.

Item 7. Social Coordinator's Report (Tristan Grainger)

Discussion arising:

1. Organise workshops that engage and educate Flinders University students and the general public.
2. Continue the tradition of two pub crawls (one per semester) and an annual quiz night.
3. Prices organised in the best interest of members in order to achieve maximum benefits.
4. Consult with members and utilise general meetings to ensure that their voices are heard.

Recommendations passed nem. con.

Item 8. Publications Editor's Report (Jordan Ralph)

Discussion arising:

1. I recommend that *Dig It* has two co-editors, and a panel of at least four, but no more than eight reviewers. If people are inactive/unresponsive, they need to be removed from their position.
2. I recommend the editor/s produce only two issues of *Dig It* next year.
3. I recommend having an online registration form that ALL members must fill in before they become members, where they will give their postal address and select whether or not they want a print copy of *Dig It* mailed to them. If they do not want a print copy, they will receive an electronic copy.

Recommendations passed nem. con.

Item 9. Membership and Recruitment Officer's Report (Dianne Riley)

No discussion arising.

Item 10. General Representative's Report (Jessica Lumb on behalf of Rhiannon Agutter, Clare Leever and Ella Stewart-Peters)

Discussion arising:

1. An effort should be made in 2014 for the General Committee to take a proactive role in the planning stage of events and field trips. This would include heading a working group and seeing a project through from start to finish.
2. Another recommendation for the 2014 committee is to further encourage the active participation of ArchSoc members in events.

Recommendations passed nem. con.

Item 11. Nominations for Life Membership

1. Nomination 1: Professor Claire Smith. Nominated by Jordan Ralph.
2. Nomination 2 Rhiannon Agutter. Nominated by Rhiannon Agutter.

As we did not achieve appropriate quorum, these nominations are to go towards Andrew Allen-Farr Award.

Item 12. Nominations for Executive and General Committee Elections

1. Executive Committee
 - a. President: Brad Guadagnin. Nominated by Jordan Ralph.
 - b. Vice-president: No nominations as of 08/11/2013.
 - c. Secretary: No nominations as of 08/11/2013.
 - d. Treasurer: No nominations as of 08/11/2013.
2. General Committee
 - a. Public Relations Officer: No nominations as of 08/11/2013.
 - b. Risk Officer: No nominations as of 08/11/2013.
 - c. Social Coordinator: No nominations as of 08/11/2013.
 - d. Publications Editor: No nominations as of 08/11/2013.
 - e. Membership Officer: No nominations as of 08/11/2013.
 - f. General Representative/s: Jessica Lumb. Nominated by Andrew Wilkinson.

As we did not achieve appropriate quorum, these nominations will be deferred until a Special General Meeting at the beginning of 2014.

Item 13. Other Business

1. Changes to the constitution.

Discussion arising:

- a. Discussion deferred until Special General Meeting at the beginning of 2014.

2. Status report for incorporation.

Discussion arising:

- a. Pursuing incorporation might not be the best aim for the Society at the moment, because in order to be incorporated the Society must keep adequate records. We cannot guarantee future committee members will be able to commit to this.

3. Membership fees for 2014.

Discussion arising:

- a. Membership should be from the date of purchase (paying the fee as set each year), until the 31st of March the following year.
- b. Need to review if the membership fee covers the cost of membership.

- c. Some memberships are sold via the field kits from the Archaeology Lab; we need to make sure those who purchase memberships through that avenue fill out membership forms.
 - d. Consider using online forms for membership.
4. Supporting National Archaeology Students Conference 2014.
Discussion arising:
- a. Discussion deferred until Special General Meeting at the beginning of 2014.
5. Committee change over drinks at Coopers Bar (after meeting).
Discussion arising:
- a. Does not require quorum to vote.

Motion: That the Flinders ArchSoc purchases a drink at the Coopers Bar for each member who is present.

Motion raised by: Andrew Wilkinson

Seconded: Jordan Ralph

Motion carried nem. con.

Meeting closed: 1657