

Agenda for the Flinders Archaeological Society's Annual General Meeting

Date: 19/11/2015

Time: 4.30pm for 5.00pm start (pizza and refreshments will be available from 4.30pm)

Place: Humanities North Theatre 1

1. Welcome
 - a. Apologies
 - b. Quorum
 - c. Megaw Award presentation
2. Confirmation of minutes
 - a. 2014 AGM
 - b. 2015 SGM
3. Business arising from those minutes
 - a. Issues arising from the 2014 Treasurer's report (from AGM)
 - b. Flinders University Creative Arts and Humanities Student Association support
 - i. Proposed motion: That the Flinders Archaeological Society supports the new Flinders University Creative Arts and Humanities Student Association
 - c. New logo (from SGM)
4. Committee reports
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Field Work Coordinator
 - f. Publications Editor
 - g. Public Relations Officer
 - h. Social Coordinator
 - i. Membership Officer
 - j. General Representative/s
5. Amendments to the Constitution
 - a. Proposed motion: That we accept the amendments to the Constitution as circulated
6. Amendments to the Regulations for General Committee
 - a. Proposed motion: That we accept the amendments to the Regulations for General Committee as circulated
7. Elections
 - a. All positions declared vacant
 - b. Election of new meeting chair
 - c. Committee elections:
 - i. President

- ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. First Year Representative – motion to be put forward that this representative be elected at the first ArchSoc General Committee meeting in 2016.
 - vi. Second Year Representative
 - vii. Third Year Representative
 - viii. Postgraduate and Other Member Representative
 - ix. External Student Representative
 - x. Dig It Editor
 - xi. Field Work Coordinator
8. Honorary Life Memberships
- a. Nomination #1
 - b. Nomination #2
9. Any other business
- a. Proposed ArchSoc Five Year Strategic Plan
 - b. Amendments to the Regulations for Membership, namely the section pertaining to Honorary Life Membership
 - c. Affiliation to the Flinders University Student Association

The 2015 Committee Report of the Flinders Archaeological Society

1 Executive committee

1.1 President's report (Dianne Riley)

2015 has been a year that has seen goals identified and pursued, existing targets expanded upon and adjustments made due to imposed changes. It has been a very busy year for your committee who have excelled in their efforts to promote the image and spirit of the Flinders Archaeological Society. Their energy and organisation was evident during the eight workshops, the two O'Week stalls, the University Open days, the editing of *Dig It*, the correcting of FUSA information pamphlets, the Diggers Shield cricket match and the selling of second hand books to raise funds for the James Moore Foundation that was set up by the Palaeontology society. ArchSoc also again catered for many events, including certain Thursday Archaeology Seminars, the Norman Tindale Lecture, the ICOMOS UNITWIN launch, the Graduan celebration, the Meet the Archaeologist and Meet the Archaeology Student lectures and the Megaw Lecture. Your committee representatives also engaged with FUSA and FUCAHSA so that the society could have access to all the benefits that are available as a result of being affiliated with those associations.

It was encouraging to see our financial membership reach 113 this year. Owen's report highlights the trends that have occurred during the year especially the peak and troughs relating to memberships subscriptions.

Even though there will be more competition this year for the best society award, I believe that ArchSoc will again be competitive for this award because of the hard work and achievements of your committee during the year.

The ArchSoc workshops that were started in August of last year have continued to go from strength to strength. The number of workshops not only increased but thanks to Jana's tireless efforts ArchSoc has been able to offer a wider range of workshops; namely the Introduction to Total Station, the Intermediate Total Station, the Introduction to GIS, the Mapping and Dumpy Level, the Base Line Offset and the Geophysics Taster workshops. The generosity of the wonderful experts who gave their time and shared their knowledge ensured that the workshops were again offered at no cost to our members. I anticipate that ArchSoc will continue the very popular and relevant workshop programme in 2016.

This year there were also several successful volunteer opportunities advertised to our membership, with the first one offered and arranged by Dr. Mick Morrison, which involved recording graves at the Upper Sturt Cemetery. I was also given the opportunity to attend a meeting of local history associations, held at Burnside Library, where during an informal discussion I was able to explain how a relationship with ArchSoc might benefit both the associations and our members. This is, however, still very much a work in progress but one that may ultimately result in volunteer opportunities for ArchSoc members.

2015 saw some major changes for ArchSoc in two areas. Firstly, it was decided that instead of being a bi-annual publication ArchSoc's journal *Dig It* would from 2015 become an annual publication. Jordan sets out in his report the reasons why this change will have benefits for all concerned.

The other major change for ArchSoc was that, due to the expansion and consolidation of the Archaeology Department, it was no longer able to use the Map Room. The new archaeology labs and related facilities are absolutely fantastic and having everything located in the one area benefits all concerned. Due to the generosity of the Archaeology Department ArchSoc has been able to re-locate its merchandise, equipment and files in temporary digs. However, from 2016 FUSA has offered its affiliated clubs and societies the use of new lockers/storage cabinets that will be located in the new facilities. The proposed move in date is late January. I would like to take this opportunity to thank the Archaeology Department and its staff, especially Kerry Ludwig, for all the assistance that has been given to ArchSoc during this

transition period. It hasn't been easy and ArchSoc has had to limit its fund raising merchandise in 2015 to the pub crawl t- shirts, which by the way are still available, in both the purple and the red vintages, however, not all sizes are available.

Very importantly, ArchSoc had the pleasure of announcing that the winners of the Ruth and Vincent Megaw Award for 2014 were Susan Arthure and Cherrie de Leuien; and I congratulate these two very deserving recipients of this special award.

I would like to take this opportunity as the outgoing President to thank all the committee members but especially the other Executive committee members, Kathleen and Chelsea. This year has been a robust and productive year, and not without its challenges. It saw an innovative start to the year with a very productive workshop at the Warriparinga facility, followed closely by the Digger's Shield Cricket Match, which ArchSoc hosted. There was a change of committee members, with Emma, Drew and Marie leaving to take up new employment opportunities which resulted in Adeena, Jacob and Kathleen taking over the vacancies. However, the year is not yet finished, as the Quiz night is again fast approaching. It will be held on Friday, 11th December, 2015, in the Noel Lothian Hall at the Botanic Gardens of Adelaide. There is again talk of cricket in the air, with the Palaeos hosting the 2016 Diggers Shield. ArchSoc will definitely be looking to build on this year's wonderful effort.

I have enjoyed my time as President of the Flinders Archaeological Society and wish my successor and the new committee every success for 2016. To all ArchSoc members, thank you, it has been a wonderful journey and I wish you all a safe and happy Christmas and holiday season.

1.2 Vice president's report (Kathleen Gorey)

I took on the role of Vice President (VP) of the Flinders Archaeological Society (ArchSoc) on 5 March, 2015, during the handover meeting at the Warriparinga Cultural Centre. Perhaps an ambitious entry into the world of committees, this role facilitated much involvement into the inner workings of ArchSoc, especially in terms of the time and effort that goes into making the society so successful.

For the duration of my term as VP, the constitutional requirements of the position were to assume the duties of the president when required and to act as a signatory for the society's budget. While the former was never encountered, the latter was a complicated endeavour initially; to summarise, it involved the signing of many documents—by signatories past, present, and future—and multiple trips to the NAB branch in Edwardstown. Once resolved, and the current executive was added as signatories, no further issues were encountered in this regard.

In addition to the constitutional requirements, my role on the ArchSoc committee also involved assisting other executive members in their duties and helping out with events and other activities in a capacity not necessarily related to the position. This involved helping to cater for events, volunteering at O'Week and Open Day stalls, and lending my very poor cricket skills to ArchSoc's efforts in the Digger's Shield. These events and activities form only part of what ArchSoc achieved this year, demonstrating that the Society continues to grow with and accommodate the diverse interests of the membership base, something that is arguably responsible for its continued success.

As for the role of VP within this committee, I believe that the proposed constitutional changes will add more responsibility and facilitate more relevant involvement for the next person who takes on this role. This will be especially evident when acting as the archaeology department representative on the Flinders University Creative Arts and Humanities Student Association (FUCAHSA) committee. Furthermore, I believe that it is important for the VP to be kept in the loop regarding all of ArchSoc's happenings so that if they do need to assume the duties of president, it can be done effectively. This could be as simple as cc'ing them into all important or relevant emails, something that Dianne, as president, implemented this year and proved effective. The role of VP potentially holds a lot of responsibility, so it is important that this is recognised and catered for by the committee and person in the position.

1.3 Secretary's report (Kathleen Gorey)

Following the 2014 AGM, Marie Amyot was elected into the position of secretary, a role that she held until her resignation on the 20th May 2015. Between these dates, three general committee meetings were held, one a month beginning in March, and Marie was responsible for the related scheduling, minutes, and the agenda. Marie also dealt with incoming and outgoing correspondence as required and generally acted in support of the society's success. After discussing the ramifications of her resignation at the following committee meeting (1st June 2015), and struggling to find someone within the committee to take on the position, I assumed the role of Acting Secretary until another solution was identified. During this time, however, the responsibilities of this role were ultimately shared between Dianne Riley and myself.

In taking on these responsibilities, an issue was noticed in terms of the storage of ArchSoc documentation; namely, that the previous secretary had stored some documents at her house, and had failed to return them prior to resigning. In an attempt to remedy this, a letter was sent out to Marie asking for them to be returned, something that has yet to happen. It is therefore recommended that, in the future, general society documents be stored centrally so that related issues can be avoided. It may also be worth including something of relevance within the regulations pertaining to resignations that introduces the need to return any documentation that is addressed to the society.

In terms of meetings more broadly, a total of six general committee meetings were held, one a month excluding July. The timing of these meetings was initially based around a spreadsheet that Emma Somydon-Davey (former PR officer) drew up concerning the optimum availability of committee members, and the meetings were consistently held in the FUSA boardroom over in Engineering. Attendance at these meetings was generally good, with prompt apologies usually being given by people unable to attend. ArchSoc has also held two special general meetings this year, including this AGM. Quorum was met for the SGM in October.

In preparing for this report, however, it became evident that the meeting-related issues experienced by this committee were also experienced in the past. The 2012 and 2013 secretary's reports, for example, note a lack of communication between committee members and the secretary, as well as issues relating to the management of time and the following of the agenda. These latter two points were particularly evident this year, with frequent deviations from the items on the agenda being observed, resulting in a seemingly increasing meeting length. In this regard, it is important for the chair of the meeting to ensure that the agenda is followed in a timely manner while noting that everyone has the right to contribute. This will also make things easier on the minutes' secretary and ensure greater productivity during the meetings.

Given the busy year that ArchSoc has had in terms of events, there was also a significant amount of incoming and outgoing correspondence that concerned the society. This primarily occurred through email, although letters were received and sent out on occasion. For the most part, the relevant committee member dealt with incoming correspondence (e.g. the treasurer took care of bank statements), and an executive consultative process was implemented for sensitive matters or cases of high importance (e.g. the 2014 finances). Effective communication between the committee and the membership base or other associated bodies is increasingly reliant on the efficiency fostered by email, so it is recommended that committee members be aware of this and be prepared to take the actions necessary to ensure it.

1.4 Treasure's report (Chelsea Wiseman)

1.4.1 Overview

ArchSoc is finishing the year financially strong, with \$5,691.84 in the NAB account currently. This is \$2,495.89 greater than our closing balance in November 2014 (see Table 1). Our financial situation has been aided by grants from both FUSA and the Archaeology Department, which has been instrumental in covering the costs of numerous ArchSoc events. Predominantly, cheques have been used as a method of reimbursing members for purchased items, with the cash tin being used to reimburse smaller sums (approximately or under \$20). The Society also utilises Paypal, enabling members to pay for memberships online. This year, most memberships

were purchased at the beginning of the year and we were able to transfer large sums from Paypal, but this has dwindled to a reasonably steady inflow with the occasional membership being paid online.

The month of February 2015 was a static month, which can likely be attributed to the fact that February is within the university break and the Society was mostly inactive (see Table 1). Figure 1 indicates that the Society has managed to create a certain level of financial strength, which has remained quite stable across the year.

In terms of revenue and expenses, for the most part the Society's expenses and revenues have been steady with only six of the thirteen months recorded ending in losses (see Table 2). Most of the Society's revenue has stemmed from memberships, events, and donations. Fundraising has not been especially crucial to the Society's financial state this year, however a Cadbury Fundraiser is currently in operation to raise funds for Dig It.

1.4.2 Revenue and Expenditures

ArchSoc has held numerous events across the year, with varying levels of expenditure and revenue. The Digger's Shield, our annual archaeologists versus palaeontologists cricket match in March 2015, involved a higher expenditure as it is one of the larger events ArchSoc runs each year. Another aspect to be noted is that ArchSoc chose to donate \$500 towards the James Moore Memorial Scholarship, a scholarship set in place following the death of the Flinders Palaeontological Society's President, James Moore. The bulk of the money to be donated was raised through a book sale held by ArchSoc in March. The donation was then presented to the Flinders Palaeontological Society at the Digger's Shield.

In April 2015, ArchSoc held the Graduand Celebration for all graduating archaeology students and their families and friends. This was also an event involving higher expenditure, but we were able to cover some of the costs by charging a small fee of \$5 per guest the graduates chose to bring (see Figure 1).

Another event ArchSoc has held is the pub crawl in September 2015, and although we are still establishing the final revenue and expenditures for this event it appears to have been a great success with profit being made through the pub crawl t-shirt sales.

Other cases of expenditure relate to the catering of department seminars and the Society's field workshops, both of which are reasonably low cost. In terms of revenue, ArchSoc once again participated in the AAA mail out in June, for which the Society has been given \$250.

The Society's revenue and expenditures have predominantly been quite balanced, and this indicates that we will begin 2016 in a financially strong and secure position.

Month	Opening	Closing	Difference
Nov 14	4154.62	3225.95	-928.67
Dec 14	3225.95	2658.45	-567.50
Jan 15	2658.45	2996.75	338.30
Feb 15	2996.75	2996.75	—
Mar 15	2996.75	4687.48	1690.73
Apr 15	4687.48	4235.14	-452.34
May 15	4235.14	4419.34	184.20
Jun 15	4419.34	6141.66	1722.32
Jul 15	6141.66	5548.78	-592.88
Aug 15	5548.78	5352.03	-196.75
Sept 15	5352.03	5566.68	214.65
Oct 15	5566.68	6336.74	770.06
Nov 15	6336.74	5691.69	-645.05

Table 1: Table showing opening and closing balance figures and the difference, red showing losses

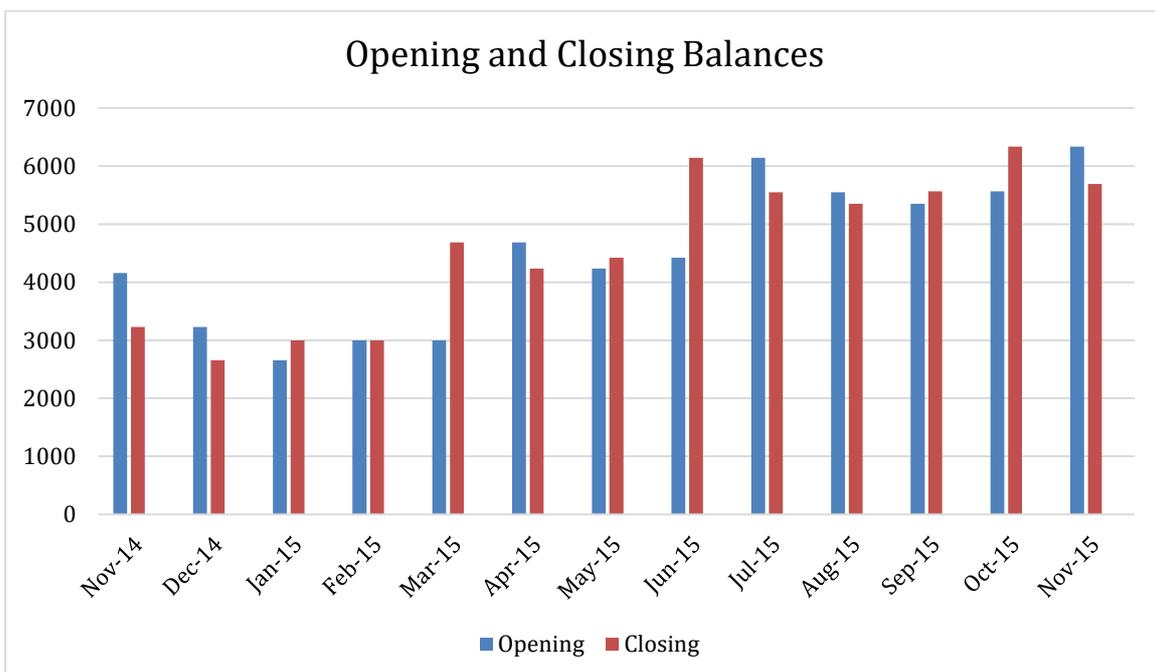


Figure 1: Graph showing opening and closing balances

Month	Revenue	Expenses	Difference
Nov 14	351.53	1280.20	-928.67
Dec 14	0	567.50	-567.50
Jan 15	338.30	0	338.30
Feb 15	0	0	0
Mar 15	2915.73	1225.00	1690.73

Apr 15	158.10	610.44	-452.34
May 15	710.82	526.62	184.2
Jun 15	1792.93	70.61	1722.32
Jul 15	28.62	621.50	-592.88
Aug 15	0	196.75	-196.75
Sept 15	214.95	0	214.95
Oct 15	770.06	0	770.06
Nov 15	0	645.05	-645.05

Table 2: Table showing revenue and expenses, red showing losses

1.4.3 Major Issues

Major issues regarding ArchSoc's finances have predominantly been concerned with its 2014 finances and a lack of record keeping. Arising from the 2014 AGM, there is the sum of \$435 which was withdrawn from the bank account but without explanation. The executive committee has since found three receipts relating to the 2014 Graduand Celebration and NASC, which add up to \$334.90. In addition, concern was raised over the reimbursement of the payment of a parking fine of \$89 incurred during an event in the city in May 2014. The ArchSoc executive committee has contacted 2014 president, Brad Guadagnin, in order to elaborate on these issues. Brad has suggested that the remaining unaccounted for \$100.10 was used to re-float the petty cash. He has also provided an account of the circumstances surrounding the \$89 parking fine. He states that a fee-paying member of the Society was dropping off some cargo (banners, promotional gear, and light refreshments) for an event in the city, and despite Brad contacting security to use the space, this member was fined an \$89 parking fine regardless. We are investigating this situation, in order to provide more transparent and efficient financial procedure in future.

2 General committee

2.1 Publications editor's report (Jordan Ralph)

Building on the success of last year's editorial committee, I rearranged the roles of the editorial committee, whereby we now have four people doing the same tasks that the previous editor, Jana Rogasch, undertook singlehandedly. Thank you to Catherine Bland, Adrian Mollenmans and Fiona Shanahan for taking up those positions and for their hard work and dedication this year. I also created two positions for short contributions editor, which were taken up by Kathleen Gorey and Rose Santilli, who worked tirelessly to guarantee the quality of the short contributions for this volume.

Another change that our members will have noticed is that we only produced one issue this year. After careful deliberation, the editorial committee found that we could produce a higher quality journal if we reduced this volume to one issue. Additionally, over the last few years, ArchSoc has been producing *Dig It* at a loss;

membership fees were not covering the costs of *Dig It* and this meant that we had to come up with a long-term solution to this budgeting issue. Not only has the reduction of issues meant that *Dig It* is no longer produced at a loss, but the remainder of each membership fee can be allocated to fund other initiatives and opportunities for ArchSoc members. Please see a copy of our budget below.

Earlier this year we engaged with graphic designer, Laura Cooper, who agreed to take over in designing this volume of *Dig It*. I have designed all five previous issues of the new series of *Dig It* (2012–2014), which—due to my lack of graphic design qualifications—meant that on average each issue would take me two–three weeks to design. The editorial committee decided that it was a cost-effective and time-effective solution to hire Laura as our graphic designer and to pay her an honorarium of \$350 for her service. This honorarium was covered by a Cadbury™ Fundraiser in semester two. Thank you to everyone who bought and sold chocolates for this fundraiser! We would also like to thank Laura for putting so much work into designing this issue for us.

It's generally the funding we get from membership fees that covers printing and postage at \$6.40 per member, however, we generally order a few more copies to hand out to "VIPs". We typically order 200 copies (150 copies are for fee-paying members and the remaining 50 are for associate and honorary life members and VIPs). My *Dig It* budget is below:

Budget for fee-paying member copies (150 copies per year)

- **Printing:** \$3-\$5 per copy (dependant on size). 150 copies @ \$5 (max.) each = \$750 per year. Maximum of \$5 per member based on 150 members.
- **Postage:** \$1.40 per copy. 150 copies @ \$1.40 = \$210 (bear in mind this is a maximum, most people pick up their issue in person). \$1.40 per member based on 150 members.
- **Envelopes:** we generally use the Flinders University yellow A4 envelopes, free of charge.

Therefore, the maximum budget for member copies of *Dig It* is \$960 per year (or \$6.40 per member for 150 members). Here I have budgeted for the maximum cost possible for each item. I am sure that we will not need to pay for a lot of this (i.e. postage), or the items will be a lot cheaper (i.e. printing).

These costs are covered by membership fees, but could be further offset by fundraising, sponsorship from the Department/Faculty/University, a FUSA grant, or paid advertising.

Budget for associate and honorary life member, and VIP copies (50 copies per year)

- **Printing:** \$3-\$5 per copy (dependant on size). 50 copies @ \$5 (max.) each = \$250 per year.

- **Postage:** N/A. We will not post these issues.
- **Envelopes:** N/A. We will not post these issues.

Therefore, my proposed maximum budget for the VIP copies of *Dig It* is \$250 per year. These costs are covered by the ArchSoc general budget, not by membership fees. These costs could be offset by fundraising, sponsorship from the Department/Faculty/University, a FUSA grant, or paid advertising. Please note that we print these copies to promote the Society and its initiatives. I consider these extra copies a vital part of *Dig It*.

Graphic designer

\$350 (based on \$25 per hour, maximum of 14 hours). This cost was covered by the Cadbury™ Fundraiser.

In total, my budget for *Dig It* Volume 3 is \$1,560. This is \$860 less than my original proposed budget of \$2,420 (which was based on producing two issues of *Dig It* this year).

I would like to take this opportunity to once again thank my editorial committee: Catherine Bland, Adrian Mollenmans, Fiona Shanahan, Kathleen Gorey and Rose Santilli. Finally, good luck to whoever replaces me as *Dig It* editor in 2016.

2.2 Public relations officer's report (Adeena Fowke)

During the last 12 months, the position filled by the public relations officer has changed hands from Emma Somyden-Davey to myself. During the year the ArchSoc has had numerous events for which advertising was needed. These events were advertised through the ArchSoc email, Facebook, the ArchSoc website and Twitter. The events that were held and advertised ranged from social networking to professional development events. These included a pub crawl, a book sale, the annual Diggers Shield match, Meet the Archaeologists and Meet the Archaeology Students during National Archaeology Week, and our many workshops. The ArchSoc Quizmas is still in the process of being advertised. Some of the advertisements for events such as the AGM have had joint advertising from the public relations officer and the president and vice president where information was needed to be dispersed as quickly as possible. As of November 15, ArchSoc has a total of 466 Page Likes on Facebook and 422 Followers on Twitter.

2.3 Social coordinator's report (Jacob Gwiazdzinski)

I was elected into the vacant role of Social Coordinator mid-year after being introduced to the idea by Kathleen Gorey and nominated by Dianne Riley. After a whirlwind introduction to the role by the rest of the committee I launched into

planning our semester two pub crawl, held on the 18th September, which has been the dominant experience of my time as Social Coordinator.

Before taking over, ArchSoc had organised a number of events in 2015, most important of which being the 2015 Diggers Shield Cricket Match. An important part of this year's event was the ability to recognise the efforts of the Palaeontology Society's James Moore whose tragic passing has led to the establishment of the James Moore Memorial Scholarship. ArchSoc was proud to be able to donate \$500 to the Palaeontology Society which we had rallied through our fundraising book sale earlier in the year.

ArchSoc has also been active in catering for a number of events throughout the year, including the archaeology department seminars and the UNITWIN launch event. One of the most prominent was for the graduand celebrations held in April where we got the opportunity to celebrate the efforts of our PhD, Masters, Honours and Bachelor students at the Oasis centre.

2.3.1 Pub Crawl

This year we held our pub crawl, 'Archaeologists will date anything,' between the Lion, the British, the Cathedral and the Queen's Head, attended by some 40+ members and non-members alike. The night itself was highly successful with my understanding being that people behaved well at all of the venues and represented ArchSoc and Flinders as appropriately as would be expected.

Venues were chosen by me based on locations less used on past crawls, and to that end it appears to have been quite successful, with compliments to that effect on the night. Venues were contacted up to 3 weeks out from the event, a week out to confirm and finally, earlier during the day of the event to ensure they were suitably aware of the situation. I took the opportunity on the day to also provide drinks lists to those venues that would allow them because it had been indicated that in the past there had been confusion by both bartenders and crawlers as to what the situation was with specials.

The theme was chosen based on suggestions provided by our members that were then voted on electronically to come to a final decision. Suggestions that were offensive, had been used in the past, used copyrighted words or names or directly mentioned alcohol were not considered. This last point was decided based on the occurrence of our members wearing older shirts to excavations in countries where alcohol is not consumed, and as such we wanted to be culturally sensitive to such scenarios.

All artwork was done by me, partly to avoid extra costs but also to control the timing of when it would be available, something I found particularly important when it came to a few alterations which had to be made before it could be printed on the shirts.

Sales were conducted primarily online through Flinders University’s order system, allowing us to forgo the PayPal fees we have had to front in the past. Unfortunately this had the drawback of not being updated in real time, meaning that sales had to be constantly monitored and individual sizes pulled when we reached low quantities. This was a bit of additional effort for both me and Kerry Ludwig, who kindly offered to organise our online system, and it introduced an extra level of complication.

Of the 80 shirts we put on order to Caprice, 82.5% were sold, netting us a profit of \$177.13 from online sales alone. 51.6% of these were to non-members at the inflated price of \$20 each, while the remaining 48.4% were sold to members (with memberships being checked in every instance) at the cost of \$15 each.

Table 3 is a comparison of our initial order to what we sold:

Shirt size	Number ordered	Number remaining
<i>Extra Large</i>	5	0
<i>Large</i>	20	6
<i>Medium</i>	10	0
<i>Small</i>	5	0
<i>Size 16</i>	5	1
<i>Size 14</i>	15	4
<i>Size 12</i>	15	3
<i>Size 10</i>	5	0

Table 3: A comparison between the initial shirt order and what we sold

A number of recommendations have been identified for future crawls. The first of these is to provide a means for people to try the shirts on before purchase, as a common criticism was that the shirts were smaller than they had expected.

The development of a streamlined system of who has purchased shirts also needs to be developed. This year’s system had me going between a number of different lists, and resulted in improperly recording a number of cash in hand sales and size swaps at pick up, meaning that there is a discrepancy of three shirts which must have been sold without being recorded. As you will notice in Table 2, the discrepancy between individual numbers highlights this well.

Shirt size	Number sold	Discrepancy
<i>Large</i>	12	-2
<i>Small</i>	3	-2
<i>Size 16</i>	5	+1
<i>Size 14</i>	10	-1
<i>Size 12</i>	13	+1
<i>Size 10</i>	4	-1
<i>Unknown</i>	1	+1

Table 4: Discrepancies according to shirt size

My recommendation for the next crawl would be to use the Flinders system again, but only as a system for people to purchase shirts in advance. At the end of the ordering period we would close the system and place an exact order in based on what people have purchased. This would be a best of both worlds approach where we avoid the PayPal fees and the only effort required would be putting the system up, taking it down and collating the final numbers.

This also circumnavigates the other issue we had about ordering the sizes we hadn't anticipated people would be interested in, in the initial order. This was observed this year when two people indicated they were interested in a size we didn't have on offer and after failing to secure one for them, cash refunds were issued.

In terms of recommendations more generally, the need to write reports as soon as possible after the conclusion of an event would be the most constructive improvement to the role. This would allow the event to be recalled in a fresh state of mind but also allow a constructive summary to be prepared at all where unexpected role handovers introduce a person unfamiliar with those events that preceded them. On that note, the role handover process needs to be better enforced so that those exiting provide those coming into the role with an idea of the expectations and general knowledge of that role.

2.4 Membership officer's report (Owen Hems)

For 2015 Archsoc had 142 members. This included 13 associate members, 16 life members and 113 fee paying members. Fee paying members mainly (59.2%) joined in February and March 2015 (Figure 2). Although there was an increase in memberships in August (beginning of semester two), the majority of members joined near or at the start of semester one with few joining in the months before or in between.

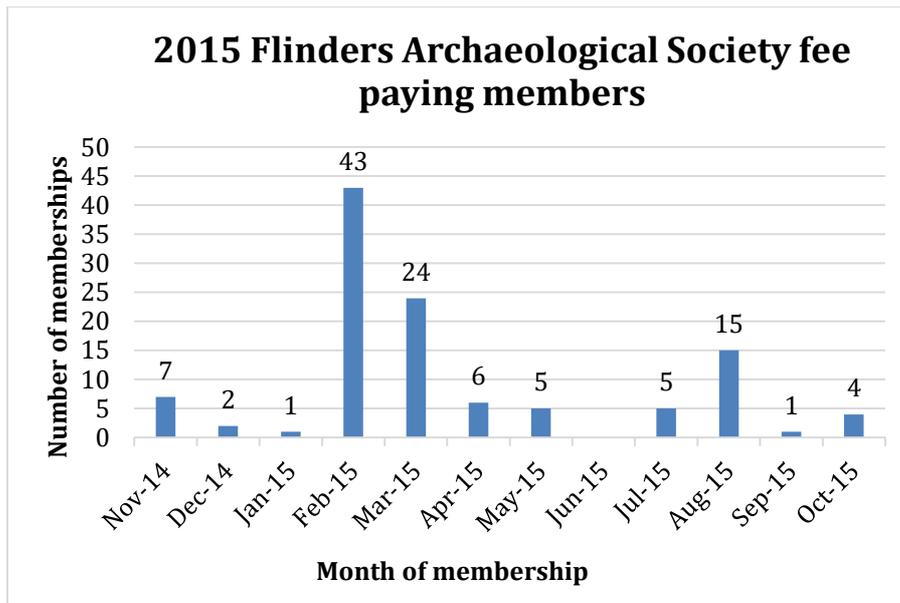


Figure 2: The number of memberships gained per month

The majority of members paid online through PayPal with a few members joining at ArchSoc events, such as during O-week. Membership forms and PayPal receipts were sent through email and then entered into the membership database. Hardcopy forms were generally only used at events due to their convenience and the fact that they could be filled out on the spot. After a member was added to the database, their email was then subscribed to the ArchSoc mailing list.

2.5 Field work coordinator’s report (Jana Rogasch)

The Fieldwork Coordinator was a new role created by ArchSoc in 2014 for the year 2015 to answer to the growing interest of our membership in professional development opportunities.

Rob Koch’s successful total station introduction classes were continued, and new formats started. The ideas for new formats came out of conversations with the committee, members, and workshop facilitators. ArchSoc organised 8 workshops in 2015:

- 2 May – Introduction to Total Station, Rob Koch, 11 participants
- 16 May – Introduction to GIS, Andrew Frost, 7 participants
- 30 May – Site mapping with compass and paper, Bob Stone, 7 participants
- 6 June – Introduction to Total Station, Rob Koch, 6 participants
- 22 August – Baseline and offset: Drawing archaeological features, Bob Stone, 7 participants
- 7 October – Introduction to Total Station, Rob Koch, 4 participants
- 17 October – Total Station Intermediate, Rob Koch, 9 participants
- 19 October – Geophysics Taster, Ian Moffat, 11 participants.

Since presenters donate their time and expertise, costs for the workshops are minimal and consist in milk, biscuits, and a card and bottle of wine for the presenter. With between 1 and 3 people per workshop becoming ArchSoc members specifically to be able to take part in the workshop, the workshops approximately finance themselves.

Informal feedback from workshop participants in 2015 were nothing but positive, showing that the workshops do answer to a demand to practice field skills in a low-pressure environment, with ample time, in small groups and with knowledgeable instructors. I recommend that the 2016 Fieldwork coordinator start their tenure by devising a survey to determine what topics and formats our membership would like to see added to the portfolio in the future.

For the success of the 2015 workshops, I would like to thank all presenters very much for so generously sharing their time and knowledge with ArchSoc – especially Rob, who facilitated 4 workshops in 2015. I further would like to thank John Naumann and Chantal Wight from the Archaeology Lab, and Blake Lenthall from Humanities administration, for help in the background with equipment and room bookings.

2.6 General representatives' reports (optional)

No reports submitted as of 17th November 2015.