

**Board of Directors
Bedford, PA
October 17, 2009**

Minutes

The Meeting was called to order at 10:40 am with President Brian Fritz presiding. A quorum was present. (See attached attendance)

Minutes of the previous board of directors meeting were accepted as distributed on a motion by Verna Cowin, seconded by Ken Burkett. PASSED

Treasurer's Report—Paul Cowin presented the treasurer's report up to the third quarter along with a projected budget for the next three years. These future budgets were calculated without grant funding.

Financial Discussion: Grants /Financial Deficiencies/Postage increase

- Membership has increased slightly and this trend needs to continue.
- Emphasis must be made for on time membership renewals. Each late membership means the missed journals and newsletters are mailed at a premium rate above bulk mailing rates. Postage increases are anticipated annually.
- Notification from PHMC indicates that grants may be available in a reduced amount. Application will be made.
- The Society cannot afford to transfer funds from savings as a contingency plan for a long period of time.
- Support for our usual projects needs to be evaluated to reflect our limited resources.

The treasurer's report was accepted on a motion by Jim Wosochlo, seconded by Noel Strattan. PASSED

Old Business

Elmer Erb Permanent Fund—written report was submitted by chairman, Kurt Carr. Investments are stable. Funds have not reached the level of January 2008 but are gaining.

Archaeology Month 2009—Amanda Valko submitted a written report outlining the costs and planning for 2009 and the possible changes that should be considered in 2010. The SPA is responsible to produce the poster and arrange for the mailing. Many contingencies may influence changes to the Archaeology Month process.

Discussion:

- Do we get a good return for the amount of money spent in terms of membership and exposure?
- Should we continue printing and distributing the poster as we have in the past? Who should be the recipients? Should we change the size of the poster?

- Should a rack card be developed to replace the tri-fold informational handout to save costs and direct the public to the SPA website for current information?
- Distribution of posters should be made at face-to-face events for the most impact.
- The Education Committee must have an active part in the development of items for Archaeology Month, handouts, events and traveling exhibits
- Collaboration with PAC is necessary. A report from Beverly Chirulli on PAC's Archaeology Month experience will also be helpful in the reevaluation of the process.

Pennsylvania Archaeologist Editor's Status Report/Publications—Bill Tippins reports that Volume 79 (2) is at the printer and will be distributed in November.

Digitizing Back Issues of *Pennsylvania Archaeologist*—Paul Nevin has been in contact with George Petrosky at Temple to determine the status of the project. The digitizing is expected to be completed in January 2010 and ready for the SPA Annual Meeting. If anyone has concerns about journals that were borrowed, please contact Paul Nevin.

SPA Newsletter by email—there has been a limited response to the SPA Newsletter by email request. A list is being compiled while the process is being determined. One suggestion was to notify the email recipients of the time that the newsletter will be available for viewing on the SPA website. Other methods might involve emailing the issues directly.

Pennsylvania Farm Show—a request for support has not been received at this time. The SPA may not be financially able to offer the support levels that were given in the past. If support is requested, the decision will be made at a brief board of directors meeting to be held at ESAF in November 2009.

National Register Nomination—Brian reported that he is working on long term research at the Arroyo Heritage Site and will use the report as the basis for a National Register Nomination. The Fort Dewart homeowners were intimidated by their first response from the review committee. Brian will check on progress and the intentions of the group to pursue the nomination. Another archaeological site that may be nominated is Camp Michaeux submitted by Joe Baker at PennDOT.

Consulting Party—Brian Fritz has had some communication with the Allegheny Forest project but none of the other partnerships. It is possible the SPA has been bumped from the consulting party list. Brian will check with other SPA consulting party correspondents to see if there has been communication.

Vacant Committees

Education Committee—Gene Delaplane has been appointed to chair the inactive committee. The Secretary will provide contact information for the previous committee members in hopes of reconstructing the work started by the previous chair. Gene will be establishing a new committee as soon as possible.

Awards Committee—No one has volunteered to take over the Annual Awards Committee. Until a new committee is established, the executive committee will handle those duties. Nomination forms will be distributed in the newsletter. Forms are available to all members and chapters on the SPA website. Volunteers are needed to serve on this committee.

Noel Strattan reminds everyone to continue to record sites. Recorders should provide chapter information to determine the winner of the Frances Dorrance Award.

SPA host to ESAF 2009—Plans were outlined for the ESAF meeting activities and duties. Help is still needed for registration and the hospitality room. Contact the secretary to volunteer. Donations are welcome. Westmoreland Chapter #23 will be in charge of the book room. A motion was made to exempt the bookroom workers from the registration fee if they will be working for the day in the bookroom by Verna Cowin, seconded by Gene Delaplaine. PASSED

PAC Representative Report—Paul Raber submitted a written report informing the SPA of the new officers of PAC. PAC will hold an afternoon symposium in conjunction with the SPA Annual Meeting in Greensburg in April 2010. PAC/SPA will also be offering the Hatch student scholarship for Annual Meeting. Application details were published in the SPA Newsletter.

Website update/help—Noel Strattan has found two technical people to work on updating and improving the SPA website. Brian Fritz will work with them to guide the project.

Guidelines for conducting SPA business by email—a need for parameters for conducting business by email has been increasingly evident and not unique to our Society. Research will begin to analyze methods to effectively use email to do business that allows for good communication, time for discussion and a standard method of recording the process.

Functioning within the Society's Constitution—Election of officers, particularly the position of president-elect has not been completely adherent to the constitution as follows:

ARTICLE IV

OFFICERS AND ELECTIONS

4. The President of the Society shall be elected at the annual Meeting preceding that at which the other officers are elected. Thereafter, the elected person shall be President-elect, and shall remain such for one year, taking office as President coincident with the assumption of office by the other elected officers of the Society.

The Society will attempt to standardize the nominations procedure to more closely adhere to the constitution. It is hoped that this can be accomplished by having a standing nominating committee who will be in contact with possible nominees well in advance of the elections. The announcement to the membership of the slate of officers is a constitutional requirement. Since the Annual Meeting date is now earlier, it is difficult for the nominating committee to fill the ballot and announce the slate according to the limits of the constitution. Chapters are asked to look within their membership for willing talent and bring those persons to the attention of the nominating committee.

The board wishes to establish a policy of reviewing the constitution for needed updates and changes at five year intervals. There will be further discussion on this topic in the future.

Guidelines for SPA Chapters 501 c 3 status, tax exemption, financial issues—this ongoing discussion to help chapters in their attempt at achieving tax exempt status was exemplified by North Fork Chapter's recounting of the process they endured to get this exemption. The process was described as lengthy (nearly a year), time consuming in detail and response to IRS standards and inquires, and expensive. The chapter had the services of a CPA to help negotiate the IRS requirements. Ed Kaufmann feels that any chapter should be aware of the burden of this process as well as the expense. Other tax statuses are also an option. If other chapters are considering an application, North Fork and Cumberland Valley Chapter, will offer advice on the process.

New Business

Elmer Erb Trustees—Election of two trustees will take place at the Annual Meeting. Chairman Kurt Carr has a position open. If you would like to serve or can suggest someone to serve, contact Kurt.

Nominating Committee for 2010—The Secretary requests that a nominating committee be formed now to search for officers and directors for the 2010 and 2011 elections. A standing nominating Committee would be beneficial to finding viable candidates for SPA positions. President Brian Fritz will appoint a committee.

Reinstatement of Mon-Yough Chapter #3 petition—a duly signed petition for reactivation of the Mon-Yough Chapter was received by the Secretary for submission to Board of Directors for vote. A motion to approve the reactivation of Mon-Yough Chapter #3 was made by Ken Burkett, seconded by Verna Cowin. PASSED
Welcome back Mon-Yough.

Discussion for the good of the Society

Bob Oshnock read the C-14 report on the Consol (also in the newsletter) and submitted the bill for matching funds to Kurt Carr chairman of the Elmer Erb Permanent Fund (via Noel Strattan) for reimbursement.

Mary Jane Shaw and Bob Oshnock also outlined a membership problem within Westmoreland Chapter #23. The incidents concerned threats made by a member in a disagreement on the chapter Consol site concerning burials. The dispute escalated to a level that necessitated the chapter to expel the member by formal notification. In the future, if there is no amicable resolution, the chapter may return to the board to request that the offending member be denied membership in the Society as well. We will be updated as to developments. Proof of offense according to the SPA constitution must be shown to expel a member from the Society.

Ken Burkett shared this announcement:

The Pennsylvania Federation of Museums and Historical Organizations announce the winners of its 2009 Special Achievement Awards.

The S. K. Stevens Memorial Award was awarded to the Jefferson County Historical Society and Northfork Chapter 29, Society for Pennsylvania Archaeology for the *Native American Lifeways in Western Pennsylvania*.

Annual Meeting—Mary Alice Gratzler reminded the board and chapters that hosts are needed for future SPA Annual Meetings. 2010 will be hosted by Westmoreland Chapter in Greensburg and 2011 will be hosted by John Shrader Chapter. Hosts for 2012 and beyond are needed. Contact Mary Alice or the website for guidelines for hosting a meeting.

There being no further business, the meeting was adjourned at 2:10 pm.

Respectfully submitted,

Judy M. Duritsa
Secretary, SPA