

Nevada Archaeological Association

PO Box 73145

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WINTER BOARD MEETING MINUTES BEATTY COMMUNITY CENTER, BEATTY, NEVADA JANUARY 18, 2014

Meeting called to order: 1:18 pm

Attendees: Craig Hauer (President – via phone at 2:25 pm) Jeff Wedding, Vice President/President Elect), Sali Underwood (Secretary), Sue Edwards (Membership), Sean McMurry (at large), Cal Jennings (at large), and Karla Jageman (Webmaster), Mark Giambastiani (2014 Annual Meeting Chairperson – via phone around 3 pm)

Absent Board Members: Christina Callisto (Treasurer)

President Report: No report submitted

Secretary's Report: Sali Underwood

- 1) **VOTE:** There was a motion to approve the November 16, 2013 board meeting notes submitted by Mark Giambastiani on January 8, 2014 – 8 Yea, 0 Nay, motion carries.
- 2) **EMAIL VOTES November - January 2013:**
10/17/2013 Jeff Wedding motions to discount the sale price for back issues of NAA publication from \$20 to \$10 to be sold at the 3-Corners Conference [missed vote from previous quarter] Yea 5 Nay 0

ACTION ITEMS:

- 1) The Secretary needs a copy of the November 16, 2013 treasurer report from Christina Callisto (Treasurer).

Treasurer's Report: Christina Callisto (absent)

- 1) The Debit Card has arrived and it works.
 - a. We have access to the bank account online: \$22,794.51 (minus \$135) as of Jan 13, 2014
 - b. Karla- any more in Paypal that will be transferred? I am getting each update via email.
- 2) 2012 taxes were submitted in Dec 2013. It was fast and easy, so 2013 taxes will go out soon and we should be up to date to complete them.
- 3) I wrote and mailed a letter to the IRS requesting that they correct the spelling of the Nevada Archaeological Association, not Archeology.
- 4) Purchased storage and carrying items for Secretary and Treasurer- cost \$135.

- a. Original intended items could not be found, so depending on need/want, some might be returned/exchanged. Emailed Sali Underwood on Jan 13, 2014 to ask for a link to what she was specifically thinking.
 - b. I had no reply from Sue Edwards regarding supplies to hold old Membership paperwork.
 - c. Board voted last time to use up to \$300 for supplies, used \$135, remainder is \$165 if needed.
 - d. If any other board positions need supplies-a binder, dividers, storage tub, etc.- please bring it up to the board to vote on.
- 5) Is anyone in contact with past board members? The email from Donna murphys@citlink.net had me thinking that past members might have paperwork that should be passed on to us, or shredded. I know the Treasurer files have huge gaps in them, not sure about anyone else's. I would greatly appreciate anything that is out there. **ACTION ITEM:** Jeff Wedding will put something in the next In-Situ Newsletter.
- 6) SHPO had reimbursed NAA for the HPF grants; deposit made back in July 2013.
- a. Jeff and I figured this out using the amazing powers of deductive logic, based on \$ amount and bank account totals that happened to be in the Treasurer binder.
- 7) All checks have cleared.
- a. I believe reimbursements were voted as Yes a while back, but no one has contacted me with any info for it/to whom. Please do so, if necessary. I need all receipts for proof and/or a brief email explanation for the files.

ACTION ITEMS:

- 1) Christina Callisto will mail a check to Seam McMurry to reimburse her for the cost of shipping the Journal out to members so far the cost is \$450.34. Please turn in the receipts
- 2) Christina Callisto will mail a check to Sean McMurry to reimburse her for the cost of the envelopes used to ship the journals in for \$30.15. Please turn in the receipts.

Membership Report: Susan Edwards

- 1) Efforts to revitalize membership have been very successful. For the year 2013 membership is up by over 75% or 75 memberships with many former members returning and new members added.
- 2) Cal Jennings and I will be contacting 2013 members via email or snail mail to verify addresses, phone #s, email, etc. to update the database and see if they are interested in the NAA directory. I've already had a couple of positive responses after the newsletter went out....
- 3) Procedures are now in place to ensure that each new or renewing membership received via check or PayPal is sent a confirmation email or snail mail letter response from the Membership Secretary confirming the membership type, payment method and noting any changes to the contact info from the previous year. Each PayPal confirmation or paper membership form is saved as a PDF file under the members name and kept in the 2013 Membership files – both electronic and hard copy. The hard copy will eventually be discarded per charter regulations.
- 4) Only one SHPO staff person is an NAA member. I haven't yet followed up with the main SHPO contingent in Carson City – it's on my "to do" list

- 5) With a few notable exceptions, the archaeology faculty from the NSHE institutions is poorly represented in the NAA membership although we did make a couple of additions recently – one from UNLV and one from GBC and we have three members from CSN.
- 6) Budget cuts may be partially responsible for keeping federal and state agency personnel from renewing/joining in the numbers they have in the past. Perhaps we need to do a better job showing them the value of the NAA to their respective agencies and the larger archaeological community.
- 7) Contractor/consultant membership has rebounded especially thanks to a huge effort by ASM and renewals/new memberships from DRI and HRA. And the Elko County Chapter has rebounded in the last 6 months.
- 8) Site Stewards, who benefit greatly from all the NAA supported training programs, are not well represented in the membership considering their numbers. But we've added five more site stewards in CY 2013
- 9) UNR students and UNLV students are about equally represented in the membership – pleasant surprise that the UNLV #s are going up. CSN student membership down.

Status of other tasks assigned:

- 1) Submission of Nevada Archaeology Month to SAA for Annual Poster Competition 2014. Poster from Nevada's 2013 Archaeology and Historic Preservation Month will be submitted to the SAA March 1 for SAA Meeting in April in Austin, TX.
- 2) NAA Member Pin and other stuff (see handouts)
 - a. Completed draft design for pin and received cost estimate from PinMart
 - b. Cost is between \$3.09 and \$3.48 per pin depending on the type of back. Order of 300 pins will be \$937 or \$1044.
 - c. Proposed 2014 pin incorporates the State of Nevada/NAA colors and carries the location of the Annual Meeting.
- 3) NAA Bookmark and Membership Cards are variations on the pin theme. Cost estimates are pending.
- 4) Lifetime Membership card will be thick plastic (think gift/credit card). Annual membership cards will be laminated paper. Bookmark is laminated paper or thin plastic with tassel.
- 5) 2014 Annual Meeting
 - a. Currently exploring joint meeting with NRAF. Location will be Minden at the Carson Valley Inn even if we are unable to reach an agreement with NRAF.
 - b. Theme: 150 Anniversary of Nevada Statehood - Battle Born – Nevada Proud
 - c. Dates: May 9-12
 - d. First Announcement needs to go out by the week of February 3 at the latest even if it's short on details.
 - e. Ron Reno, Liz Dickey and LouAnn Speulda would like to conduct a review and comment workshop for the new historic architectural recording form on Friday (see handout)
 - f. Ron Reno has volunteered to coordinate a field trip for Sunday May 12th (see handout)
- 6) 2015 Annual Meeting
 - a. Wendover, NV
 - b. Theme: TBD
 - c. Tentative dates May 1-3 or March 27-29
 - d. Clark County School District Spring Break March 28 – April 5, 2015

- e. Washoe County School District Spring Break March 29 – April 13, 2014
- f. SAA Conference April 15-19, 2015
- g. Easter April 5, 2015
- 7) Dave valentine paid for a second lifetime membership not remembering that he already had paid for one. He would like to turn this into a donation and has requested a donation thank you letter as a receipt.
- 8) Reminders to pay for membership still need to be sent out to current members and updates to the database made.
- 9) Each member will get a pin.

VOTE: Karla Jageman motions to purchase approximately 300 ball-back-pins not to exceed \$1100 (\$3.09-\$3.48 for each pin) in time for the annual meeting. Cal Jennings seconded the motion. 8 Yea, 0 Nay, motion carries.

Bookmark giveaway.

VOTE: Cal Jennings motions to purchase 500 printed glossy card stock book marks not to exceed \$70.00. Karla Jageman seconded the motion. 8 Yea, 0 Nay, motion carries.

ACTION ITEM:

- 1) A donation form and sample thank you letter will be sent out by Sue Edwards later for board approval.
- 2) Submit Nevada's 2013 Archaeology Awareness and Historic Preservation Month poster to the Society of American Archaeology poster competition in April 2014

Student Grants Report: Mark Giambastiani via Sean McMurry

- 1) Mark has the student awardee Tim Ferguson's biography and publication ready for the next In Situ Newsletter.

Newsletter Report: Liz Dickey via Sean McMurry

- 2) Liz is asking for submissions by the end of February and mailing by the end of March so that it is out before the meeting in May. Nikki Kimble has a couple of newsletter and Journal articles to submit.

Webmaster/IT Report: Karla Jageman

- 1) Karla Jageman looked into The Cloud vs. Dropbox vs. Google Dr. as backup storage for the NAA archives/records. The Cloud is the cheapest with no additional hardware needed, everyone can log in, and it is wireless and movable. It would cost \$300-\$400 to buy 3TB and would work for macs and PC's. We could have one copy in The Cloud and 1 copy on an external hard drive.
- 2) Samantha Rubinson (SHPO representative and Site Steward Coordinator) would like NAA to update the Stewardship information. Just have partners with a link to the State site.

ACTION ITEM:

- 1) Karla Jageman will send out links to the board so that they can look at the differences and decide which one to use. The board can vote via email.
- 2) Karla Jageman will take down the site stewardship page
- 3) Samantha Rubinson will send Karla Jageman the logo for the new State site

SHPO Report: Samantha Rubinson

- 1) The site stewardship database will be linked to NVCRIS which is also going to be updated by the Department of Conservation and Natural Resources.
- 2) NSSP is sending out a newsletter once a year.

- 3) The stewardship program has tripled in size with a new federal agency and State Parks partnerships.
- 4) HPF money is still available if NAA is interested. Jeff Wedding suggests taking some time off to see what projects they would want to do with SHPO. If SHPO hears of a project please let the NAA Board know.
- 5) Rebecca Palmer is the new SHPO Officer and the deputy position will be announced soon.

ACTION ITEM: Craig Hauer would like to meet with SHPO – via a text sent to Sean McMurry’s phone. Jeff asks Craig to send an email to the Board about this request.

OLD BUSINESS:

2014 Archaeology Month – 150th anniversary of statehood. Everyone submit ideas for the poster to Jeff Wedding and Karla Jageman by February 3rd. It will be submitted for board review by March and by April 1st sent to the printers. A size of 20” by 24” is likely – Jeff Wedding needs to confirm.

ACTION ITEM: NAA Sponsored Event – Sali Underwood will ask Dr. Karen Harry of UNLV to lecture on the Lost City field schools at the Nevada State Museum in May and let the board know the date.

ACTION ITEM: NAA Brochure – Craig Hauer, Karla Jagamen, and Eva Jenson have a copy of the NAA brochure – please bring copies to the annual meeting. Karla Jagamen will scan a copy of the brochure and send it to the board.

ACTION ITEM: NAA Banner – Craig Hauer has the banner and will bring it to the NAA annual meeting.

ACTION ITEM: Trowel Stand – Tim Murphy needs one, is there anyone else? Cal Jennings is getting the trowels; Craig Hauer has about 3 left

ACTION ITEM: Ting Perkins – Craig Hauer has 2 plaques left. We need to have it engraved, photographed and send out to the 2014 recipients Bog Hafey and Loretta Watson as soon as possible due to Bob’s health. Craig Hauer will send it Tuesday to Jeff Wedding for Sue Edwards.

2014 Annual Meeting Discussion:

1. Conference Name

Nevada Anthropological Conference with “Joint Conference of NAA and NRAF” at the bottom. We need both names for liability purposes per consultation with Stacey Wedding and lawyer.

2. Separate Bank Account for Meeting

Options:

- a. One non-profit handles all aspects of the conference finances and the cost is split up after the bills are paid.
- b. Open a separate checking account within the NAA system – Sue Edwards mentions that this won’t work as there will always be an NAA name on it. We will need to consult with Christina Callisto on Tuesday to see if we can NAC to the bank account.
- c. Other option is the handle theirs and we handle ours we all show up at the same place at the same time.

2a. Shall we split the costs 50-50?

Yes, for this year so that we can see if it is worth our while to do it again. Sue Edwards will do the accounting to determine this.

3. Meeting Registration

- a. Mark Giambastiani - NRAF is grateful for our offer to handle registration. They will provide 2 volunteers to work with Sue Edwards at the Registration table. If Karla Jageman can set up a webpage on the NAA site that is specifically for online meeting registration, and can provide the address to NRAF, they will develop their own webpage and post a link to our page to theirs. For mail in registration, NRAF suggests using 2 P.O. boxes, one in Las Vegas (mostly for NAA people) and one in Reno (mostly for NRAF people).
- b. Susan Edwards suggests that mail in registration be sent only to the NAA P.O. Box number in Las Vegas. **ACTION ITEM:** Susan Edwards will tell the Post Office to expect NAC mail.
- c. **Note:** Currently the PayPal receipt shows NAA. Karla Jageman says that she can adapt PayPal for the meeting to say NRAF/NAA so that it shows on a credit card statement that NRAF is there somewhere. Karla Jageman may have to create a new account, but there is no fee for this. **ACTION ITEM:** Karla Jageman will need the NRAF logo for the web site.

4. T-Shirts

- a. Two designs with both logo's with 150 year anniversary of statehood theme
- b. Mark Giambastiani knows a vendor and will ask about a bid
- c. Deadline for T-shirt design is middle of February
- d. Jeff Wedding and Karla Jageman will decide on how many to order
- e. Cost should be around \$5-\$6 a shirt based on size this should come to approximately \$400.00 for 60 shirts with a 2 sided design

5. Field Trips and Workshops

- a. NRAF will host 1 or 2 field trips to local rock art sites, depending on what we want
- b. Ron Reno has offered a Comstock Schoolhouse archaeological and architecture tour
- c. Workshops have not been decided, but it has been suggested that a workshop on the new architectural recording form that the federal agencies and NDOT have put together taught by LouAnn Speulda-Drews and Liz Dicky

6. Auction

- a. NRAF will take the lead on setting up the auction tables for silent bidding. They are also fine with Jeff Wedding and Mark Giambastiani doing the live auction event.
- b. Jeff Wedding and Mark Giambastiani will talk to NRAF to see if a 50-50 split is OK.
- c. Accounting will need to know who is donating what and they need to use the donation sheets.
- d. Darla Sage-Garey is coordinating on the NRAF side and Jeff Wedding will coordinate on the NAA side.

7. Keynote and Awards

- a. Pat Barker has agreed to give the keynote address on Saturday afternoon.
- b. Robert Elston will accept the Silver Trowel Award
- c. Bob Hafey and Loretta Watson will receive the Ting Perkins award
- d. Both organizations offer a Student Prize for the best presentation these will be announced at the end of the papers program
- e. Awards will be announced at the banquet

8. Program and Chair

- a. Mark Giambastiani will be the conference Chair and will receive all abstracts and papers
- b. Mark Giambastiani will set up a gmail account to receive submitted abstracts

ACTION ITEM: Mark Giambastiani needs to get the board the menu as soon as possible including break food, continental breakfast on Saturday and the mixer on Friday – we can't determine the cost of registration until we have this estimate.

ACTION ITEM: Susan Edwards needs to send out an email by the end of January to conference participants.

Next Board Meeting – at the annual meeting in Minden on May 9th and 10th

Meeting adjourned at 4.35 pm

Notes respectfully submitted to the Board by Sali Underwood 5/7/2014