

ISAP Annual General Meeting 2020

Wednesday 9th December 2020, online

Minutes

Members in Attendance

Kayt Armstrong, Christophe Benech, Meric Berge, James Bonsall, Christopher Brooke, Paul Cheetham, Michel Dabas, Joerg Fassbinder, Chris Gaffney, Ervan Garrison, Tomasz Herbich, Paul Johnson, Melda Kucukdemirci, Karsten Lambers, Lena Lambers, Mike Langton, Neil Linford, Paul Linford, Richard Lundin, Joep Orbons, Rog Palmer, Andrew Payne, Natalie Pickartz, Michal Pisz, Benny Rieger, Robert Ryndziewicz, Marion Scheiblecker, Armin Schmidt, Petra Schneidhofer, Anna Stocks, Joanna Szarkowska, Lieven Verdonck, Robert Vernon, Roger Walker.

All 47 members had paid their membership fee in 2019 or 2020; the total number of paid members in the last completed year (2019) was 156; hence the attendance was 30% and the quorum of 10% was reached.

Also in attendance:

Benjamin Ralph Jennings, M.T., Jennie, David, Harry.

The meeting was run on Zoom, hosted by the University of Bradford, managed by Ben Jennings, chaired by Chris Gaffney and notes were taken by Armin Schmidt.

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- | | <u>Actions</u> |
|--|----------------|
| 1. <i>Apologies</i>
Apologies were received from Apostolos Sarris, Immo Trinks, Anne and Martin Roseveare and Duncan Hale. | |
| 2. <i>Minutes of the Previous Meeting (31st August 2019)</i>
The minutes had been made available on the web. No objections were raised against these minutes and they were accepted as true and accurate records of that meeting. | |
| 3. <i>Matters arising</i>
<i>ISAP Fund: Open Call</i>
This was introduced; details under Report of the Management Committee.
<i>Ordinary Members</i>
Six ISAP members were co-opted to the Management Committee in 2019. They provided a greater diversity of viewpoints and helped share the workload of the Management Committee. One of the Ordinary Members, Michal Pisz, reported how the monthly online meetings of the Management Committee provided new experiences, allowed to exchange with people with similar interests and facilitated moving the Society forward.
<i>New membership fees</i>
This has not led to major changes in membership applications.
<i>Members to write for ISAPNews</i>
This could be improved; see under Questions to Members.
<i>Proofreading service</i>
An email list was set up and a Code of Good Practice was written and published. It should be used more. | |

State on an ISAP web page that ICAP abstract books are peer reviewed

This has been implemented.

4. ***Financial Statement***

The financial position of the Society remains stable (see appendix) with an annual deficit of £3055 for the audited year of 2019/20, a surplus for the period since 1st April 2020 of £1688 and expected grant expenditure of £3670. The projected account balance will be £12,394. The Management Committee will watch spending carefully to avoid over-spending.

5. ***Annual Report of the Management Committee***

ISAP Fund: recent funding rounds

As a result of the restrictions due to the pandemic not all grantees were able to start their projects. The funding streams were re-organised with an Open Grant that was awarded monthly on a rolling basis with a slightly reduced grant sum; and a Major Grant with increased grant sum.

Events organised by ISAP

At the start of the pandemic when online meetings were still rare a ‘Virtual Coffee Meeting’ was organised and proved to be a welcome way to exchange ideas and talk to other members. Two online GPR training sessions were delivered by Mike Langton and recordings were made available to members. Online evening lectures were organised by Kris Lockyear with support of ISAP and had also very good feedback.

ISAPNews

The newsletter is now published three times per year and contributions by members are still needed.

ArchaeoLandscapes International (ALI) and the European Association of Archaeologists (EAA)

The registration of ALI as a Dutch Stichting at a notary has stalled due to restrictions imposed by the pandemic. The ALI AGM was held online.

EAA has an ‘Archaeological Prospection Community’ which is a focus group for EAA members who are interested in archaeological prospection; this is hosted by ALI. ISAP’s Paul Johnson has represented this for the last two years. All ISAP members who are EAA member are encouraged to join this Community to give it more visibility. Two EAA sessions that were accepted for 2021 are run by ISAP members providing wider exposure of matters relevant to ISAP.

6. ***Questions to the Membership***

Quorum for online General Meetings

The Management Committee recommended that for General Meetings that are held online the same quorum applies as for in-person meetings, namely 10%, to be calculated based on the number of paid-up members at the end of the last full membership year. 34 members agreed, 0 disagreed.

ISAPNews

One way to encourage more contributions could be to have special issues on certain topics with a Guest Editor. 26 members agreed, 0 disagreed.

More contributions might also arise if back-issues of ISAPNews became open-access and this would increase the visibility of ISAP, even if ISAPNews is one of the most visible membership benefits. In the discussion members shared different

Editor:
special
issues.

Editor:
back

views on this topic and on possible embargo periods. Kayt Armstrong proposed that the current year were to be restricted to members and that previous issues were to be released on a rolling basis. This would be done in batches until issues of all previous years were open-access. 26 members agreed, 0 disagreed.

[issues](#)
[Open-Access](#)

Another way to promote publications in ISAPNews would be to allocate DOIs for new contributions. This would make it easier to cite articles. This was deemed a good idea but more information is required: what changes to editorial practice would be needed (e.g. peer review), how could technical implementation be managed (e.g. permanent web links) and what costs would be involved.

[ManCom: investigate DOI](#)

7. ***Future Events***

ICAP 2021

It is planned to hold the 14th ICAP in Lyon, France from 8-11 September 2021. This shall also include the AGM for 2021. Depending on the development of the pandemic, the conference may have to be held online.

AGM 2022

It is hoped that this will take place during a NSGG day meeting in London, possibly in December 2022.

ICAP 2023

This will be held in Kiel, Germany.

8. ***Any Other Business***

Fieldwork during the pandemic

Members reported different experiences during the lockdown related to the pandemic. Some companies were able to operate as before, but many community groups found it difficult to continue and most academic projects were on hold.

Brexit

Most operations of the Society (e.g. its bank account) are in the UK, but it is expected that Brexit will not have major impacts on ISAP's international operations.

The meeting lasted from 17:03 to 19:15 GMT.

Appendix: Financial Statement 2020

ISAP financial summary 1 April 2019 to 31 March 2020		
Opening bank balance:	£17,431.29	€0.00
Receipts:		
Subscriptions	£1,729.44	€343.00
Donations	£0.00	
Bank interest	£46.12	
Advertising (ISAP News)	£302.55	
EAC Guidelines purchases	£4.58	
Total receipts	£2,082.69	€343.00
Payments:		
Bursaries & prizes	£3,370.00	€70.00
ISAP Fund grants	£1,600.00	
Officer expenses	£245.32	
Web hosting	£0.00	
Bank charges	£152.85	€15.19
Total payments	£5,368.17	€85.19
Net surplus/deficit	-£3,285.48	€257.81
Closing bank balances	£14,145.81	€257.81

ISAP financial summary 1 April 2020 to 27 November 2020		
Opening bank balance:	£14,145.81	€257.81
Receipts:		
Conversion of € to £	£216.73	
Subscriptions	£1,543.94	€529.00
Donations	£0.00	
Bank interest	£35.24	
Advertising (ISAP News)	£140.00	
EAC Guidelines purchases	£4.18	
Total receipts	£1,940.09	€529.00
Payments:		
Conversion of € to £		€257.81
Bursaries & prizes	£0.00	
ISAP Fund grants	£200.00	
Officer expenses	£0.00	
Web hosting	£183.03	
Bank charges	£81.36	€33.12
Total payments	£464.39	€290.93
Net surplus/deficit	£1,475.70	€238.07
Closing bank balances	£15,621.51	€495.88

ISAP financial summary Commitments after 27 November 2020		
Opening bank balance:	£15,621.51	€495.88
Payments:		
ISAP Fund grants	£3,670.00	
Total payments	£3,670.00	€0.00
Net surplus/deficit	-£3,670.00	€0.00
Projected bank balance	£11,951.51	€495.88