

ISAP Annual General Meeting 2016

Tuesday 6th December 2016, The Geological Society, Burlington House, London, UK

Minutes

Members in Attendance

James Adcock, Roger Ainslie, Kate Armstrong, Graeme Attwood, Christophe Benech, James Bonsall, Hannah Brown, Paul Cheetham, Alexander Corkum, Philippe De Smedt, Joerg Fassbinder, Robert Fry, Chris Gaffney, John Gater, Ashely Green, Matthew Guy, Sam Harrison, Alexandru Hegyi, Tomasz Herbich, Paul Johnson, Mike Langton, Neil Linford, Paul Linford, Michael Lukas, James Lyall, Cornelius Meyer, Joep Orbons, Andrew Payne, Michal Pisz, Anne Roseveare, Marion Scheiblecker, Armin Schmidt, Christian Schweitzer, Thomas Sparrow, Arne Stamnes, Leanne Swinbank, Joanna Szarkowska, Peter Turner, Lieven Verdonck, Jeroen Verhegge, Henry Webber, Kate Welham.

(42 out of 163 paid members (as of 30 Dec. 2016) = 26%, hence the quorum of 10% was reached)

Also in attendance: Kathryn Cunningham, Marta Fartung Tarwella, Helen McCreary, David Pall, Thomas Ure, Hans Whitefield, Petra Schneidhofer

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- | 1. | <i>Apologies</i> | <u>Actions</u> |
|----|---|----------------|
| | Apologies were received and noted from Chrys Harris and Immo Trinks. | |
| 2. | <i>Minutes of the Previous Meeting (18 September 2015, Warsaw)</i> | |
| | The minutes had been made available on the web and were accepted as a true and accurate record of the meeting. There were no 'Matters arising'. | |
| 3. | <i>Annual Report of the Management Committee</i> | |
| | <i>Posterprize</i> | |
| | The attendants at the 2016 NSGG day-meeting awarded the ISAP Poster Prize (£50) to Lieven Verdonck. | |
| | <i>EAC Guidelines</i> | |
| | The meeting was reminded that the collaborative authored EAC Guidelines had been published on the ISAP website. The individual ISAP members were thanked for the time that they had devoted to this endeavour as were the members who had provided advice and feedback during the review period. The digital version is free, but a limited number of hardcopies are available at greatly reduced price, again via the website (http://www.archprospection.org/eacguidelines). | |
| | <i>The ISAP Fund: Administration and Review College</i> | |
| | There was a significant amount of discussion regarding how the fund could be maintained, given the increasingly burdensome administrative load. In particular the fair and transparent review system is requiring considerable work. The suggestion of paid-for assistance was not well received by some members as it might require increasing membership fees or decreasing the Fund's award-payments. | |
| | For the review process an ISAP Review College could be established so that the reviewers for each call of the Fund could vary, to reflect the applications and to ensure that the workload were not too onerous on individuals. The Review College should consist of a large pool of ISAP members from which the reviewers for any one call could be drawn. | |

ArchaeoLandscapes International

The EU funded project *ArchaeoLandscapes Europe* has come to an end and its successor *ArchaeoLandscapes International* has now been established to keep the network of interested organisations together and apply for new funding. ISAP and AARG (the Aerial Archaeology Research Group) are permanent members on the General Management Board, the other three are elected by the ALI members.

As ALI currently has no funds, it was agreed that ISAP representatives will be paid reasonable reimbursements to attend the ALI AGMs.

ICAP 2019: IT Sligo, Ireland

The ISAP AGM will be held at the 2019 ICAP, which will take place at IT Sligo, Ireland. The lead organiser of the conference will be Dr James Bonsall.

ICAP 2021

The ISAP management committee is encouraging expressions of interest for hosting the ICAP 2021. In the first instance prospective hosts should contact the ISAP Chair and complete a brief form.

4. ***Financial Statement***

The financial position of the Society remains stable, see appendix.

5. ***Next AGM 2017: 15 September 2017, Bradford***

The next AGM will be at the University of Bradford during ICAP 2017.

7. ***Any Other Business***

Mathew Guy lead a discussion regarding on-line abstracts for future NSGG day-meetings at the Geological Society, London, which would include the ISAP 2018 AGM. Chris Gaffney responded that the ICAP 2017 meeting was to trial such a system and that feedback would be provided at the next ISAP AGM. CG

There was a brief discussion regarding ISAP fees, following on from the earlier discussion about paid assistance for the ISAP Fund. The Treasurer, Paul Linford, noted that raising the fees would make more funding available to potential applicants. Although this was deemed positive in principle, higher fees were considered to possibly jeopardise the inclusive nature of the Society. Additionally, James Bonsall pointed out that the Society has been trying to decrease its reserve-fund for some time and, therefore, without a clear plan to spend the money this seems at odds with our policy.

This was followed by a discussion about charitable status for the Society. A number of members have experience (both successful and unsuccessful) attempting to gain registered charity status. James Lyall indicated that while the process is tough it is also extremely beneficial. It was agreed that ISAP should consider this option.

The meeting was chaired by the ISAP Chairman, Armin Schmidt, minutes were taken by Chris Gaffney and accepted by the Chair on 16/08/2017.

Appendix: Financial Statement 2016

ISAP financial summary 1 April 2015 to 31 March 2016		
Opening bank balance:	Sterling	Euros
Sterling	£14,718.12	
Euros		€ 967.67
Receipts:		
Subscriptions	£1,256.43	€ 445.00
Donations		€ 17.00
Bank interest	£8.26	
Advertising	£800.00	
Cash loan NSGG 2014	£153.13	
Total receipts	£2,217.82	€462.00
Payments:		
ISAP Fund grants	£800.00	
Student Bursaries and Prizes	£230.13	€700.00
Bank Charges	£69.48	€43.42
Web hosting	£150.13	
Repay NSGG2014 loan	£163.00	
Total payments	£1,412.74	€743.42
Net surplus/deficit	£805.08	-€ 281.42
Closing bank balances	£15,523.20	€ 686.25

ISAP financial summary 1 April 2016 to 25 November 2016		
Opening bank balance:	Sterling	Euros
Sterling	£15,523.20	
Euros		€ 686.25
Receipts:		
Subscriptions	£389.00	€ 20.00
Donations		
Bank interest	£9.28	
Advertising	£40.00	
EAC Guidelines purchases	£325.18	
Total receipts	£763.46	€20.00
Payments:		
ISAP Fund grants	£1,000.00	
Student Bursaries Prizes		
Bank Charges	£66.57	
Web hosting		
EAC guidelines printing	£691.28	
Total payments	£1,757.85	€0.00
Net surplus/deficit	-£994.39	€ 20.00
Closing bank balances	£14,528.81	€ 706.25