

ISAP Annual General Meeting 2019

Saturday 31st August 2019, Conference Theatre, IT Sligo, Sligo, Ireland

Minutes

Members in Attendance

Kayt Armstrong, Andrei Asandulesei, Ian Barnes, Christophe Benech, James Bonsall, Julia Cantarano, Paul Cheetham, Michel Dabas, Philippe De Smedt, Eileen Ernenwein, Joerg Fassbinder, Chris Gaffney, Ekhine Garcia, Ashely Green, Chrys Harris, Tomasz Herbich, Cian Hogan, Paul Johnson, Roland Linck, Neil Linford, Paul Linford, Joep Orbons, Andrew Payne, Michal Pisz, Finnegan Pope-Carter, Wolfgang Rabbel, Marion Scheiblecker, Armin Schmidt, Alain Tabbagh, Quentin Vitale, Roger Walker

(all 31 members had paid their membership fee in 2018 or 2019; the total number of paid members in the last completed year (2018) was 244; hence the attendance was 13% and the quorum of 10% was reached)

Also in attendance: Lucia Bermejo, Ed Burton, Ursula Garner, Doris Jetzinger, Natalie Pickartz and Julien Wolf.

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- | | <u>Actions</u> |
|---|----------------|
| 1. <i>Apologies</i>
Apologies were received from Duncan Hale, Ron Organ, Immo Trinks, Gregory Tsokas and Lieven Verdonck. | |
| 2. <i>Minutes of the Previous Meeting (4 December 2018, London)</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 the meeting. | |
| 3. <i>Matters arising</i>
<i>Funding for field schools</i>
This was considered, but no decision taken.
<i>Consider a proof-reading fund</i>
This was considered, but no decision taken. See discussion below.
<i>Sessions for planning-archaeologists to recognise poor reports</i>
This has not yet been taken forward.
<i>A new column for ISAPNews: 'just an image'</i>
The last issue of ISAPNews had such a piece with 'pretty pictures'.
<i>Members' feedback on lack of applications for ISAP Fund</i>
It was decided that views would be sought during this AGM. See discussion below. | |
| 4. <i>Financial Statement</i>
The financial position of the Society remains stable (see appendix) with a surplus of £812 for the audited year of 2018/19 and a projected deficit for the period since 1st April 2019 of £5,265. The latter includes the outstanding commitments due to bursaries, poster prizes and the ISAP Fund. This projected deficit is deliberate as the overall account balance is meant to be reduced over time. Taking the projected deficit into account the balance will be £12,166. The Management Committee will watch spending carefully to avoid over-spending. | |

5. *Annual Report of the Management Committee*

Studentships and Prizes

- *NSGG London, December 2018*
 - Poster (1x £50): Kris Lockyear
 - Early Career Bursaries (2x £50): Ashely Green, Michal Pisz
- *ICAP Sligo, August 2019*
 - Conference Bursaries (6x £550 – this was calculated as £250 plus the conference fee). The bursaries are meant as ‘enablers’ and after considerable discussion were awarded without requiring to present a paper/poster in order to allow faster decisions prior to conference acceptance and payments before the conference:
 - Susan Curran
 - Ekhine Garcia Garcia
 - Ashely Green
 - Doris Jetzinger
 - Simyrdanis Kleanthis
 - Dimitrios Oikonomoy
 - Poster Prizes (3x £65; the top three posters received the same number of votes)
 - Tomasz Herbich
 - Michal Pisz
 - Quentin Vitale
- *ISAP Fund*
 - Scott and Anna Chaussée (£1000)

The ISAP Fund

The ISAP Fund Secretary, Paul Johnson, is a co-opted member of the Management Committee and therefore does not need to be re-elected by the membership.

In order to encourage more members to apply for funding an Open Call will be trialled, where submitted applications will be assessed continuously at the beginning of each month, until the funds allocated for the funding round are exhausted. The evaluation for these Open Call applications will be done internally by an expanded Management Committee.

ManCom:
Open Call

Views of the membership were sought whether £1000 is enough to undertake a project. It was felt that different schemes should be on offer: an Open Call with small sums, and a fixed-deadline grant with a larger sum. The Open Call could also be used to support several projects, albeit with smaller sums.

Given the relatively modest sums of the ISAP Fund, it should not be used for institutional overheads. Some funders, especially charities, and even National Geographic, simply refuse to pay institutional overheads and ISAP should do the same, where possible.

Expand the Management Committee

Especially in the light of planned internal evaluations for the ISAP Fund the current Management Committee suggested to expand itself by six co-opted 'Ordinary Members'. This will also be an opportunity for these to gain experience of how ISAP operates and hopefully be an encouragement to apply subsequently for a post as Officer of the Management Committee. An email will be sent to all members with information on how to apply to become an 'Ordinary Member' of the Management Committee. The term of service will be for two years in the first instance.

ManCom:
email OM

Membership fee

The membership fee had remained constant since the foundation of ISAP in 2003. Especially in the light of changed Euro/GBP exchange rates the fees shall now be adjusted to £10/EUR 11 for individual members and £40/EUR 45 for corporate members.

ManCom:
new fees

A discussion about the possibility to introduce the additional membership tier of 'young profession/student' led to the conclusion that the current two-tier system is sufficient.

ISAPNews

The feedback on the new format (single column for better screen reading) was good, and it was reported that it even prints better.

The Management Committee stressed that submissions are required from the membership and that 'pretty survey pictures' would also be of interest.

Members:
ISAPNews
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ArchaeoLandscapes International (ALI)

One of its founding aims of ALI was to be the 'go-to' body for organisations who wish to have a 'prospection working group'. This is also the case for the European Association of Archaeologists (EAA) where ALI hosts the 'Archaeological Prospection Community' (ArchProsCom). This year's EAA event was attended by Paul Johnson as ALI representative. He informed members that if they propose sessions for an EAA conference these should be linked to the ArchProsCom. It is a good way to advertise the work of ISAP and ALI to other EAA members.

It is difficult for ALI to decide whether to hold its AGM during ICAP or the AARG annual conference. As AARG is considering holding its meetings only every other year, between ICAP, this issue may resolve itself. Alternatively, a virtual format may allow more ALI members to attend the ALI AGM.

ICAP

14th International Conference 2021: Lyon

15th International Conference 2023: one proposal received so far, other proposals must be submitted in the next two weeks.

6. ***Elections of Officers to the Management Committee***

These elections are for the period September 2019 to Sept 2021.

There were late nominations for Vice Chair and Editor, but both were admitted by the membership.

Nominations Received:

- Chair: Chris Gaffney
- Vice-Chair: Chrys Harris

- Honorary Secretary: Armin Schmidt
- Editor: Kayt Armstrong
- Conference Secretary: Christophe Benech
- Conference Vice-Secretary: James Bonsall

These nominations were agreed by the members present.

7. *Next AGM 2020*

It is expected that this will take place during a NSGG day meeting in London, probably in December 2020.

8. *Any Other Business*

Establishing a proof-reading fund

There appears to be a need for proofreading of technical articles by members for members. During the discussion different methods for facilitating this and issues related to this, were considered: the Chartered Institute of Editing and Proofreading (CIEP) has page-rates to be charged by its members. One possibility would be for ISAP to provide a grant to an ISAP member who requires proofreading such that they could pay a professional proofreader. This would be a costly solution, especially as relevant expertise is already available in the ISAP membership. However, ISAP cannot pay directly its own members to do proofreading for other members since this would create issues with social security insurance and tax. Instead, this could be a voluntary service by members for members (for example using an email list for organising it). A service with some remuneration, on the other hand, would make it easier to ‘enforce’ delivery, for example for time-critical texts. It should also be considered that internal proofreading by ISAP members could take business away from professional proofreaders.

It was decided that the Management Committee would try to suggest workable solutions.

ManCom:
proofreading

Publication of ICAP extended abstracts

Especially for countries where academic publications are scored with a points system the extended abstracts for ICAP could be counted towards members’ totals. It is hence important that they are published in a peer-reviewed and recognised format (e.g. journal, monograph). It is planned to publish the extended abstracts for ICAP2021 (Lyon) in a supplement to a French periodical. It was suggested that the ISAP web site should state the ICAP process of peer review for the published abstracts.

ManCom:
web
ICAP

Endorsements

Members were reminded that ISAP can endorse locally organised events (workshops, conferences, field schools) by providing publicity and its logo. Where appropriate even bursaries may be available. Organisers of such events should write to the Chair with a brief outline.

The meeting was chaired by the ISAP Chair, Chris Gaffney. It started at 16:45; the minutes of the meeting were taken by Armin Schmidt and accepted by the Chair.

Appendix: Financial Statement 2019

ISAP financial summary 1 April 2018 to 31 March 2019		ISAP financial summary 1 April 2019 to 11 August 2019		ISAP financial summary Commitments after 11 August 2019	
Opening bank balance:	£16,619.58	Opening bank balance:	£17,431.29	Opening bank balance:	£16,790.95
Receipts:		Receipts:			
Subscriptions	£1,910.73	Subscriptions	£164.45		
Donations	£0.00	Donations	£0.00		
Bank interest	£3.43	Bank interest	£19.42		
Advertising	£800.00	Advertising	£0.00		
EAC Guidelines cash sales	£56.03	EAC Guidelines cash sales	£4.58		
Total receipts	£2,770.19	Total receipts	£188.45		
Payments:		Payments:		Payments:	
Bursaries and Prizes	£150.00	Bursaries & prizes	£0.00	ISAP-Fund	£1,200.00
ISAP Fund grants	£1,400.00	ISAP Fund grants	£800.00	ICAP19 Bursaries	£3,240.00
Guidelines printing/postage		Guidelines printing/postage		ICAP19 Poster Prizes	£185.00
Web hosting	£11.04	Web hosting			
Expenses ArcLand	£223.23				
Printing banner	£78.00				
Bank Charges	£96.21	Bank charges	£28.79		
Total payments	£1,958.48	Total payments	£828.79	Total payments	£4,625.00
Net surplus/deficit	£811.71	Net surplus/deficit	-£640.34	Net surplus/deficit	-£5,265.34
Closing bank balances	£17,431.29	Closing bank balances	£16,790.95	Projected bank balance	£12,165.95