

ISAP Annual General Meeting 2021

Wednesday 10th September 2021, **online**

Minutes

Members in Attendance

Kayt Armstrong, Andrei Asandulesei, Christophe Benech, Meric Berge, Kseniia Bondar, James Bonsall, Hannah Brown, Nicholas Crabb, Michel Dabas, Philippe De Smedt, Joerg Fassbinder, Chris Gaffney, Sebastien Gondet, Tomasz Herbich, Paul Johnson, Stephen Kay, Krzysztof Kiersnowski, Mike Langton, Roland Linck, Neil Linford, Paul Linford, Cornelius Meyer, Kourosh Mohammadkhani, Andrew Payne, Natalie Pickartz, Michal Pisz, Benny Rieger, Robert Ryndziewicz, Apostolos Sarris, Marion Scheiblecker, Armin Schmidt, Colin Shell, Francois-Xavier Simon, Thomas Sparrow, Joanna Szarkowska, Lieven Verdonck, Jeroen Verhegge, Roger Walker, Tina Wunderlich.

Of the 39 members in attendance all had paid their membership fee in 2020 or 2021; the total number of paid members in the last completed year (2020) was 292; hence the attendance was 13% and the quorum of 10% was reached.

Also in attendance:

‘Gerbrand’.

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. The meeting run from 16:46 to 17:54 (CEST).

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- | 1. | <i>Apologies</i> | <u>Actions</u> |
|----|---|----------------|
| | Apologies were received from Duncan Hale. | |
| 2. | <i>Minutes of the Previous Meeting (9th December 2020)</i>
The minutes had been made available on the web. No objections were raised against these minutes and they are hence accepted as true and accurate records of that meeting. | |
| 3. | <i>Matters arising</i>
<i>ICAP 2021</i>
The Chair thanked the organisers of ICAP2021 on behalf of the membership. All feedback was very complimentary, which is especially noteworthy given that the conference was carried out entirely online. In particular, the platform used (Gather, <u>https://www.gather.town/conferences</u>) had been praised.
<i>ISAPNews: Special Issues</i>
Issue 62 was a Special Issue dedicated to the use of Geoscan instruments in archaeological prospection.
<i>ISAPNews: Open Access of back-issues</i>
This has not yet been implemented due to the technical challenges involved. It would be better to refer to it as “free-to-access” since the term Open Access has acquired legal connotations (e.g. funders’ requirements for Open Access publishing).
<i>ISAPNews: information about DOI</i>
The most reasonably priced Service Provider is mEDRA with the following | |

subscription fees:

- mEDRA international: 150 EUR setup plus 180 EUR annual for 30 DOIs
- mEDRA Germany: 300 EUR setup plus 80 EUR annual for 50 DOIs, hence cheaper from 2nd year.

A technical challenge that has to be overcome is the provision of permanent URLs for each DOI that points to an individual article. ISAPNews is not yet set up for such a system (full-issue publication only).

4. ***Financial Statement***

An overview is presented by Paul Linford and shown in the Appendix.

- The left column shows the audited accounts until March 2021. Subscription income increased slightly, as well as advertising income (now five advertisers in ISAPNews). Due to the overall small sums of outgoing payments approximately £2000 were gained in the year 2020/2021.
- For the current year (middle column) only limited income due to few membership fee payments (as they were mostly paid in spring) and only limited expenditure for one ISAP Fund completion payment.
- Third column shows outstanding commitment due to the ISAP Fund (either carried over or new this year).

Overall a slight spend-down of the savings as agreed before.

Thanks to Rob Vernon for auditing the accounts; he agreed to continue.

James Bonsall thanks Paul Linford for efficient organising of the finances.

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

ISAP Fund

This year only one Open Call with extended budget (£3000) instead of a mixture of Open Grants and Major Grants as in previous years, due to Covid restrictions.

Philippe de Smedt: is the grant money paid into university accounts? And is it clear that no overheads are paid?

Paul Johnson: it has always been possible to pay grant money to the PI directly, but the preference has been to manage it through an organisation with its own auditing procedures. However, there have been many problems with organisational administration and paying PIs directly is now acceptable. That no overheads are being paid is already stated clearly in the Grant Scheme. The burden is on the applicant to get agreement from their organisation.

In the financial year 2020/21 there were three Major Grants of which only one was completed (James Bonsall). This, and the Covid restrictions, led to changing this year's scheme to one large Open Call (see above). The call will close on 1st November 2021 and money is still left in the grant budget.

The grant awarding system was further improved by introducing anonymous reviewing to reduce bias.

Early Career Bursaries for ICAP2021

There were no applications, presumably due to the already low fees of the online format.

Online events facilitated

Instead of an in-person meeting (for example December 2020 in London) an NSGG

virtual conference was organised by Adam Booth on 19 February 2021, with support from ISAP and using the ISAP YouTube channel to host some of the presentations.

Social Media

A new Facebook page was created and cooperation with existing Facebook group 'Geophysical Prospection in Archaeology' was established. An additional new ISAP group did not seem desirable. That group also has many followers who are not members of ISAP and reaching out to them through the existing group is useful.

ManCom:

The ISAP Social Media guidelines were revised and will be made public on the web site.

SocMed
guidelines

ISAPNews

The special issue of ISAPNews on the use of Geoscan instruments was well received. It remains important for members to submit short contributions (text and/or images) to fill future issues. The advertising revenue is an important source of income.

The Chair thanked Kayt Armstrong for her work as Editor.

ArchaeoLandscapes International (ALI)

On instigation by AARG a Memorandum of Understanding was drafted between AARG, ISAP and ALI to clarify possible financial commitments from ISAP and AARG towards ALI.

6. *Questions to the Membership*

The six Ordinary Members of the Management Committee show great commitment and are an invaluable asset for managing the Society. The Chair therefore asks the membership to perpetuate these roles, to be filled with candidates elected by the Management Committee using the same rota as the Management Committee elections.

Vote: 30 in favour, none against

HonSec:

A call for (self-)nominations will go out after this AGM. If there are more than six applicants then the new Management Committee will elect six.

Call for
OrdMemb

7. *Election of Officers*

The next term of officers to the Management Committee is October 2021 to September 2023. There was one late nomination and the Chair asks the membership to admit this.

Vote: 29 in favour, none against

Nominations received for ISAP Management Committee officers:

- Chair: Armin Schmidt
- Vice-Chair: Natalie Pickartz (late nomination)
- Honorary Secretary: Stephen Kay
- Conference Secretary: Wolfgang Rabbel
- Conference Vice-Secretary: Christophe Benech
- Editor: Michal Pisz

Election of the new committee as a block.

Vote: 36 in favour, none against

Co-opted and already agreed are:

- ISAP Fund Secretary: Paul Johnson

- Treasurer: Paul Linford

8. *Future Events*

AGM 2022

Possibly together with a NSGG day meeting, for example in December 2022 in London.

15th International Conference on Archaeological Prospection, ICAP2023: Kiel, Germany

Possible dates suggested by the local organisers (conference Wed-Fri, excursion Sat). There will be an online poll for the whole membership.

- 28 March - 1 April (preferred by local organisers)
- 18-22 April
- 25-29 July
- 5-9 September

It is expected that ISAP's 2023 AGM will be held during the conference.

Tina Wunderlich introduced plans for ICAP2023 in Kiel:

It is expected to hold the conference as an in-person event. Nearest airport is Hamburg with a 1h train journey to Kiel. The conference will be in a University lecture hall. Social events will be related to the Baltic Sea with an excursion to Haithabu and the Danewerk.

16th International Conference on Archaeological Prospection, ICAP2025

Expressions of interest should be sent to the Management Committee before 15 December 2021.

9. *Any Other Business*

DOIs for ISAPNews

Paul Linford: either of the mEDRA option could be afforded but the lower ongoing fees of the German mEDRA would be better.

Michal Pisz: it raises the attractiveness of ISAPNews, costs are reasonable and hence this should be done.

Armin Schmidt: details still need to be clarified but a general agreement from the membership is welcome.

The Chair asks the membership to agree for the Management Committee to implement this.

Vote: 30 in favour, none against

Thesaurus

Christophe Benech: there was a poster at ICAP2021 about a thesaurus for archaeological prospection. The authors would like to create an international network for this to help with the selection of terms. Interoperability is important.

The Chair suggests publishing details in ISAPNews.

New Management Committee

As Chris Gaffney has not sought nomination to the new Management Committee, he will leave that committee after 18 years, and was thanked for his long and committed service.

ManCom

Poll for
ICAP
dates

ManCom:

DOIs

C Benech

Thesaurus
in ISAP
News

Honorary Members

ManCom:

It is suggested that Rinita Dalan and Ken Kvamme become new Honorary Members of ISAP.

Honorary
Members

Vote: 30 in agreement, none against.

Appendix: Financial Statement 2021

ISAP financial summary 1 April 2020 to 31 March 2021			ISAP financial summary 1 April 2021 to 16 August 2021			ISAP financial summary Commitments after 16 August 2021		
Opening bank balance:	£14,145.81	€257.81	Opening bank balance:	£15,817.82	€840.74	Opening bank balance:	£15,791.29	€916.02
Receipts:			Receipts:			Receipts:		
Conversion of € to £	£216.73		Conversion of € to £					
Subscriptions	£2,912.73	€897.00	Subscriptions	£162.12	€80.50			
Donations	£15.24		Donations					
Bank interest	£35.24		Bank interest	£1.53				
Advertising (ISAP News)	£580.00		Advertising (ISAP News)	£240.00				
EAC Guidelines purchases	£4.18		EAC Guidelines purchases					
Total receipts	£3,764.12	€897.00	Total receipts	£403.65	€80.50	Total receipts	£0.00	€0.00
Payments:			Payments:			Payments:		
Conversion of € to £		€257.81	Conversion of € to £					
Bursaries & prizes	£0.00		Bursaries & prizes	£0.00				
ISAP Fund grants	£1,776.00		ISAP Fund grants	£244.00		ISAP Fund grants	£4,038.00	
Officer expenses	£0.00		Officer expenses	£0.00				
Web hosting	£183.03		Web hosting	£170.54				
Bank charges	£133.08	€56.26	Bank charges	£15.64	€5.22			
Total payments	£2,092.11	€314.07	Total payments	£430.18	€5.22	Total payments	£4,038.00	€0.00
Net surplus/deficit	£1,672.01	€582.93	Net surplus/deficit	-£26.53	€75.28	Net surplus/deficit	-£4,038.00	€0.00
Closing bank balances	£15,817.82	€840.74	Closing bank balances	£15,791.29	€916.02	Projected bank balance	£11,753.29	€916.02
Total Surplus GBP	£2,172.38			£38.09			-£4,038.00	
Total Balance GBP	£16,539.49			£16,577.57			£12,539.57	