

# ISAP Annual General Meeting 2022

Friday 6th December 2022, Burlington House, London and online

## Minutes

### *Members in Attendance*

The following members attended the meeting either on-site, or off-line (OL):

Roger Ainslie, James Bonsall (OL), Joris Coolen (OL), Lars Gustavsen, Sandra Hahn, Chrys Harris, Paul Johnson, Stephen Kay (OL), Mike Langton, Roland Linck (OL), Neil Linford, Paul Linford, Kris Lockyear, James Lyall, Andrew Payne, Michal Pisz, Finnegan Pope-Carter, Anne Roseveare (OL), Martin Roseveare (OL), Marion Scheiblecker (OL), Armin Schmidt, Thomas Sparrow, Jennie Sturm (OL), Joanna Szarkowska, Lieven Verdonck, Jeroen Verhegge, Roger Walker (OL), Duncan Williams

Also in attendance were:

Samira Bashar (OL), Leigh A Garst, Elena Man, Stephen Twist

Of the 28 members in attendance 27 had paid their membership fee in 2021 or 2022; the total number of paid members in the last completed year (2021) was 272; hence the attendance was 10% and the quorum of 10% was reached.

The meeting was held in person, chaired by Armin Schmidt and notes were taken by Stephen Kay (online). The meeting ran from 17:35 to 18:17 (GMT).

### **1. Apologies**

Apologies were received from Joep Orbons.

### **2. Minutes of the Previous Meeting (10th September 2021)**

The minutes had been made available on the web. No objections were raised against these minutes and they were hence accepted as true and accurate records of that meeting.

### **3. Matters arising**

*Make revised Social Media guidelines available online*

This was done.

*Send out call for nomination to join the Management Committee as Ordinary Members*

This was done. Those elected were Martin Roseveare, Robert Ryndziewicz, Marion Scheiblecker, Tom Sparrow, Joanna Szarkowska and Brian Whiting.

*Poll for selecting date of ICAP2023*

The dates of 28 March - 1 April 2023 were chosen.

*Establish a DOI system for ISAPNews articles*

A contract has been agreed with mEDRA Germany (see below). All articles of ISAPNews will be able to have a DOI. This will be a good way to encourage further submissions to ISAPNews.

*ISAPNews article on plans for a thesaurus*

This has been published.

*Honorary Members Rinita Dalan and Ken Kvamme*

The members were pleasantly surprised and gratefully accepted.

#### **4. Financial Statement**

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

Overall, ISAP finds itself in a good financial position and has the resources to spend more. The aim was to spend down the fund to around £10,000 but due to COVID fewer grants from the ISAP Fund were started. We should encourage more bursaries so as to spend down the funds.

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

*ISAP Fund*

Paul Johnson: This year there was one Open Call with a total budget of £3000, allowing to award grants of up to £750 to four projects. All four awards have been made, but there were no additional applications submitted. Ideally it would be advantageous to receive more applications to the ISAP Fund.

*Early Career Bursaries for ICAP2023*

There have been two applications. The Early Bird Registration deadline for ICAP2023 has been extended to the 10<sup>th</sup> January 2023, therefore the deadline for applications to the ISAP bursaries has also been extended, to the 1<sup>st</sup> January 2023. Members were asked to consider whether they are eligible and if in doubt, to simply apply with a brief note on the form; the Management Committee will check the eligibility of the application.

*Website*

There have been some ongoing problems with the underlying server for the website. Initially a \$5 premium was paid monthly to the provider to keep an older version of software running, but for security reasons the underlying MySQL database has subsequently been updated earlier in the year and is now not compatible with the ISAP website. The website has therefore been converted to a static website with limited functionality (e.g. online payments for membership fees are not possible).

A new site is currently being created using WordPress. Therefore, please do not pay the membership fee until mid-January 2023.

*Questionnaire: Role of geophysical surveys*

There has been a request from the co-chairs of the EAC Working Group on Remote Sensing, whether ISAP could run another questionnaire, similar to the one earlier this year ('the role of geophysics'). The new one would differ from the previous one and focus upon questions such as "what skills are desirable", "what training is required" etc.

*ISAPNews*

The Management Committee is currently considering a refresh of the design and will make a final decision next year.

Armin Schmidt: Would members like a new design?

James Lyall: Given that the introduction of DOIs will lead to separate landing pages for individual articles, would this lead to a web-only design of the newsletter with an associated change of the layout?

Armin Schmidt: Yes, the design decisions tie in with the work on providing DOIs for each article in ISAPNews. However, it is intended to retain the newsletter as a single pdf file, with the DOI articles being created individually from the whole issue as the master.

### *Social Media*

ISAP now also has a presence on LinkedIn. In order to provide all Social Media channels with useful content pipelines have been established to feed the channels individually from a main source (e.g. the email list) based on filter criteria.

### *ArchaeoLandscapes International (ALI)*

This was established in 2016 as a successor to *ArchaeoLandscapes Europe*, but over the last few years has been insufficiently active. The ALI General Management Board hence took the decision (to be confirmed by a General Meeting) to wind down the group. Given the importance of continued support for the study of archaeological landscapes a Memorandum of Understanding (MoU) is being agreed between ISAP and the Aerial Archaeology Research Group (AARG) to support overarching projects and activities. A joint committee meeting has been held and a final draft of the agreement will be completed soon. This is not binding and does not have financial implications for ISAP or AARG.

### **6. *Questions to the Management Committee***

There were no questions to the Management Committee.

### **7. *Future Events***

#### *AGM 2023*

The AGM2023 will be held at ICAP2023 in Kiel, Germany. It is noted that although this is close to the current AGM, this will be an occasion when many members of ISAP will be present in person.

#### *ICAP2025*

A presentation ‘taster’ was made by Jeroen Verhegge.

The proposal is to hold the 16<sup>th</sup> conference at Ghent, Belgium, hosted by the University of Ghent. The suggested dates are the 16 – 18<sup>th</sup> September 2025. The current plan is to have a training day before, and an excursion day after the conference. The conference will be held in the building of the Faculty of Bio-Science-Engineering.

### **8. *Any Other Business***

#### *ISAP 20<sup>th</sup> Anniversary Events*

The Management Committee is organising a series of events celebrating the 20<sup>th</sup> anniversary of ISAP in 2023 that will run throughout the year. The first event, to be launched on the 1<sup>st</sup> January 2023 will be a photo competition with a prize for the winner to be announced at the Icebreaker event at ICAP2023 (March 2023). There will also be an opportunity to purchase ISAP 20<sup>th</sup> anniversary merchandise at ICAP2023 and online.

Roger Ainslie: Has noted that the GPS correction signal provided by Trinity House has been turned off. Have other members had an issue? Can ISAP do something about it?

Armin Schmidt: explained to RA that he can send an email to the Chair with suggestions for possible actions.

Andy Payne: Recommends ISAP members to sign up soon for ICAP2023 as the registration process is complex.

Armin Schmidt: The organisers are running late with acceptance of abstracts; therefore the Early Bird registration has been extended until the 10<sup>th</sup> January 2023. Suggests members wait until notified that their abstracts are accepted before registering, but useful to take note.

The meeting was closed at: 18.17 GMT

### **Appendix: Financial Statement 2022**

ISAP financial summary 1 April 2021 to 31 March 2022			ISAP financial summary 1 April 2022 to 30 November 2022		
	Sterling	Euros		Sterling	Euros
<b>Opening bank balances:</b>	£15,817.82	€840.74	<b>Opening bank balances:</b>	£16,476.09	€2,335.64
<b>Receipts:</b>			<b>Receipts:</b>		
Conversion of € to £			Conversion of € to £	£2,057.81	
Subscriptions	£2,474.62	€1,609.00	Subscriptions	£353.11	€148.47
Donations	£58.24	€0.00	Donations	£0.00	€0.00
Bank interest	£3.14		Bank interest	£13.22	
Advertising (ISAP News)	£811.40	€0.00	Advertising (ISAP News)	£100.00	€0.00
EAC Guidelines purchases	£0.00	€0.00	EAC Guidelines purchases	£0.00	€0.00
<b>Total receipts</b>	<b>£3,347.40</b>	<b>€1,609.00</b>	<b>Total receipts</b>	<b>£2,524.14</b>	<b>€148.47</b>
<b>Payments:</b>			<b>Payments:</b>		
Conversion of € to £			Conversion of € to £		€2,463.66
Bursaries & prizes	£0.00	€0.00	Bursaries & prizes	£0.00	€0.00
ISAP Fund grants	£2,282.01	€0.00	ISAP Fund grants	£1,045.15	€0.00
Officer expenses	£0.00		Officer expenses	£0.00	
Web hosting	£247.00		Web hosting/DOI fees	£317.45	
Bank charges	£160.12	€114.10	Bank charges	£18.06	€10.29
<b>Total outgoings</b>	<b>£2,689.13</b>	<b>€114.10</b>	<b>Total outgoings</b>	<b>£1,380.66</b>	<b>€2,473.95</b>
<b>Net surplus/deficit</b>	<b>£658.27</b>	<b>€1,494.90</b>	<b>Net surplus/deficit</b>	<b>£1,143.48</b>	<b>-€2,325.48</b>
<b>Closing bank balances</b>	<b>£16,476.09</b>	<b>€2,335.64</b>	<b>Closing bank balances</b>	<b>£17,619.57</b>	<b>€10.16</b>

In summary, and based on an exchange rate of 1.41 EUR/GBP:

1/4/21 to 31/3/22: +£2362

1/4/22 to 30/11/22: -£1508

Overall: +£854