

Executive Committee Meeting
Astor Crowne Plaza Hotel
New Orleans, LA
21 Nov 2009
DRAFT MINUTES

PRESENT: Sheldon Fox, Treasurer, Andy Vaughn, Ex. Director, Tammi Schneider, VP for Membership; Orlyn Nelson, Jeffrey Blakely, VP for Publications, Tim Harrison, President, P.E. MacAllister, Chairman, B.W. Ruffner, Øystein LaBianca, VP of CAP; Eric Meyers, Past President; Morag Kersel, Co-VP for Annual Meeting; Michael Homan, Co-VP for Annual Meeting, Jim Strange, Secretary, Andy Vaughn, Executive Director

ABSENT: Joe D. Seger, Past President.

VISITORS: G. Arbino

1. **CTO by Tim Harrison, President.**
2. **Approval of minutes, James F. Strange, Secretary.** The Secretary reports that he received nine corrections to the Treasurer's report, and he will correct all.
BE IT RESOLVED that the Minutes be approved as corrected. Moved my Jeff Blakely; seconded by Øystein LaBianca. PASSED UNANIMOUSLY.
3. **Approval of Agenda with one move.** APPROVED UNANIMOUSLY.
4. **Nominations Committee Report: Jeff Blakely.** Jeff Blakely asked for a Resolution of thanks for those people who have served as Trustees incl. Bill Arnold and Austin Ritterspach.
BE IT RESOLVED that that the president write a note of thanks to those Trustees who have served. Øystein LaBianca moved; Tammi Schneider seconded. PASSED UNANIMOUSLY.
5. **Officers' Nominating Committee—Gary Arbino.** The Officers Nominating Committee reminded the Executive Committee that we can have two VPs for CAMP. The current VPs are stepping down Dec of 2010. There was discussion of the issue of voting, noting that the current two VPs for CAMP vote as one. It was noted that we are operating by EC resolution with the compliance of the Board of Trustees. The second issue was the process of vetting and nominating officers, namely, whether we should offer more than one name for any given position. It was suggested that we add to the membership members' meeting Minutes that according to the bylaws the membership does not vote on officers. Alternatively it was suggested that we describe the process. A third issue is whether VPs will be on the Board of Trustees. The discussion appeared to favor the retention of flexibility and have one or perhaps two VPs for Annual Meeting. There was no consensus on the other issues.
6. **Treasurer's Report—Sheldon Fox.** Copies of the audit have been passed out. The Updated budget to Actual was not very different from what was presented in September. We had no deferred income from JCS, which came to a correction. The Treasurer went over the audit and supplemental letters. Page 2 of audit report posted our total net assets at \$923,000. About half of total assets are restricted.

There are also temporarily restricted assets on page 10. Unrestricted assets are down \$145,000 from last year. Unrestricted assets available for operations come to a negative number of about \$30,000. We hope that loss is temporary. We have recovered all of the General Endowment and part of the Harris Endowment. It is possible to pay the bills, but there is no cushion. Pages 14-15 show all costs allocated to ASOR's programs. That schedule shows that the net cost of the Annual Meeting was \$93,000, most of which is for a full-time coordinator. The \$127,000 loss of archaeological support is due to investment losses. Journals show a small profit of \$18,000. Andy remarks that our memberships are up 5-8% over last year. Our subscriptions are down. The Treasurer noted that Page 15 shows that journals brought in \$56,000 over allocated expenses in 2008-09. Combining books and journals shows that there is a loss in 2009. Subscriptions are not coming up very fast, so we do not anticipate a large change. Sheldon Fox and the Finance committee went over some written communications from the Auditors. They have two management points: a weakness in internal controls in bad debt write off. Without new systems we did not have a good handle on receivables at year end. We are changing procedures. They also mentioned lack of operating reserves. I think it is important that the auditors think we need to be very careful in managing expenses and raising more funds.

BE IT WAS RESOLVED to receive the Auditor's Report. PASSED UNANIMOUSLY.

Through the end of October there was a loss of \$150,000 in investments. About half that has been earned back so far this year. We are up about 10% with the markets. The Endowment is now at \$355,000 or \$20,000 above corpus. The Harris fund is at \$97,000 or \$10,000 below corpus. We have earned back \$22,000 of the \$30,000 loss.

Sheldon Fox distributed a cash flow forecast for this year. He forecasts a total income of negative \$42,500. There is a shortfall of \$56,000 in subscriptions and memberships. We were counting on *NEA* for 09 and 10. When we actually billed institutions for our journals, there was a much higher decline. How many of those who have dropped out will come back in and pay for 2009-10 we do not know. We are short more than seventy institutional inscriptions for BASOR and a similar short of *JCS*. The only offset to the loss is from approval of spending policy. We have identified \$29,000 we can save, which includes \$10,000 of staff time. The other is from the editors of *COP* and their bids for printing journals. There may be some savings beyond printing. We can save about \$13,000 in journal costs. The bill for the last issue of *NEA* was reduced by the vendor in keeping with this forecast. If we took all low bids on printing and composition, we could save as much as \$50-60,000. There is editorial concern that we not compromise the quality of the journal. We are still \$13,500 below budget, but we must raise \$105,000. If we raise less, we will be even more behind. Sheldon stressed the need to raise the \$105,000.

Spending policy was passed in September subject to legal counsel. They recommended a few changes. The percentages of spending are the same. The changes are that if the endowments fall 25% below corpus, we will cut spending by half. Second, he noted ambiguous language in the Harris agreement about

touching the corpus, so he recommends we not spend Harris monies, if the Harris Fund is below the corpus. If we want to go back to the original endowment, we go back to the donor.

BE IT RESOLVED that we approve the suggested language changes in the spending policy approved before. APPROVED UNANIMOUSLY.

7. **CAMP Report—Morag Kersel and Michael Homan.** Junior Scholars Eric Kuhns Darby and Robert Darby.

BE IT RESOLVED that the following be approved Stefanie Elkins chair of Outreach. APPROVED UNANIMOUSLY.

There will be those who are rotating off the committee, including Jennie Ebling etc.

8. **COP—Jeffrey Blakeley.** The VP for Publications mentioned that there are nominees to serve on COP.

BE IT RESOLVED that the EC approve two members for COP, namely, Lynn Schwartz Dodd and Sarah Pancake. APPROVED UNANIMOUSLY.

BE IT RESOLVED that the following be appointed to editorial boards, namely for the *BASOR* Editorial Board be appointed Jodi Magness, Mark Smith, Andrea Berlin be appointed for a term extending to 2013; for the *NEA* Editorial Board be appointed for one more term the present editorial board per Ann Killebrew, Chair. APPROVED UNANIMOUSLY.

Ann Killebrew has requested that soon the Board discuss what *NEA* should do in terms of printing of issues. Andy points out that if we print a 64 page issue we do not have money to pay for the printing.

Jeff suggests that the President, Tim Harrison, write letters of thanks to the exiting editors. The President agreed to do so.

9. CAP Report--Øystein LaBianca: There is a slate of new CAP members. CAP instituted a new procedure for affiliation application online. The new system includes a way for committee members to download applications and review them. There were a total of 67 applications this year: 10 Cyprus, 1 Egypt, 25 Israel, 23 Jordan, 1 Syria, 1 Tunisia, 2 Turkey, 1 West Bank, and 1 each Bahrain and Saudi Arabia. There is an initiative to produce a Procedures Manual and updating of CAP standards and practices. New members elected: Sarah Witcher Kansa, Daniel Master, Stephen Savage, Alexia Smith, Sharon Steadman, Lynn Schwartz Dodd, and Steve Ortiz.

10. Membership Report Tammi Schneider. We have two new co-chairs of the Individual Membership Committee Brit Hartenberger and Randy Younkers.

BE IT RESOLVED that the Executive Committee approve the names of Brit Hartenberger and Randy Younkers as co-chairs of the Individual Membership Committee. PASSED UNANIMOUSLY.

They will gather data and feedback and seek to understand some of the trends. The recommendation is to reconstitute the committee. Retention and recruitment is their goal. **Remind the Board to recruit Contributing Members.** The expansion of geographic and chronological range of ASOR's involvement raises the issue how "modern" counts as archaeology. The original mission statement mentions "from the earliest times", but does not say until when. Discussion ensued, but no decision made.

11. **Archives report—Eric Meyers.** Eric Meyers urged all to purchase the Dumas Collection note cards. Cynthia Ruffo is our archivist, and she is doing notable and quality work. She has brought two interns from the Simmons College at the expense of Simmons. We seek further funding to extend archival research. In two years we will meet in Baltimore, and it has been suggested that we do something about Albright at that meeting. We now have dozens of unpublished Albright letters and photos. Likewise in the Semitic Museum archive for Nelson Glueck there are hundreds of letters and photographs. Sy Gitin has agreed to ship all the Albright pre-1967 materials to Boston.

12. **Abraham Path initiative at Harvard Law School—Andy Vaughn.** They want more groups to follow the path and be more involved. Joe Greene and Andy Vaughn will meet with them in January. They did not want to have comments from us, but participation. Andy reiterates what Sheldon said about raising \$105,000 to subsidize the budget. On pp. 46-8 of the Program are scholarships and donations from the last fiscal year. On p. 50 is the pledge form. We encourage all to fill out the pledge form and make a gift. On p. 53 is the Registration Form for next year. Please turn it in very soon so that we can send out an email and show that the Executive Committee has pre-registered. If you turn it in here, it will save \$10.00. There is also an order form for the note cards. By Jan we should have a list of Legacy Circle members and an amount that will be realized. We need an endowment of two million dollars to underwrite our operating costs.

13. **Strategic Planning—Tim Harrison.** The President called for comments on the Draft Strategic Planning document. Tammi Schneider comments that in the future we should disseminate the document to the membership earlier. We need to encourage people to come to the Round Table discussions today. It was pointed out that the officers who may stand for office either to renew or new officers may regard the content of the document as crucial as they consider election or re-election.

14. **Tim Harrison reports** that he has created a Media Relations Committee with co-chairs Eric Cline and Bob Cargill. There have been conversations with members who have talked about putting together other committees for Palestine, Saudi Arabia, and Syria. CAP discussed it, and they plan to formulate a plan or process for formulating such new regional committees. Andy adds that he will talk about the online subscriptions at the Board Meeting.

15. **Adjourn** 11:55 am.

Respectfully Submitted,

James F. Strange, Secretary