

Spring ASOR Executive Committee Meeting
Atlanta Airport Hilton Hotel
Hartsfield Board Room, 17th Floor
9:00 AM-1:00 PM, April 17, 2009
DRAFT MINUTES

PRESENT: P.E. MacAllister (Chairman), Tim Harrison (President), Jeff Blakely for CAP, Sheldon Fox (Treasurer), Michael Homan and Morag Kersel for CAMP, Øystein LaBianca for CAP, Eric Meyers, B.W. Ruffner, Jim Strange (Secretary), Joe Seger, and Andy Vaughn (Executive Director).

ABSENT: Orlyn Nelson and Tammi Schneider for Membership.

VISITORS: None

8. **Call to Order** at 9:00AM.
8. **Approval of Minutes** from the November Meeting
8. **Approval of Agenda.**
8. **Officers Nomination Committee Report** (brought by President Tim Harrison). The terms of the Secretary and the Treasurer run out this year. Both Jim Strange and Sheldon Fox have consented to serve in this capacity for another term. This is a recommendation to the Board. Sheldon has noted some overlap is needed for a three year term with a successor.

BE IT RESOLVED that the Executive Committee endorses the Nominating Committee's recommendation that James F. Strange and Sheldon Fox be affirmed as Secretary and Treasurer, respectively, when their terms run out in December. It is further recommended that, when elections are held for Treasurer, ample time is allowed for an overlap between the current Treasurer and the newly elected Treasurer, so that a smooth transition can take place. Eric Meyers moved; Øystein LaBianca seconded. PASSED UNANIMOUSLY.
8. **Treasurer's Report** (S. Fox, distributed in advance). The Sequoia Fund is up from last calendar year (end of 2008). ASOR's endowment is about \$303,000 as of Apr 16. It was reported last calendar year that the balances of the endowment and the Harris Fund have fallen below the corpus or permanently restricted amount by approximately \$27,000 and \$48,000. We have earned back about \$22,000 of that amount. We have not awarded any Harris Fellowships this year and will likely not next year. We are down about \$50,000 as of June 1 in terms of revenue forecast for the total budget. We are not in a cash flow problem right now. The forecast to budget comparison replaces a middle of the year comparison, as that one is not so helpful. We forecast a net loss of \$12,300. The net profit (not including staff costs) on the annual Meeting was \$18,000 higher than we budgeted. The Nies Trust will fund all of JCS rather than half for FY09 and FY10. We would be at break even under normal circumstances. Andy adds that the Annual Meeting has been a strong plus this year. We are spending more on the Annual Meeting because of increased staff time. This is resulting in significant benefits, such as not having to pay for meeting rooms. The projected budget for 2010 is essentially the same as the expenditures for 2009 with the exception of the NEH grant. The budget assumes that the same staff members will stay in place. Therefore there is only a 2% increase in salaries on average. There is

an additional position funded from the NEH grant. All staff time related to the NEH Archive Project is included in the cost. Some of last year's salaries are being funded by the grant, such as photo restoration, travel for consultants, and others. Expenses for the NEH grant includes 40% of staff time, therefore it shows a profit of 36k, but that profit is not cash. In fact, this represents a decrease of staff time for the rest of ASOR. A question was raised what exactly the Executive Director will do for the NEH grant. Kelley will do day to day administrative arrangements, travel, collecting applications for jobs, etc. That was already part of her job description. The Executive Director will spend 25% of his time, and will raise money for the matching funds. He also supervises and manages the grant as part of his normal supervision and management of day to day activities. Delegation and tasking is a crucial part of this effort. The fund-raising requirements for the grant are not as high for years two and three. Jeff Blakely added that the PEF is interested in producing a volume of archived photos with us using some of their photos. Jeff adds that Publications has figures for each of the journals, but they have not been broken out for the budget. Since the editors are fully in charge of their journals, they want to see the break-down of these line items.

BE IT RESOLVED that the EC adopt the recommended budget to send to the Board of Trustees for action. PASSED UNANIMOUSLY.

- o **The Document Retention** policy was deferred to the September meeting.

6. **Personnel Committee Report** (T. Harrison). Last year we entered into a thorough review of office operations and personnel with interviews, survey of officers, and incorporated that into the annual review. The process is operating. The conclusion is that we do not need to do such a comprehensive review. In the light of that survey the review process this year was simply to solicit feedback from the Officers, which was carried out. We are now prepared to discuss the Report and its recommendations.

BE IT RESOLVED that the Executive Committee authorizes the President to extend the term of the Executive Director's contract for up to one year subject to other contract revisions that are mutually acceptable to the parties. Sheldon Fox moved; Sten LaBianca seconded. PASSED UNANIMOUSLY.

BE IT RESOLVED that the salary of the Executive Director be adjusted 2% as a cost of living increase. Øystein LaBianca moved; Sheldon seconded. DEFEATED BY VOICE VOTE.

7. **CAP Report** (Ø. LaBianca). Øystein LaBianca as CAP chair would like to encourage those who will be in a specific region to visit CAP affiliated projects. This promotes collegiality and gives valuable feed back to directors. He has also appointed an ad-hoc committee consisting of Elizabeth Stone (chair), Carol Meyers, and Larry Herr to prepare a brief statement clarifying for potential applicants what the CAP committee is looking for when they review projects. The CAP website displays a List of Approved Projects. The new site will be created so that when one clicks on a project, a post-card sized project description will drop down with basic info about the project and links to their web site and to the Digital Archaeological Atlas of the Holy Land web site, where the project location is now linked to Google Earth. Harvard Law School has initiated an Abraham Path Initiative and has approached CAP to ask for help.

BE IT RESOLVED that the Executive Committee of ASOR endorse with enthusiasm the concept of partnering with the Abraham Path Initiative to provide

an advisory group for archaeology and cultural heritage issues. The Executive Committee appoints as an interim advisory group Tim Harrison, Andy Vaughn, Morag Kersel, Øystein LaBianca, Joe Greene, and Eric Meyers. EC requests that CAP examine this partnership and bring a formal proposal for a permanent advisory committee to the November Board of Trustees meeting. Øystein LaBianca moved; Eric Meyers seconded. PASSED UNANIMOUSLY.

8. **CAMP Report** (M. Homan/M. Kersel). The report was distributed. There were no action items. The paper proposals have been reviewed. We have some new initiatives, namely Round Tables at lunch to sit with COP and the President to ask questions. There is further outreach with AIA for joint lectureships. The AIA collaboration on lectures was in response to their approach. Andy added that we are waiting for them to respond.
9. **COP Report** (J. Blakely). The list of publications was sent out electronically. Jan 1 ended Nancy Serwint's editorship, though she is seeing Annual 64 through. Her successor is Joe Greene. Joe retired from the Archaeological Reports series: Marylinda Govaar's Caesarea Synagogue volume and Nancy Lapp's Balata volume will now appear. Kevin McGeough took over the Archaeological Reports. *JCS* has been submitted to the printer to appear in May or June. That issue was delayed because the editor published the *JCS Supplement* first. *NEA* has been behind since 1998, though it is very close to caught up now. The newest issue is at the printer. Jeff Blakely asked what the costs are associated with publications at the Boston office. He investigated the cost of claims, which is caused by publishing behind schedule. If we publish six issues of a quarterly in one year, then the library balks at the catch-up costs, as they think they have paid for that year's quarterly issues. Jeff thinks we are losing \$27,000 per year. He thinks that we could probably cut the cost in a year to about \$11,500, which is about a \$16,000 savings.
10. **Membership Committee Report** (T. Schneider was absent, so Andy Vaughn reported). Tammi will send an email to everyone whose membership expired last month. The same thing will be done for the Dec 31 expirations. Tammi would like to have a membership committee to send out lists of expired members to ask for help in getting members to renew. Our membership has remained stable for the past several years. If we can add a net of 50 per year, it will help. Andy's goal for next year is a total of 1,500 members.
11. **Development Update/Legacy Circle** (A. Vaughn). The ASOR office has prepared a brochure encouraging legacies, including gifts to ASOR by codicil on one's will. We will have a new Legacy Circle for all those who leave ASOR more than \$2,500 per year in their will. This list will be published from time to time.
12. **Update on Archives Project** (E. Meyers). Eric was delighted to announce formally that NEH has funded the ASOR Archive Project. Kelly Bazydlo is collecting applications for Archivist, which is supported by the grant. We will probably delay the hiring of an archivist in Jerusalem until the project is well underway in Boston. The Assistant Archivist can be one of the existing ASOR staff, but that has not been decided, nor has space in Boston been decided. Nelson Glueck's holdings are at Harvard, and we need to think how to integrate them into the ASOR Archive Project. We need \$30,000 of matching monies to complete this year's work on this grant. We will need much more money in the future to archive all that we consider relevant.
13. **Update on the OEANE** (Oxford *Encyclopedia of Archaeology in the Near East*) Initiative (E. Meyers). The year developed one year ago was to write a supplement to the

five volume set. During the course of discussions at OUP they returned with a proposal for a seven volume set with 20% new contributions. A contract was issued in December between ASOR and OUP New York office. A number of issues emerged including electronic rights. Andy and General Counsel have reservations about the contract, which restricted future competing works. We would not be allowed to do a similar work with anyone. We also want to use some portion of the work on our web site, etc. They would have the right to any of our Archive materials to use in the Encyclopedia, and other matters. This remains to be worked out with OUP.

14. **Executive Director's Report** (distributed). There were no questions.
15. **President's Report**. The President wished to talk about the Strategic planning process. Over the past year much of his attention was a learning curve, but also planning for the future. Now he proposes a process and a timeline: He has already been charging internal committees to identify priorities and go through a planning process of their own centered on goals. That has already begun, so the next stage is to bring that together for the fall with a Strategic Planning Task Force to meet in October and pull together all the feedback from committees to produce a preliminary document before the annual meeting. This would feed into a proposed Round Table at New Orleans, the membership meeting and the board for feedback. This is to come before the Board next year. The timing is important, as this would be the President's plan for his second term. The membership of the Strategic Planning Task Force would include Tim Harrison, P.E. MacAllister, Carol Meyers, Morag Kersel, Øystein LaBianca, Susan Ackerman, and Jimmy Hardin. The President reports that he has heard great excitement from the membership about this.

BE IT RESOLVED that the EC asks the president to move forward with this and to report back to the EC. Moved Joe Seger; seconded Sheldon Fox. PASSED UNANIMOUSLY.

16. **Chair's Report**. Asked about Qarqur. Our support of the Qarqur project ends this fiscal year. ASOR holds the site license for the Qarqur excavations. There needs to be a good transition to a new Director. We also want good relations with the Syrian government.

BE IT Resolved that ASOR renew the Qarqur Agreement but without the financial commitment. Moved by Joe; Morag Kersel seconded it. PASSED UNANIMOUSLY.

17. **Old Business**--none
18. **New Business**--none
19. **Announcements**--none
20. **Adjourn** 2:53 pm.

Respectfully submitted,

James F. Strange, Secretary