



**ASOR Executive Committee Meeting
The Westin San Diego
Boardroom
November 23, 2019
2:00 – 5:00PM PST**

Present: Richard Coffman (Chair of the Board); Susan Ackerman (President); Sharon Herbert (Vice President); Tim Harrison (Past President); Heather McKee (Treasurer); Ann-Marie Knoblauch (Secretary); Jane De Rose Evans; Eric Meyers; Joe Seger; Andy Vaughn (Executive Director); Chuck Jones (guest); Britta Abeln (guest for items 1-5a only); Kari Roane (guest for item 6 only).

Business Items (2:00-3:15)

1. Call to Order
 - The meeting was called to order at 2:06 PM (Richard Coffman)
2. Approval of Agenda
 - **BE IT RESOLVED:** the agenda is approved by unanimous consent.
3. Approval of the Minutes from the April EC Meeting (April 5, 2019)
 - **BE IT RESOLVED:** the minutes from the April 5 EC Meeting are approved by unanimous consent.
4. Approval of the Minutes from the November EC Conference Call (November 10, 2019)
 - **BE IT RESOLVED:** the minutes from the November EC Conference Call are approved by unanimous consent.
5. Treasurer's Report (Heather McKee)

- 5a. Review and approve FY 2019 audited financial statements
- Heather noted that ASOR has received a clean audit.
 - **ASOR's Net Assets Without Donor Restriction increased by \$737,800.** They now total \$1,463,000.
 - **ASOR's Total Net Assets increased by \$844,798.** They now total \$3,590,000.
 - Heather explained that our auditing standards have changed slightly, and this has resulted in some new categories and language used for the first time in FY 2019:
 - Previously, categories included “unrestricted,” temporarily restricted, and “permanently restricted.”
 - The new categories are “with donor restrictions” and “without donor restrictions.” The new categories enable the Board to better assess if there is sufficient cash or liquid assets to meet obligations.
 - The Balance sheet now uses the new terminology.
 - Unrestricted is now “without donor restriction” and includes a designation of funds that are available for operations, those that are board-designated (the board can change its mind), and those that are fixed assets (i.e., the James Strange Center).
 - The decrease in Net Assets Without Donor Restrictions Available for Operations on Page 2 reflects a line of credit (\$325,000) that we took out for the building. That has been repaid in FY2020.
 - Statement of activities (page 3)
 - Page 7 very valuable—breaks things down into more specific categories
 - Heather reviewed the audit and answered questions
 - Notes (page 8 and following): these are valuable and helpful in interpreting the statements

BE IT RESOLVED: the audit is received on recommendation of the Finance Committee by unanimous consent.

The Treasurer's Report was interrupted and the agenda was reordered at 2:33 in order to accommodate Kari Roane, guest.

6. ASOR's Publishing Partnership with University of Chicago Press (Kari Roane, University of Chicago Press)
- Kari circulated copies of the Publisher's Report for BASOR, JCS, and NEA for November 2019. She pointed

out several details within the report during her comments, summarized here:

- The numbers show excellent increases in subscriptions for all three journals, mostly electronic, and mostly because they have been bundled with other UCP publications as part of a subscription
- UCP has no intention of discontinuing the exchange programs that the ORCs have benefited from. UCP sees the exchanges as a useful means of distributing the journals. She noted the exchange programs likely will not expand.
- Kari also noted that UCP tracks “turnaways” (users who are blocked by a paywall when trying to access an article). For ASOR journals, “turnaways” are happening especially in the UK and Israel, and so UCP is using this data to pursue expansion of UCP titles into consortia especially in those areas.
- Kari has expanded the access to back issues for institutional subscriptions as a perk (NEA and BASOR to 1998; JCS to 1990). Most earlier issues are available on JSTOR.
- Starting in 2019, electronic articles are available as PDFs and HTML. HTML allows for an increased and diverse multimedia presentation of supplemental material.
- Kari also referenced reporting on work being done to track citations and impact factor with third-party companies including SCOPUS and Clarivate. Currently SCOPUS already calculates citations for NEA and BASOR.

Kari Roane left at 3:17, the committee returned to the Treasurer’s Report

5b. Creation of permanently restricted funds for the Lawrence T. Geraty Community Archaeology Endowment

- The Finance Committee recommends that the Board accept the creation of permanently restricted funds for the Lawrence T. Geraty Community Archaeology Endowment.
- No action was taken by the EC, this recommendation will be brought before the full Board.

5c. Amended Investment and Spending Policy

- The Finance Committee recommends that the Board accept the revision of the Investment and Spending Policy to reflect the permanently restricted funds for

the Lawrence T. Geraty Community Archaeology Endowment .FC Voted to recommend the Board accept.

- No action was taken by the EC, this recommendation will be brought before the full Board.

5d. Discussion: Scott and Stringfellow Managed Account

- The Treasurer and Finance Committee are monitoring ASOR's managed accounts, which are currently being managed by Scott and Stringfellow on a trial basis. So far there are only a couple of months of data, but the results have lagged behind ASOR's "self-service" endowment accounts by about 1% (or 100 basis points).

6. ASOR's Publishing Partnership with University of Chicago Press (Kari Roane, University of Chicago Press)

- See above between items 5a and 5b

7. Other Business

Break (3:15-3:30)

Discussion Items (3:30-5:00)

7. ASOR Cultural Heritage Initiatives (Susan Ackerman, Andy Vaughn)

- Susan gave a brief timeline of ASOR's CHI work. In the summer of 2014 ASOR received its first funding from the Department of State, and continued through December 31, 2018.
- In that time ASOR managed to accomplish some very important initiatives.
- There is no expectation that Department of State funding will be available in the foreseeable future.
- Susan raised the question as to what we should now be doing in terms of cultural heritage work.
- Andy's Executive Director Report includes other sources of funding (grants) that ASOR has been pursuing, some have been successful.
- ASOR's role has focused on stewardship and education; conservation and documentation, and Andy noted feedback from local stakeholders who note the importance of intangible cultural heritage as well.
- Andy posed the idea of taking a more holistic approach to CHI, such as using the Strange Center for Cultural Heritage classrooms. This would include community outreach.

- Currently Andy is spearheading the grant writing process for ASOR. The EC discussed whether hiring a specialized grant writer to help with the process would make sense.
 - The EC will revisit this topic at its next meeting in February.
8. Procedures for the Annual Evaluation of the Executive Director (Susan Ackerman, Richard Coffman)
- Andy Vaughn left the room for this discussion.
 - Susan explained that currently the annual evaluation of the Executive Director is a process instituted by Susan when she became president:
 - Chairs of standing committees are asked to fill out an annual evaluation of the ED
 - The evaluations are shared with the Personnel Committee (consisting of the president, the vice president, the chair of the board and the treasurer).
 - The president writes an evaluation based on the results of the chairs' evaluations, and shares it with the Personnel Committee.
 - The Personnel Committee decides whether to renew the contract of the ED, and also on the increase in salary (if any).
 - The Executive Committee is provided with the President's evaluation. With the current process, salary amount is not discussed.
 - Susan asked whether the Executive Committee wanted to see any information beyond the President's evaluation.
 - A lively discussion ensued as to whether it is helpful for the Executive Committee to have salary information about the ED during performance evaluations.
 - Richard suggested that all members of the EC email him with recommendations by December 31.

The meeting adjourned at 5:19.

Respectfully submitted,
Ann-Marie Knoblauch