



**ASOR Executive Committee
James F. Strange Center
209 Commerce Street Alexandria, VA
February 11–12, 2023**

Present: Emily Miller Bonney, Lynn Dodd, Jane DeRose Evans, Sheldon Fox, Sharon Herbert, Chuck Jones, Ann-Marie Knoblauch, Eric Meyers, Andy Vaughn

Guests: Jared Koller, Felice Herman, Virginia Herrmann, Marta Ostovich, Arlene Press

Saturday, February 11, 9:00am–5:00pm

Business Items (9:00–9:15am)

1. Call to Order (Sheldon Fox)
 - a. The meeting was called to order at 9:15 AM
2. Approval of Agenda (Sheldon) (see Hidden Board Page)
 - a. The agenda was approved on consent.
3. Approval of Minutes from the November EC Meeting (Sheldon) (see Hidden Board Page)
 - a. Chuck moved, Eric seconded, the minutes were approved.
4. Other Business

Discussion Items (9:15am–12:00pm)

1. Ad hoc Committee on Climate Impact Report discussion (Virginia Herrmann 9:15–10:15)

Virginia presented an overview of the report. The charge to the committee was to assess the carbon footprint of Annual Meeting and come up with strategies for how to make it carbon neutral.

The survey included questions on what brings people to the AM and what they prefer. (Marta will be in touch with Alex MacAllister about archiving survey data.)

The reasons people attend include academic engagement, distance/cost/accessibility of travel, socializing, and professional networking.

Academic engagement is served by both in-person and virtual meetings. Travel costs are better with virtual. Socializing and networking are better in person. The last factor was meeting jointly with SBL.

The top three meeting formats were:

- In-person + virtual
- Alternating in-person and virtual
- Biennial in-person meetings.

59% ranked one of the options with virtual as their top choice. Virtual only and in-person only ranked very low. The conclusion is that people want choices.

There was discussion of the Climate Impact report and Annual Meeting models.

Topics discussed include:

- AM recordings, their availability, and how to track who views them.
- Hybrid meeting model variations
- Carbon offsets
- Establishing a climate sustainability fund

Recommendations: not unanimous from committee

- hybrid with live stream talks and discussions
- annual alteration between in-person and virtual
- dual component
- distributed meeting with US and MENA hosts

The recommended formats do not have equal impacts.

Andy and Arlene are talking to hotels about sustainability practices.

Lots of societies have created committees on climate impage, but it is hard to figure out what action has been taken and what the result was. It is important to have this information on the website.

Coffee Break 10:30-10:45am

Arlene joined via zoom

Discussion of the Climate Impact Report continued.

There was discussion of how discussions of climate impact are becoming common as part of the academic conversation.

Eric asked about the implications for fieldwork. The Annual Meeting was the place to start as ASOR can have an impact here.

Finances (Emily Bonney and Andy Vaughn 10:30–11:30am)

Moved up discussions of AM so that Virginia can be included

2. Review of 2021 and 2022 Annual Meeting costs and revenues (Andy and Arlene [by Zoom]) formerly item 8 See handout: Summary of Annual Meeting data by year

There was review and discussion of recent Annual Meetings, hotel contracts, and whether it is feasible to meet with SBL in 2024. The Board resolution from 2019 (below) was part of these discussions.

BE IT RESOLVED: *The Board recommends a flexible model in which ASOR will make all reasonable efforts to meet in its current time frame (Wednesday to Saturday pattern) in the same city as SBL. In years in which it is not reasonable and economically feasible, ASOR will conduct its meeting in a city that best serves the greatest number of its constituencies. (approved unanimously by the ASOR Board, April 6, 2019)*

Annual Meeting Discussion (Sharon, Andy, Arlene Press 11:30am–12:00pm)

3. The 2023 Annual Meeting Format and Anticipated Costs (Sharon and Andy)
 - a. Presentation by Arlene on choosing a hotel (5-10 minutes)
 - b. What's involved in negotiating an AM hotel? (Andy, Arlene, and Sharon)
 - c. Proposals received to date for 2024 (to be continued in afternoon)

Arlene said that ASOR is considering the Marriott Waterfront and Hilton Inner Harbor in Baltimore for 2024.

Sheldon outlined three choices for 2024.

1. San Diego: spend ASOR's surplus
2. Non-SBL city: economically close (Crystal City, Baltimore, or Boston)
3. Alternating virtual only meeting in 2024

Lynn asked about cost of doing virtual only in 2024 and Andy responded with concerns over membership numbers, revenue, and engagement.

The general consensus was to move on from San Diego.

Eric Meyers moved. Jane DeRose Evans seconded.

BE IT RESOLVED that the EC has determined that ASOR has made all reasonable efforts to meet in San Diego for 2024 and it is not economically feasible. As such, the EC charges the ASOR Staff to pursue alternatives.

Unanimously approved.

Lunch (12:00–12:50pm)

Afternoon Discussion (12:50pm)

Discussion of the Annual Meeting location continued.

There was further discussion of future annual meeting formats and locations.

Financial Discussion (1:00)

4. Review of ASOR Investments and anticipated distributions for FY23 and FY24.
Formerly item 6
5. Discussion of move from Scott and Stringfellow and ASOR's self-managed approach (Emily and Sheldon)
 - Andy reported gains in ASOR investments as the market is doing well.
 - Sheldon noted that Wright-Meyers Fund serves as a benchmark for ASOR's Schwab funds. All Scott & Stringfellow funds have been moved to Schwab.
 - Distributions from endowments have stabilized, though we will need to reassess in April depending on rates.
 - Prior year surplus: should we invest in securities?
 - Annual Meeting finances are favorable
 - Institutional memberships are still dropping. This trend will likely continue, and it is not worthwhile to invest staff time in bringing these numbers up. Jane asked how this would affect the number of Institutionally-elected Trustees. Sharon is putting together a governance committee and they can look into this.
6. Discussion of schedule of investment of new gifts and new funds (Emily and Sheldon)

The EC will vote on codifying the current practice of investing new gifts after the Finance Committee has discussed it. It is good to have things set when large gifts come in.

Sheldon commented on the self-managed approach and its good history. ASOR is an exception in the non-profit world.

Andy noted that Emily will be an authorized user on all Schwab accounts and do the rebalancing.

Afternoon Discussion Continued

7. Executive Session to discuss committee personnel concerns (1:00–1:30pm)

Eric Meyers moved. Ann-Marie Knoblauch seconded.

BE IT RESOLVED that the EC will go into Executive Session.

Unanimously approved.

Executive session lasted from 1:22-2:49.

Break 2:45–3:00pm

Development Discussions

8. Development report and discussion of comprehensive campaign (Lynn Dodd 3:00-4:00pm)

Lynn thanked the Development Committee members.

- Exhibit A shows the upward trend in accounts. The success speaks to member confidence.
- March Meeting Madness is usually dedicated to fieldwork scholarships. This year it will be dedicated to scholarships for annual meeting.
- ASOR is assisting with the Society of Black Archaeologists-Hansberry Society Symposium. Lynn thanked Andy for his work on this front. Eric noted the success of last year's plenary address.
- Training materials for DEI (videos for dig directors, board members, committee members, and fellowship applicants): SBA and Hansberry members will serve as consultants for these. ASOR has received a gift to put these videos together.
- A gift focused on sustainability/climate is on the way. This could provide a mini grants to help fund cultural heritage projects or provide carbon offset payments. The goal is to induce members to take action in helping preserve cultural heritage.
- Legacy Circle: goal of 40 members, and we are currently at 39. At the beginning of the fiscal year, we were at 34.
- Steinmetz Veterans Fellowship is on pause this year.

Comprehensive Campaign: Lynn spoke to Board about moving into the silent phase of multi-year campaign, and she is hoping to bring a proposal to the Board in spring 2023. The goal would be in the mid seven figures.

Lynn circulated a list of possible areas on which to focus the campaign: expand frontiers, broaden our vision, or look to wider horizons. She asked for a formal recommendation to the board about a direction for the campaign. Ann-Marie asked about how these areas line up with the strategic plan. Lynn acknowledged that it is a good idea to align the goals with strategic plan.

Andy stated that we should start counting gifts from the time of the 2022 Annual Meeting through 2025.

Eric asked for a campaign brochure for digital distribution (inexpensive, color tri-fold style).

There was more discussion of the campaign and how to count legacy gifts.

Eric Meyers moved. Emily Miller Bonney seconded.

BE IT RESOLVED the EC empowers the Development Committee to continue with the quiet phase of the campaign with the goal of coming to the Board at their April 2023 meeting with a proposal for a \$5 million comprehensive campaign. This campaign will

include gifts and pledges made since the 2022 Annual Meeting through 2025. In addition, we will count quantified legacy gifts.

Unanimously approved.

Sheldon asked for results of the quiet phase discussion and research into appropriate ways to count legacy gifts by the time of the spring Board meeting.

9. FOA trip to Israel (Sharon and Andy 4:00-4:10pm)

Andy, Sharon, and Lynn will all be on trip along with 12 other people who have the capacity support ASOR in significant ways.

10. Spring (April 28 – May 8) trip to Tunisia (Andy)

This is a smaller trip to support CH work. Hanan and Andy will continue to Morocco afterwards for the High Atlas Foundation's Parliament Day workshop to share ASOR's work on minorities' heritage with the government.

Andy reported on Humanities Advocacy Day. ASOR contributed to a cultural heritage briefing sheet for the National Humanities Alliance. ASOR's name is not on the briefing sheet, but we are being recognized by other groups as leaders in the field.

11. The venue of the 2024 AM and connectivity with SBL (Sharon and Andy)

Already covered in the morning.

Matters arising, adjournment

Sheldon asked what need to be done about the Climate Impact before Board meeting. Sharon replied that the CCC will be discussing it after individual committees have done so.

Lynn solicited feedback on campaign. Andy would like to donate to some sort of sustainability/ climate impact fund. There was discussion of what types of projects these grants could support and how they would be administered (probably through CAP).

Dinner (Vaso's Mediterranean Bistro [1118 King Street]; 6:30)

Sunday, February 12, 9:00am–11:30pm

Discussion Items (Convened at 9:03am)

12. Ad hoc Committee on Contested Territories Language (Sharon 9:00–9:30am)

a) Read Code of Professional Conduct section

Sharon reported that Geoff Emberling has agreed to be the chair. The rest of the committee is still being formed. The issue of contested territories has come up several times, particularly in regards to the Annual Meeting program.

Ann-Marie joined.

The Program Committee has asked the EC and Board to look at it again and come up with better guidelines for how to deal with these place names. The Programs Committee brought some language to the CCC that was reviewed but not adopted.

The Publications Committee is also involved and there will be someone from Publications on the new Ad Hoc Committee.

There was discussion of situations where this issue has arisen in the past and how ASOR must be careful not to take sides. The Committee will focus on terminology and responding on a case-by-case basis as the issues arise might be the best ASOR can do.

There was discussion of CAP and new ASOR-affiliated projects.

13. Ad hoc committee on governance (Sharon 9:30–10:00am)

a) Read ONC 5-22 report

14. ASOR committee structure, selection, and term limits (Sharon and Sheldon 10:00–10:45am)

a) Read bylaws

Sharon reported that the Ad Hoc Governance Committee is fully formed (see members' list below). Some of the issues this committee will be addressing are:

- Length of terms of executive officers: 12-18 years is a lot. Some learned societies have much shorter terms.
- No clear rules of succession. The Vice President does not always become the President, even though this has happened a lot in the past.

There was discussion of how the length of terms limits the field of potential candidates.

Sharon stated that committee structure, term limits, and commitments are also being considered. There are two sets of standing committees: those on the CCC (selected by current committee members from an open call for nominations) and standing committees of the Board (appointed by the Chair of the Board in consultation with the President).

There is a need to regularize methods of appointment, terms, and term limits. Each committee writes its own guidelines. Committees should all be held to ASOR standards: 3-year term, renewable for one term, and then ending committee service (with an exception for those appointed to chair position). The Chairs Nominating Committee (chaired by VP), votes on chairs and they are then approved by Board. Committee members are voted in by committee, then approved by the CCC. The candidate pool comes out of call for members and sometimes recruitment.

- Editorship terms should also be regularized.
- Committees becoming echo chambers; people bringing on like-thinkers. Leadership guidance is needed here
- Recruitment by EC.
- Senior people rarely self-nominate to working committees.
- Possibility of the President and Board Chair appointing people to committees or bringing the Board suggested appointments.

There was concern over committees writing their own rules, but these are meant to clarify committee processes and should refer back to the bylaws.

Sharon noted inconsistencies with the Board standing committees. These have not been kept to term limits. Sheldon and Sharon are looking at these now.

Carol Meyers is the new chair of Trustee Nominations Committee.

Matters Arising: Sharon suggested we plan something when ASOR meets with SBL in Boston in 2025 and we should think about the plenary speaker.

Break 10:15–10:30am

15. Rhythm, the new office database system (Felice Herman and Jared Koller 10:30am)

Jared presented Rhythm, the new solution for ASOR's data, which will replace the current system, NetForum. Rhythm will centralize the processes that the ASOR staff does regularly and integrate with other programs. There is no limit on storage, but we do have a limit on users. The goal is to eliminate as many third-party programs as we can.

New abilities:

- Customize database (new, built from ground-up, any type of customization)
- Single sign-on: connected to the ASOR website. Users will have a more seamless experience for purchases and membership. Users will need to create a new profile and password.
- Events: incorporate Annual Meeting and webinars
- No restrictions on back-end users.

Felice joined the meeting.

Felice and Jared provided background on the selection of Rhythm. Jared stated that the contract with Rhythm was signed in late December/early January.

Andy noted that he has gone through a number of changes like this; the ones that work are the ones that come from the staff. Richard donated money for the upgrade. Andy thanked Felice and Jared for putting in the time to research this change.

Timeline: Jared reported that ASOR's Rhythm system is being built right now. Rhythm is app-based and all apps are tied together in a console. Staff will review the apps over the next couple of months. The expected launch is early/mid May. May 19th is the end of our contract with NetForumPro. There will be a three to four day black out period where we will not be able to do transactions, and we will need to communicate this to membership.

Andy asked Chuck to let the CCC know about this and have committee chairs spread the word.

Felice and Jared shared more information on what the Console (back end/staff side) and the Portal (member/public side) will look like.

- Ability to build our own queries.
- Universal search function.
- The Portal looks like our website and is more intuitive for members.
- Responsive nature, mobile friendly.
- Custom forms, fields.
- Social logins can be used.
- Data hygiene: system will recognize and link to existing records.
- Easy to troubleshoot.
- Automate renewal notices.
- Ability to track committee service.
- Ability to tie in zoom integration to events.
- Document center.

Adjournment

Members Contested Territories Language Committee

Geoff Emberling, chair
Andrea Berlin

Members of Governance Committee

Emily Miller Bonney, chair
Matt Adams
Sarah Costello
Randy Helm
Ann-Marie Knoblauch

The meeting adjourned at 11:11 AM
Respectfully submitted,

Ann-Marie Knoblauch
with assistance from Marta Ostovich