



ASOR Executive Committee Meeting
May 15, 2021, 2:00-6:00 PM ET

Via Zoom

Present: Richard Coffman (Chair of the Board); Andy Vaughn (Executive Director); Sharon Herbert (President); Chuck Jones (Vice President); Emily Miller Bonney (Treasurer); Ann-Marie Knoblauch (Secretary); Susan Ackerman (Past President); Jane DeRose Evans; Eric Meyers; Lynn Swartz Dodd

Guest: Meagan Shirley, Andrea Berlin (for part of discussion for item 7 only), Erin Darby (for item 10 only)

Preliminary Matters (2:00-2:15)

1. Call to Order

- The meeting was called to order at 2:03 PM

2. Approval of Agenda

BE IT RESOLVED: The agenda is approved by unanimous consent.

3. Approval of the Minutes from the April 2021 and May 2021 EC meeting (Richard Coffman)

BE IT RESOLVED: The minutes are approved by unanimous consent

Business Items (2:15-3:30)

1. Treasurer's Report (Emily Bonney)

- Emily referred to the submitted Treasurer's Report, highlighting specific items to note.
- The Virtual Annual Meeting was unfavorable by \$45,000 compared to the FY21 budget. It could have been a lot worse due the pandemic. Thanks to the PPP loan and the Annual Fund, ASOR looks to come close to a balanced budget.

- The numbers for the endowment are in the report. We have received several substantial gifts from Stevan Dana, and notification of an expected gift of \$200,000 from the Kershaw Remainder Trust.
- The Finance Committee recommends approval of the budget (Exhibit F)
- Susan suggested that terminology in the report be coordinated to provide additional clarity. Emily agreed to make those changes for future reports.

2. Brief review of the ASOR Net Investment report and questions from the Treasurer's memo (Exhibit C Emily Bonney and Andy Vaughn)

- Emily and Andy discussed the internally managed funds and those managed by Scott & Stringfellow (now Truist Investments), indicating that both had performed very well due to the strong stock market.
- This year is an unusual year for the endowment for operations because the P.E. MacAllister bequest of \$500,000 was deposited in 12 monthly installments. These large installments in the endowment account make it hard to compare Truist's performances with other account that did not have large monthly deposits. All accounts did very well.
- Scott & Stringfellow (Truist) have been managing some accounts for 21 months. Based on the past nine month, they have been performing about 2% better than ASOR-managed funds, and that 2% covers their fees. We have seen the performance by Truist to be in line with other ASOR accounts, if not slightly better.

3. Review and adoption of the FY 2022 proposed budget as recommended by the Finance Committee (Exhibits F and G, with reference to Exhibits A and B (Emily Bonney and Andy Vaughn))

- The Finance Committee recommends approving the FY 2022 budget.
- Andy noted the Annual Meeting forecast is conservative, and more registrations are expected if it becomes easier to travel.
- One item of note in the 2022 budget is a designation for diversity, which indicates a strong endorsement of the DEI report. The proposed budget lists \$50,000 of designated giving. If that amount is not received, ASOR will need to make up the difference with unrestricted past surplus.
- Discussion included the webinars and webinarathons as a source of income for ASOR. With two webinars per month, bringing in \$2000-\$3000 per event, there is a potential for \$48,000 per year, with potentially more from the webinarathons.
- Susan asked several questions to clarify items listed in the budget
- Susan asked about the decision to stop printing a program for the Annual Meeting, indicating she felt it to be an overstep as it is presented in the budget as a "done deal". Sharon replied that carbon neutrality is in the Strategic Plan, but probably more discussion is needed (and the Strategic Plan has not yet been voted on).
- Andy noted that carbon neutrality will mean a lot of changes that will be rolled out slowly over time.
- A comment was made that not having a program book could also present an accessibility issue for some members.

- There was general agreement that some sort of printed schedule would be needed for the Annual meeting and that this sentiment would be conveyed to the Program Committee.
- Jane asked Andy to explain the difference between the Opportunity Fund and the Subvention Fund, and discussion followed about the need to keep track of book publication costs.
- Susan asked about Line 25 and the carryover of the prior year's unrestricted that was related to the move. Andy explained that prior approved funds were not needed, and that the Board should vote on whether we want to use prior year's surplus in the current year. (This year that amount is \$50,000—less than what was unspent from prior years' approvals)

Upon the recommendation of the Finance Committee, Emily seconded:
BE IT RESOLVED that the EC recommends to the Board to adopt the Fiscal Year 2022 budget recommended by the Finance Committee.
 Unanimously approved.

4. Action item: Dana #2 Fund as recommended by Finance Committee (Exhibit H Emily Bonney)

Upon the recommendation of the Finance Committee, Joe seconded:

BE IT RESOLVED that the EC recommends to the Board to accept the recommendation of the Finance Committee and formally establishes the Dana #2 (Excavation Grant) Fund using the language found in Exhibit H.
Unanimously approved.

5. Action Item: Kershaw Board-designated Fund as recommended by Finance Committee (Exhibit I Emily Bonney)

Upon the recommendation of the Finance Committee, Susan seconded:

BE IT RESOLVED that the EC recommends to the Board to accept the recommendation of the Finance Committee and formally establishes the Kershaw Board-designated Fund using the language found in Exhibit I.
Unanimously approved.

6. Questions (if any) about any other financial attachments on the Board information page

- Susan thanked Andy and Emily for the documentation about the books. She stated that given that publications are a key part of our endeavor, the small amount of money we lose on books represents an excellent value in terms of member services. Seen over a ten-year period, we come close to breaking even on books, which is great.
- Susan also noted that once we realized the budget for the 2021 meeting would be an unfavorable outside of our control, perhaps we should have come together and

voted on a revised budget. Andy noted that the timing would have made it very difficult to hold such a meeting. He noted that the circumstances around the 2020 Virtual Annual Meeting were changing right up until the time the VAM took place.

7. Action item Renewal of ASOR's Partnership with the Levantine Ceramic Project (Sharon Herbert) Question session with Andrea Berlin

- Based on questions at the April EC meeting, Andy and Sharon went to Andrea Berlin for additional information. Andrea joined the meeting for the discussion and expressed appreciation for the opportunity.
- Lynn asked Andrea to give the “elevator pitch” for the LCP
- Andrea explained that the LCP is poised to do some of the things that ceramicists have imagined for a long time: how we can collaboratively create new bases of knowledge. The LCP can serve as a repository for all ceramic material, and be a resource for scholars and projects, large and small.
- Susan asked for insight about the long-term financial commitment for ASOR, especially once Andrea steps down and ASOR will have to support editors, software development, the server, etc.
- Andrea explained that two things will have to be the case for the LCP to be sustainable: the need for constant software development will have to slow down dramatically, and the LCP will get into a position where it is generating enough income to support software updates and intern time. Andrea further indicated that in the short term, she would commit \$30,000/year from her research fund for the next five years for software development, and after that expenditure had been made, software development would not be as urgently needed.
- 2. Editing in LCP is much less labor intensive than editing a journal. The LCP is built so people can add material themselves. There are area editors, who edit content from their country. It's what they do so they are interested in ensuring quality information. So far, all the area editors are working for free—and are honored. Andrea expressed optimism that this would continue and that, likewise, we may not have to pay the general LCP editor. Andy noted that we do not pay the editors of ARS and AASOR.
- Andrea also explained that she currently owns the software, which could be transitioned over to ASOR. The code is on GITHUB can be made available to anybody. Andrea currently owns the code, and there would never be a subscription fee.
- Andrea left the meeting at 3:41.
- Conversation continued about the LCP, and the need for intentionality (on both sides) and due diligence in the future to ensure that ASOR and the LCP have a successful relationship, with the idea that in the long term the LCP would belong to ASOR. It was acknowledged that ASOR has not been intentional in the last five years to ensure consistent ASOR branding, etc. in the LCP.
- Conversation continued about the ongoing need for money for the LCP, including the difficulty of raising funds for established projects, the need for constant oversight of the project, and the software. If this goes forward, ASOR would be taking on the responsibility for ensuring the sustainability of the LCP.
- It was acknowledged that taking on the LCP would be a gamble, but the good outweighs the bad

Eric moved, Joe seconded.

BE IT RESOLVED that the EC recommends to the Board to extend ASOR's relationship with LCP for three years on the same level of financial support during which time we evaluate a continuing relationship, while conducting due diligence and working towards sustainability.

Unanimously approved.

Break (3:45-4:00PM)

Reports (4:00-4:30)

8. Chairs Coordinating Council (Chuck Jones)

- Chuck reported that the CCC met every month this year and worked on the Strategic Plan
- The CCC met with the DEI Task Force and considered the recommendations of the DEI Task Force as they relate to the CCC, with considerable welcoming and some questions.

9. Personnel Committee (Sharon Herbert)

- Sharon shared the report of the Personnel Committee, and the EC approved the committee's recommendation. The EC approved the extension of Andy Vaughn's contract for one additional year (through June 30, 2024).

10. Development Committee (Lynn Dodd)

- Lynn expressed gratitude to the committee members, who had been meeting monthly. She urged the EC to look to Andy's report to see all of the work that has been done (the name change, the codes of conduct and CHI work, the move and the pivot during the pandemic, inclusivity, etc.)
- Lynn spoke of the importance of legacy gifts and their impact. Legacy gifts are leveraged in a variety of ways, including more giving.
- Andy noted the impact of the handwritten notes for current donors, especially major donors. Andy commended Lynn and all development committee members for their excellent work in stewardship of donors.

11. 2021 Annual Meeting (Andy Vaughn)

- Andy referred to his submitted report, indicating there are no updates
- ASOR is currently at 2090 members, including associate members. We have about 200 more members than last year.
- Registration figures for the AM are about where we expect them to be. Early bird rates have been extended until July.
- Of the 200 people who have made proposals for virtual only, 175 or 180 of them are from outside of North America.
- Institutional members: at 55.
- Membership trends: 2090 total (439 associate; 39 contributing; 306 early-career; 298 graduate; 26 life; 668 regular; 196 retired; 87 sustaining; and 31 undergraduates).

Discussion/Action Items (4:30-6:00)

12. Report and Recommendations from the Diversity, Equity and Inclusion Task Force (Erin Darby and Sharon Herbert)

- Sharon welcomed Erin and Erin explained some of the underlying goals of the report, to embed action, outcome and assessment in all areas—vertically and horizontally.
- The report proposes a series of recommendations, a lot of suggestions are already in the Strategic Plan
- Susan asked what the charge of a standing committee DEI Committee would be. Erin referred to Goal 4 on page 35 of the report, which includes a list that would have to get assigned to someone—assessment, for example). Both the Strategic Plan and the Task Force recommendations require additional labor.
- Part of work of committee would be to support the work of the office in getting the word out as to what we are doing. The committee can also can serve as an advisory group for initiatives.
- Andy expressed the need for a standing DEI committee, referring to our earlier conversation about intentionality with new programs. By having a DEI committee take part in the CCC each month, every committee is going to remember that they need to say what they've done. Having a committee to liaise with community organizations is also important—many of us have been doing great work with HCBUs, etc., but people don't always know what is happening.
- Chuck thanked Erin for the excellent report and also time that went into it, explaining that the CCC is entirely supportive of a standing committee. There are a devoted group of members who are committed to this work, willing to help guide difficult conversations. Erin noted that we should expect conflict and growing pains as we move forward.
- Susan asked, “What’s the inclusivity you are after?” Erin explained that the committee’s primary charge was to investigate the structures that could change in ASOR to make ASOR more welcoming to BIPOC, but also where this work and work like it should live in ASOR—BIPOC has to do with the moment we live in, but recognizing that changes we might make that would benefit one group will benefit everyone. We can’t have a DEI task force that only prioritizes BIPOC issues.
- Jane noted that the CCC includes several Canadians. Part of our goal is explaining to international partners why Americans are doing this.
- Erin stressed that this is slow, relationship-building and trust-building work, and it is difficult to find common ground sometimes.
- Andy noted that a small number of members have written to complain about the work we are doing to address diversity and equity issues, but Andy sees this as one of the most important things facing ASOR right now.
- Erin noted that next steps include holding some town halls to communicate ASAP with membership; keeping the task force going through December until a standing committee can be formed; have people doing communications who are comfortable with push back. She has already met with several standing committees and is trying to instrumentalize the recommendations
- Sharon noted that we can accept this as an interim report, and the key recommendation is making a standing committee.
- Andy supplied the language from the ASOR by-laws:

Section 5.11. Standing ASOR Committees. The Standing ASOR Committees are (and shall be) created by the Board of Trustees to carry out ASOR's mission and initiatives. The Standing ASOR Committees are, without limitation, the Committee on Archaeological Research and Policy, Cultural Heritage Committee, Early Career Scholars Committee, Honors and Awards Committee, Membership and Outreach Committee, Program Committee, and Publications Committee. The Board shall have the authority to create and appoint such other Standing ASOR Committees as the Board deems necessary as ASOR's mission and initiatives evolve and expand. The Board also has the authority to disband any Standing ASOR Committee the Board determines no longer meaningfully contributes to ASOR's mission and initiatives.

- Discussion ensued as to how to move forward. Erin indicated that the submitted report is the final report to the Board and a much shorter document could be provided to members.

Joe moved, Emily seconded.

Be it resolved that the EC recommends that the Board thank and commend the members of the DEI Task Force for their timely work on behalf of ASOR, and receive the report. The EC further recommends that the Board charge the President, in consultation with the VP and DEI Task Force, to formulate a charge for a Standing DEI Committee to be created for presentation to the Board for a vote. While the charge is being created, the EC recommends that the Task Force continues its work.

Unanimously approved.

- Erin thanks Meagan Shirley, who did a lot of work for the DEI Task Force.

13. 2021-2025 Strategic Plan (Sharon Herbert)

- Sharon cedes her time.

14. Matters Arising (Richard Coffman)

- None arising.

Meeting adjourned 6:00 PM.

Respectfully submitted,

Ann-Marie Knoblauch