



**ASOR Executive Committee Meeting  
May 4, 2024, 9:00am–12:00pm EDT  
James F. Strange Center, Alexandria, VA**

Present: Jane DeRose Evans, Sheldon Fox, Kate Grossman, Chuck Jones, Lynn Dodd, Susan Ackerman, Sharon Herbert, Andy Vaughn, Emily Miller Bonney, Ann-Marie Knoblauch, Eric Meyers  
Guest: Marta Ostovich

**Preliminary Matters (Sheldon)  
9:00 AM call to order**

Approval of Minutes & Agenda

EC minutes February, page 6: correct typo, “Natons” to “Nations”

Chuck moved. Emily seconded. Minutes and agenda approved.

**9:05-10:00 Budget and Finance Committee Report and Actions (Emily and Andy)**

1. Review of Documents and Reports
  - a. Budget to Forecast (FY 2024) and Budget for FY 25 (Exhibit A)
  - b. Notes to Budget to Forecast (FY 2024) (Exhibit B)
  - c. ASOR Net Investment Spreadsheet (to March 31st). (Exhibit C)
  - d. Analysis of ASOR self-managed funds through 3/31/24 (Exhibit D)

Emily reported that the Finance Committee met in April. ASOR’s assets are doing well and the increase in endowments is favorable. The Annual Meeting was less favorable than the budget, given that attendance dropped due to the political situation in the Middle East.

Jane asked about educational events and whether there were plans to start doing trips. Emily replied that the staff has ideas for how to energize webinars and Friends of

ASOR. There was discussion about how much staff time to invest in webinars and FOA in general.

It was also noted our book publishing continues to operate at a loss and that the Building Fund is still \$50K less than the goal of a \$500K endowment. Moreover, the FY 24 and FY 25 budgets are both being presented as deficit budgets, due partially to important pay increases for the staff. These deficits are offset by the \$160K surplus in the FY23 budget. The deficit amounts might also change if ASOR received hoped-for grant income over what the budget indicates.

Andy pointed out that Exhibit D shows a comparison of ASOR investments to peer organizations. The Finance Committee acknowledged that the investments are being handled properly. Sheldon added that ASOR is in the top quartile relative to other organizations (more than just peers).

## 2. Action Items

- a. Act on recommendation from Finance Committee to adopt the FY25 Budget (see Exhibits A and B)

Jane seconded.

**BE IT RESOLVED** that the Executive Committee accepts the recommendation of the Finance Committee and adopt the proposed FY25 budget.

Unanimously approved.

- b. Approve language for Shepard Endowment (Exhibit E)

Emily and Andy commented on the importance of new endowments.

Eric seconded.

**BE IT RESOLVED** that the Executive Committee accepts the recommendation of the Finance Committee and adopt the language for the Shepherd Endowment (Exhibit E)

Unanimously approved.

Susan inquired as to who makes decisions on the Shepard Grants. Andy replied that it is a subcommittee of CAP.

- c. Approve language for M. E. Strange Endowment (Exhibit F)

Emily reported that this proposed endowment was the subject of robust conversation at the Finance Committee meeting, as it creates an endowment in a new area for ASOR.

There was discussion of what was meant by diaspora. The goal of this endowment is to engage diaspora communities from North Africa and the Middle East that now live in the greater Alexandria, VA and DC areas.

There was further discussion about how the programming supported by this endowment will be organized and run: what committee will have oversight, for example, and how much staff time is to be dedicated to this endeavor? The endowment will generate \$40K per year.

Sheldon asked that the Executive Director and President to come up with an implementation plan and report to the Executive Committee and Board in November.

Eric seconded.

**BE IT RESOLVED** that the Executive Committee accepts the recommendation of the Finance Committee and adopts the language for the M.E. Strange Endowment (Exhibit F).

Two abstentions (Susan and Jane).

Jane moved. Emily seconded.

**BE IT RESOLVED:** that the Executive Committee requests the President and the Executive Director, in consultation with relevant committee(s) develop an implementation plan for the M.E. Strange Endowment (Exhibit F) to be presented to and considered by the Board at its November 2024 meeting.

Unanimously approved.

- d. Approve Amended Travel and Entertainment Policy (Exhibit H)
- e. Approve Amended Records Retention Policy (Exhibit I).
- f. Approve Amended Privacy Policy (Exhibit J)
- g. Approve Investment and Spending Policy (Exhibit K)

Ann-Marie seconded.

**BE IT RESOLVED** that the Executive Committee accepts the recommendation of the Finance Committee and adopts the amended Travel and Entertainment Policy (Exhibit H); the amended Records Retention Policy (Exhibit I); the amended Privacy Policy (Exhibit J), and the amended the Investment and Spending Policy (Exhibit K).

Unanimously approved.

3. Informational Item: The Finance Committee reviewed and approved the updated "ASOR Policies and Procedures" document. Emily and Andy can answer any questions. (Exhibit G)

### **10:00 CCC Report** (Chuck)

New committee members

Chuck reported that there are two new members on the Honors & Awards Committee.

New Co-Chairs for COP—CVs posted

1. Eric Kansa
2. Sarah Kansa

Chuck noted that this nomination came from the chair of COP with enthusiastic support.

Emily seconded.

**BE IT RESOLVED:** that the Executive Committee accepts the recommendation of the CCC, following the following the recommendation of the Committee on Publications and the Chairs Nominating Committee and appoints Eric Kansa and Sarah Kansa as co-chairs of COP to an initial three-year term from January 1, 2025 to December 31, 2027. Unanimously approved

*NEA* editor search: Chuck invited suggestions for nominations. The position will be advertised in News@ASOR.

Publication matters arising

1. COP recommends ASOR adopt the Digital Media Policies (document posted).

**Susan moved. Emily seconded.**

**BE IT RESOLVED** that the Executive Committee receives the Proposed Digital Media Policies for Publications and commends the Committee on Publications for their hard work on a complex issue. The Executive Committee now encourages the Committee to confer in the CCC about next steps and priorities for implementation. Unanimously approved.

Eric commended the committee on their work.

2. COP recommends that William Caraher's term as Editor of the *Annual of ASOR* be extended an extra year, until December 31, 2025.

**Eric seconded.**

**BE IT RESOLVED:** that the Executive Committee accepts the recommendation of the Committee on Publications and extend William Caraher's term as Editor of the *Annual of ASOR* be extended for an extra year, until December 31, 2025.

Unanimously approved.

3. COP recommends that the ASOR Board establish the "LCP Handbooks Series" (mission statement of series posted).

Sharon reported that the money has been donated through Center for Mediterranean Archaeology. The open-access series, edited by Andrea Berlin will be available digitally and a few hard copies will be printed. ASOR serves as the imprimatur.

**Emily seconded.**

**BE IT RESOLVED:** that the Executive Committee accepts the recommendation of the Committee on Publications and establish the "LCP Handbook Series".

Unanimously approved.

### **10:15 Report and Vote on Board Elected Trustees (Sharon)**

1. Results of inquiries: Sharon presented two names for Board Elected Trustees.
2. Vote:
  - a. Donald Martin

**Emily moves, Jane seconded.**

**BE IT RESOLVED:** that the Executive Committee recommends that the Board of Trustees elect Donald Martin to the Board of Trustees to a replacement term for the class of 2026 (May 5, 2024 to December 31, 2026).

Unanimously approved.

- b. Andrew Moelis

**Emily moved. Jane seconded.**

**BE IT RESOLVED:** that the Executive Committee recommends that the Board of Trustees elect Andrew Moelis to the Board of Trustees to a replacement term for the class of 2025 (May 5, 2024 to December 31, 2025).

Unanimously approved.

### **10:30 Break**

### **10:45-11:00 Development Committee Report (LSD)**

Lynn recognized the hard work of the members of the committee who have been meeting monthly.

- March Madness raised \$4750 for fieldwork scholarships.
- Annual Fund: currently at \$95K—about  $\frac{3}{4}$  of the way to goal with 15% of time left in fiscal year.
- ASOR 2025 Initiative: currently at \$3.7 million (\$900K are legacy gifts).
  - Board's commitment: Sheldon sent a mid-April email; follow up this week.
  - Most members have committed (only 9 still outstanding).
  - 100% of trustees have contributed to the Annual Fund.

### **11:00-11:30 Review February Topics in Preparation for Board Discussion and Action**

1. President's Term: 1-3-1 OR 1-3-2/3

Sheldon recognized that ASOR has been very fortunate to have presidents serve the extended terms as presidents (vice presidents and past presidents). There was discussion of the terms for the incoming president, president, and past president.

Sheldon noted that if the Board adopts this, we will need a president elect by the November meeting, and a vice president for the following year.

## 2. Bylaw changes coming out of Governance Report

Emily and Sharon went through section 5 of the bylaws. These are clarifying changes, with a couple of substantive changes:

1. The personnel committee was revised to reflect the organization of ASOR and now includes the chairs of COP and CH. The officers will go into Executive Session to discuss the Executive Director.
2. Development Committee members can serve more than two terms if appropriate.

**Emily moved. Chuck seconded.**

**BE IT RESOLVED** that the EC recommends that the Board approves the changes as distributed for the ASOR bylaws, article 5 (committees) with the typo corrected in sections 5.3.6.

Unanimously approved.

**Emily moved. Kate seconded.**

**BE IT RESOLVED** that the EC recommends that the Board approves the changes as distributed for the ASOR bylaws, articles 2.5 and 8.1.

Approved with one abstention (Eric).

## 3. Action on Contested Territories Report and resulting bylaw changes

Sharon stated that the Executive Committee has received the report and is having a discussion with the Board. The proposed changes are to the Policy on Professional Conduct. Jane noted that more discussion is needed. Susan stated that these changes do not give the committees the guidance they were seeking. It is important for the Board to be aware that this is a persistent problem.

4. Kalven statement, etc.

5. Recommendation on possible Land Acknowledgement Action

Sharon is recommending that the Board discuss; there is no recommendation from the EC.

## 11:30 Office Matters Arising (Sharon, Sheldon, and Emily)

### 1. Review Draft Organization Charts and Results of Focus Group Meetings

Sheldon and Emily stated that these charts are drafts to determine whether ASOR is operating well, and where the organization needs help. Emily noted that ASOR needs to do this every year. This is an opportunity to reorganize the people and resources we

have and think about what we need. The goal for tomorrow's Board meeting is to get feedback from more stakeholders.

## 2. Report of Personnel Committee on Executive Director Review

Entered Executive Session—Left Executive Session

**Seconded by Eric.**

**BE IT RESOLVED** that the Executive Committee accepts the recommendation of the Personnel Committee regarding the extension and other terms of the Executive Director's contract. The executive director's contract was extended by one year (to June 30, 2027).

Unanimously approved.

Adjourned 12:37

Respectfully submitted,

Ann-Marie Knoblauch, with support from Marta Ostovich