



Newfoundland and Labrador Archaeological Society

Meeting Minutes
November 10, 2016

Type of Meeting: ANNUAL GENERAL MEETING - 2016
Facilitator: Tim Rast
Note Taker: Chelsee Arbour

Please Read: 2015 Annual General Meeting Minutes, November 05th, 2015

Call to Order:

The regular Annual General Meeting of the Newfoundland and Labrador Archaeological Society was called to order at 8:12pm on November 10th, 2016 at the Landing by Amanda Crompton

1) Establish Quorum:

Quorum was established with a minimum of (10) NLAS members in attendance, including the following board members: Tim Rast (TR), Lori White (LW), Jamie Brake (JB) Elaine Anton (EA), John Erwin (JE), Stephen Hull (SH), Chelsee Arbour (CA), Scott Neilsen (SN), and Corey Hutchings (CH). **Total present: ~30**

2) Minutes – November 05th, 2015:

The minutes of the previous AGM on November 05th, 2015, were approved as distributed.

Business Arising from the Minutes

There was no business arising from the 2015 AGM minutes.

3) Vote for Amendments to the Constitution

Vote to make amendments to the constitution was unanimously passed.

4) Committee/Member Updates

a. Executive Committee – Presidents Report

Prepared and presented by Amanda Crompton. See attached

b. Finance committee

Prepared and presented by Elaine Anton. See attached.

c. Planning committee

Prepared and presented by John Erwin. See attached

d. Events Committee

Prepared and presented by Tim Rast. See attached.

e. Communications Committee

Prepared and presented by Stephen Hull. See attached.

f. Awards Committee

Prepared and presented by Scott Neilsen. See attached.

g. Nomination Committee – Announcing new Executive Committee Members.

Prepared and presented by Elaine Anton. See attached.

5) Other Business

6) Adjournment

The motion to adjourn the meeting occurred at 8:52pm. The next Annual General Meeting will be held in November 2017 at a time, day, and location to be announced in advance of the meeting.

Minutes submitted by: Chelsee Arbour

***ALL COMMITTEE REPORTS ATTACHED BELOW ***



The Newfoundland and Labrador Archaeological Society is an organization for professionals and the public to meet, embrace archaeology in Newfoundland and Labrador, and share ideas for the future. As outgoing NLAS President, I'm happy to say that it's been a busy and successful year. Each of our standing committees, and the Awards and Nomination committees will report on their activities, but I'd like to highlight a few of these that we're particularly proud of. Our membership remains strong, and I'd like to take a moment to thank all of our members for renewing your memberships so faithfully. Your membership fees and your donations have made this year possible.

We've successfully been fundraising, and thanks to chocolate sales, donations, and membership fees, our financial future is on solid ground. Thank you to our donors, both of in-kind and cash donations. We were grateful to receive a donation of books from Copetown Press and the Rooms Museum, which we offered as part of a membership drive in the early part of the year, which was very successful. We'd also like to acknowledge Mrs. Gwyneth Hoyle, who made a substantial financial donation to the society. We'd also like to acknowledge Dr. Lisa Rankin for selling chocolates on our behalf, and acting as an NLA's advocate while she was aboard a cruise with Adventure Canada. We're a registered not-for-profit charity, and thank you to the Finance Committee, who successfully completed our first-ever official tax return.

In terms of our activities, we've held workshops on GIS and on Artifact Illustration, which were all well attended and we'll hear about from the Events committee. These were well attended. We're spreading the word about Newfoundland and Labrador archaeology, and produced our first ever newsletter, available only to members.

We're capturing public interest through our Community Collections Archaeological Research Projects (CCARP), in which we catalogue a privately-held collection and present the results to the community—resulting in these collections being donated to the province, so that they might be enjoyed by all. Our last CCARP was a joint project with the Archaeology Department at Memorial University—in which students in an undergraduate course produced the report together with the instructor, Tim Rast—and we were happy to have the opportunity to work with our provinces' up and coming archaeologists in this regard. The CCARP has received crucial funds from the Government of Newfoundland and Labrador; their financial assistance through the Cultural Economic Development Program means that not only can we continue the CCARP next year, we're expanding it to include an 'Exhibit in a Suitcase' travelling exhibit.

Most importantly, we've successfully concluded our first Three Year Activity plan, and been able to check off every single task that we set out to accomplish. That meant it was time to dream up our best plans for the next three years, and at an open public meeting and Pizza Party, we had representatives from the interested public, from students, and from senior professionals weigh in about what the NLAS is and where it should go. I'm absolutely delighted to introduce our 2017-2019 Activity Plan, which will be released on our website imminently.

We have big plans: we're going to further enhance the role of the NLAS with the public, by developing resources that will be made available—like archaeology specific media kits, promotional material like posters that feature NL archaeology, and photos of record of NL archaeology sites to be made freely available. We're going to engage our membership with more

workshops, continuing our newsletter, and working on a Legacy Collection Project in which we analyse old legacy collections in museums. We're going to work on engaging the general public with more free talks, particularly targeting schools and senior's residences. Finally, we're planning the excavation of an at-risk archaeological site.

That's a lot of work, and I should emphasize that we're an all-volunteer non-profit group, so we run on the volunteer labour of many. And so thank you to everyone who had volunteered with the NLAS. We have just welcomed in a suite of new volunteers to help us with tasks, large and small, who came to an NLAS Meet-and-Greet session and walked away with a volunteer position, and we're very grateful for their help.

We also have some charter members of the NLAS leaving us after years of dedicated service. Chelsee Arbour served as secretary and worked on just about every committee that was—and is now stepping down from the NLAS for a well deserved break. Thank you Chelsee. Tim Rast, Founding President of the NLAS, is now at the end of his term, having served most recently as Past President. There would be no NLAS without Tim—this was his brainchild, and we should thank him for his inspiration, his hard work, and his vision.

We're a young society, and we have done a lot in the first three years, but there's so much left to do. And I know that with the help of our volunteers, we'll get there. The next three years is going to bring great things. To each and every person who has helped out, thank you so much. And of course the time spent volunteering comes at a cost to our regular lives, too, and so to the spouses and families who helped make space in our busy lives for NLAS work to get done: thank you.

Our mandate, our vision as a society, and our plans for the future are built on the sweat equity of our volunteers. So whether you've picked up supplies for a workshop, participated in a planning meeting, responded to a call for help, sold chocolates as a fundraiser, bought chocolates at a fundraiser, or supported us in the myriad of ways that you do, thank you so much.



**Newfoundland and Labrador
Archaeological Society**

2016 ANNUAL GENERAL MEETING

November 10, 2016

FINANCE COMMITTEE REPORT

Report presented by Elaine Anton (Treasurer)

Finance Committee Members: Elaine Anton, Lori White, Karen Northover

The Treasurer and Finance Committee worked to oversee the day-to-day financial activities of the Newfoundland and Labrador Archaeological Society (NLAS). Accounting focused on special events, membership processing, operational costs, project costs and chocolate sales.

DONATIONS:

In August, 2015, The Newfoundland and Labrador Archaeological Society, Inc. officially became a registered charity. As such we are now able to issue official donation receipts for income tax purposes. Our policy is to issue receipts for donations totalling \$10 or more.

During the past year, we received nine monetary donations, including a substantial donation for the amount of \$1000 for an overall total of \$1085. In addition we also received a donation of \$1670 in-kind from Copetown Press of several volumes of archaeology books that we were able to use for our membership drive in the spring to help solicit new and returning members. The remaining books will continue to be used for various promotions.

We thank all our or donors for their on-going support of the NLAS.

TAX FILING:

The Finance Committee was also responsible for filing an annual income tax report for the NLAS in order to maintain our charitable status with the CRA. In the spring of 2016 the Finance Committee submitted our first tax return for the January to December 2015 year. The CRA reviewed and acknowledged the tax return without issue.

MEMBERSHIP:

NLAS Membership grew from 54 to 83 active members since the 2015 AGM. This represents 32 new members and 51 returning members. There are only 23 inactive members from when we began in 2013.

Our membership is currently represented by:

32 Individual Members

33 Student Members

1 Senior Member

15 Family Members

2 Lifetime Members

A large reason for such a successful increase in numbers was our Spring Fling event which saw 21 new and returning members take advantage of our book promotion.

Our membership runs from January to December each year. However, if you wish to either purchase a new membership or renew your membership tonight it will be valid for the remainder of the 2016 year and for the whole 2017 year.

We thank everyone for joining and continuing to be a member.

FINANCES:

The 2015 AGM report indicated that finished the 2014-2015 year with a balance of \$5,349.92. We are now finishing with a balance of \$8,189.97. Overall there was an increase of \$2,840.05. Incoming funds totaled \$7,688.81, and came from memberships, donations, workshop fees, chocolate sales and project funding.

Our expenditures totaled \$4,848.76 and included costs for workshops, special events, projects, office supplies and administrative fees.

Of the current \$8,189.97 balance, \$4050.00 represents funding from the Cultural Economic Development Program (CEDP) to support the upcoming NLAS 2016/2017 Community Collections Archaeological Research Project (CCARP) to analyze and report on another community archaeology collection, as well as the development of an edu-kit.

The remaining funds will be allocated for the operation of the NLAS as well as supporting the above projects, workshops and other activities identified in the current activity plan.

For additional information, please see the upcoming AGM report or direct your inquiries or questions to the NLAS Treasurer at nlas@nlarchsociety.ca.

Thank you.

**FINANCIAL DETAILS - Since last AGM
For November 5, 2015 to November 9, 2016**

Account Balances for November 5, 2015 to November 9, 2016:

Account Balances	November 5, 2015	November 9, 2016	Difference
Cash Balance	\$610.90	\$474.45	-\$136.45
TD Bank Balance	\$4,590.94	\$7,536.73	\$2,945.79
Paypal Balance	\$148.08	\$178.79	30.71
Square Balance	\$0	\$0	\$0
CafePress Balance	\$0	\$0	\$0
TOTAL	\$5,349.92	\$8,189.97	\$2,840.05

Income and Expenditures for November 5, 2015 to November 9, 2016

Sources	In	Out	Difference
Memberships (9 family, 27 individual, 1 lifetime, 1 senior, 27 student)	\$1,885.00		\$1,885.00
Donations (9 donations)	\$1,085.00		\$1,085.00
CCARP Program - Provincial Gov't funding from CEDP for 2015/16 program (balance) and 2016/17 program (advance) - 2015/16 project ; Completed: Baxter Collection & Melbourne Collection; including salary, presentation costs, supplies and printing	\$4,350.00	\$3,002.50	\$1,347.50
Fees: Banking, PayPal, Square, Email Domain, Directors updated		\$109.27	-\$109.27
Office Expenses (mailing, envelopes, post office box)		\$321.73	-\$321.73
Workshops (supplies and honorariums for GIS Workshop & Drawing Workshop)	\$165.00	\$595.70	-\$430.70
Events (refreshments and honorariums: AGMS; NLAS Planning meeting; NLAS Meet & Greet; NLAS presentation to students)	\$50.00	\$798.25	-\$748.25
Chocolate Sales	\$132.50		\$132.50
Café Press (Balance previously unreported; inactivity fee)	\$21.31	\$21.31	0
TOTALS	\$7,688.81	\$4,848.76	\$2,840.05



Summary of the Planning Committees Activities for 2016

Background

The Planning Committee of the NLAS was established by By-Law in April 2014. The Duties of the Planning Committee include the drafting Activity Plans, the preparation of Annual Activity Reports; ensuring that Activity Plan indicators are documented; and the preparation of funding applications. In 2016 Planning Committee members included: John Erwin (Chair), Tim Rast and Corey Hutchings.

Activities

1. Annual Activity Report - The Planning Committee prepared the Activity Report for 2015, which documented NLAS activities in accordance with the goals and objectives for the second year of the Society's three-year (2014-16) Activity Plan. The society met all of its planned objectives.

2. Community Collections Archaeology Research Project (CCARP) - The Planning Committee prepared and submitted an application to the Cultural Economic Development Program (CEDP) for the 2016. Funding in the amount of \$4,500 was granted in August 2016. This money was awarded to complete two projects in 2016, namely, the CCARP project and the "Exhibit in a suitcase" – an educational tool that can be used to enhance community and school talks.

3. Operational Guidelines – The Planning Committee also drafted operational guidelines for the Communications Committee and for itself. These guidelines, when completed for each of the NLAS' standing committees are intended to complement the description, duties and functions for each committee, as more generally in the NLAS's By-Laws. These guidelines are intended to help the transition and guide the work of new executive and committee members.

4. 2017-19 Activity Plan - The Planning Committee's main work this year was the creation of a new three-year Activity Plan, which was prepared in conjunction with the general membership and the Executive and the whole of the Board. The plan lays out the direction for the Society's next three years to further the society's three main goals:

- 1) To enhance the presence of the NLAS
- 2) To engage membership
- 3) To engage the general public

5. Next Task for the Planning Committee - Preparation of the NLAS Annual Report for 2016, which will also be the final report on the activities conducted during the NLAS 2014-16 Plan.



Events Committee Annual Report

November 10, 2016 Annual General Meeting, St. John's, NL

CHAIR: KATY D'AGOSTINO

REPORT PREPARED BY TIM RAST

The Events Committee began the year temporarily chaired by Chelsea Arbour and in February 2016 we found our new official Committee chair, Katy D'Agostino, who brought enthusiasm and great ideas to her role on the committee and NLAS Board of directors. Current Events Committee members include Chelsea Arbour, Tim Rast, and Catherine Hawkins.

The Events Committee coordinated two workshops this past year; a spring GIS Workshop attended by 12 people, and a fall Archaeological Illustration Workshop, also attended by 12 people. In addition, the Events Committee assisted in other opportunities for members and the public, including;

- a public planning session held at The Landing in February which generated ideas for the creation of our new Three Year Activity Plan,
- member discounts for the "Archaeologist For a Day" program at the Colony of Avalon,
- numerous NLAS meet-and-greets on and off campus directed towards Archaeology undergraduate and graduate students, as well as members of the public,
- staffing an information table at the 2016 Inuit Studies Conference in October,
- and tonight's free public talk and Annual General Meeting at The Landing.

In the coming year, we welcome new members to the Events Committee; Robyn Lacy joins as the NLAS Graphic Designer, Laura Jane Long is our new Student Liaison, and Lori White is the NLAS Events Shopper. We will continue to offer workshops, lectures, and other experiences to our NLAS members and the public.



Communications Committee report

Presented by Stephen Hull

In 2016 the NLAS Communications Committee helped the society meet several of the objectives as laid out in our 2014 to 2016 Activity Plan. One of the objectives for 2016 was **to develop cooperative and supportive partnerships with associated societies and stakeholders to enhance the presence of the NLAS within the province**. One of the indicators of success for this was making **connections with and being recognized by other associated societies**. Earlier in the fall outgoing NLAS President Amanda Crompton was asked by the NS Archaeology society to give a presentation to their society as NLAS president. As well, the NLAS was represented at a joint discussion meeting of Archaeology Societies across Canada during the most recent CAA meetings in Whitehorse by Dr. Scott Neilsen and Corey Hutchings. Also, the NLAS had a presence table at the Inuit Studies conference.

Another NLAS objective for 2016 was **to disseminate archaeological research results to a public audience through publication, and investigate the potential for providing hands-on opportunities in the field or lab**. In order to meet that objective the Communications Committee developed and published our first annual newsletter which was sent out to our members in October. The Communications Committee also played a role in **disseminating archaeological research results** to the public via promotion of two CCARP projects in 2016; the Baxter Andrews collection and the Bill Melbourne Collection. The objective of **providing hands-on opportunities** to the public was also met by the NLAS through a GIS workshop held in March and an artifact drawing workshop held in October and the Communications Committee helped make these activities successful by promoting them on our website and on in several places on Facebook including our own Facebook site.

The Communications Committee also improved the NLAS website by adding a new tab called Reporting Accidental Discoveries and we updated the memberships area to allow people to purchase & renew the memberships online. Elaine Anton took started writing a NLAS Operational Guidelines for the Communications Committee and John Erwin further developed this as part of the Planning committee. All of this will be a big help for the new Communications Committee chair and any new committee members next year.

Now for some numbers; last year our Facebook page had 659 total likes, this year it is up to 863; our webpage had 8037 total views and this year it is up to just over 12,000 and the Twitter page had 85 followers and that is up to 149. The Communications Committee is pleased with the progress of the past year, and our plan is to continue to reach out to the public, strengthen our social media presence and thereby strengthen the NLAS.

I would like to take a second to welcome to the incoming John Andrew Campbell and Deidre Elliott; I am looking forward to working with you.

And of course I want to say thank-you to the outgoing Tim Rast and Chelsee Arbour; thanks for all of your hard work. I would also like to thank Elaine and Tim who are the other members of the Communications Committee.

Thank-you



NLAS Awards Committee 2016 Activity Report

Committee Members: Scott Neilsen (chair), Robyn Fleming, Jamie Brake, Susan Arsenault, Blair Temple, and Tim Rast

The NLAS awards committee is responsible for promoting archaeological awareness, education, and contributions in the province of Newfoundland and Labrador, through the creation and sponsoring of awards. In winter 2016 the committee became aware of an opportunity to foster archaeological interest and awareness in youth, through the National Heritage Fairs program. The Heritage Fairs are a national initiative to bring history to life for public school students. Students in Newfoundland and Labrador compete at the school level, with winners advancing to one of seven regional fairs. Awards for the regional Heritage Fairs are sponsored by national and provincial organizations, such as Parks Canada, The Rooms, and the Museum Association of Newfoundland and Labrador. In Newfoundland and Labrador the Historic Sites Association coordinates the fairs.

In winter 2016 the Historic Sites Association asked if the NLAS would be interested in participating in the program. Committee member Tim Rast attended a meeting with the Historic Sites Association to gather details about the program and requirements for sponsors, and reported back to the NLAS Awards committee chair. Over the summer of 2016 the NLAS awards committee had various email discussions about the possibility of sponsoring an award and the category of such an award. In early fall the awards committee agreed that sponsoring an award was a great opportunity to foster heritage interest and awareness in youth and we agreed upon an award topic and criteria. Our proposal was brought to the NLAS board of directors and executive committee, and was unanimously accepted. Following this the Historic Sites Association was notified of our intention to sponsor an award for the regional fairs, as well as the award category and criteria.

We are pleased to report here that the award category/title is "The First Peoples Award", and that the award will be presented for the project that best recognizes the Indigenous History of Canada prior to Confederation. We believe that this award will help to foster an interest in archaeological and Indigenous history within Newfoundland and Labrador, and may also play some part in promoting reconciliation within Newfoundland and Labrador, and Canada.

Thank you,

Scott Neilsen, Chair
NLAS Awards Committee.



NLAS AGM November 10, 2016
Nominations Committee Report

Report presented by Elaine Anton (Chair)

Committee Members: Elaine Anton, Amanda Crompton, Scott Neilsen

The Nominations Committee was struck in October to find replacements for two Executive Positions being vacated: The Secretary Position and the Vice President Position. Committee members Elaine Anton (Chair), Amanda Crompton, Scott Neilsen can announce we have a successful nominee for each position.

Vice President: John Andrew Campbell

Secretary: Deidre Elliott

They will be accepted here by acclamation.

John replaces Jaime Brake as Vice President. Based on the NLAS constitution, after serving his year as Vice President, he is now moving into the President position. Likewise Amanda Crompton now moves into the Past President position, replacing Tim Rast. Tim now leaves the current board, and we thank him for his time and effort in establishing and supporting the NLAS over the past several years.

Deidre will be replacing Chelsea Arbour as Secretary. Thanks are also extended to Chelsea for her work as Secretary over the past couple of years.