



Newfoundland and Labrador Archaeological Society

Meeting Minutes
November 12, 2014

Type of Meeting: ANNUAL GENERAL MEETING - 2014
Facilitator: Tim Rast
Note Taker: Lori White

Please Read: 2013 Annual General Meeting Minutes, November 04, 2013; 2014 Annual General Meeting Agenda

Call to Order:

The regular Annual General Meeting of the Newfoundland and Labrador Archaeological Society was called to order at 8:10 p.m. on November 12, 2014. at The Rooms by Tim Rast.

Present: 12 attendees

Quorum was established with a minimum of ten (10) NLAS members in attendance, including the following Board members: Tim Rast (TR), Lori White (LW), John Erwin (JE), Stephen Hull (SH), Chelsea Arbour (CA), Corey Hutchings (CH)

1. Approval of Agenda

TR offered to circulate additional copies to the room. The agenda was unanimously approved as distributed.

2. Approval of Minutes

The minutes of the previous AGM on November 04, 2013, were approved as distributed. First motion to accept by LW, second motion to accept by CA.

3. Business Arising from Minutes

There was no business arising from the 2013 AGM minutes.

4. Committee Updates

a. Executive Committee – President’s Report

Prepared and presented by TR. See attached.

b. Vice-President’s Report

Prepared by Catherine Jalbert (CJ) and presented by TR. See attached.

c. Finance Committee

Prepared and presented by LW. See attached.

d. Planning Committee

Prepared and presented by JE. See attached.

Amanda Crompton (member): Suggests giving a copy of the CCARP report to The Centre for Newfoundland Studies, Memorial University.

TR: Copies of the CCARP report were printed to offer as “swag” and include in future funding applications as well as, in hopes, to inspire other private collection owners to share their collections with the Society and PAO.

e. Events Committee

Prepared by Catherine Jalbert (CJ) and presented by TR. Included with Vice-President’s Report, see attached.

TR: The Engaging Evenings’ talk presented by Dr. Amanda Crompton immediately preceding this AGM attracted 50 attendees.

CH: Reminder to check our YouTube views we’re receiving on our NLAS YouTube channel so that those numbers can be included in the Planning/Annual Report.

f. Communications Committee

Prepared by SI and presented by SH. See attached.

SH: Acknowledges and thanks SI for her great work heading up the Communications Committee over the last year, as he takes on his new role of Chair for this committee.

5. Election of Directors – Vote for New Secretary

TR: Farewells and thanks offered to departing secretary, SI, who was instrumental in the NLAS’s first Executive. SI has moved on to Nova Scotia but she will continue to be an active member of our Communications Committee.

TR: Chelsee Arbour is pronounced Secretary by acclamation. Congratulations and thanks offered to Chelsee for taking on the position.

6. Other Business

JE: Requests a meeting with the Executive to discuss the upcoming Annual Report deadline for the NLAS (Planning Committee).

TR: Suggests a meeting with the Executive will be possible within the next two weeks, when CJ returns to the country and schedules can be sorted. A meeting time will be decided over the next week.

TR: Thanks our membership and everyone in attendance for our second Annual General Meeting. New memberships and renewals are available for purchase at the NLAS table at the front of the room.

Adjournment:

Meeting was adjourned at 8:37 p.m. by TR. The next Annual General Meeting will be held in November 2015 at a time, day, and location to be announced in advance of the meeting.

Minutes submitted by: Lori White

**** ALL COMMITTEE REPORTS ATTACHED BELOW ****



Newfoundland and Labrador Archaeological Society

Annual General Meeting

November 12, 2014

President's Report by Tim Rast

This is the Newfoundland and Labrador Archaeological Society's 2nd Annual General Meeting. In year one, our focus was to get organized so that we could begin fulfilling our mandate this past year.

The Mission of the NLAS is to promote an understanding of archaeology in Newfoundland and Labrador and protect archaeological resources by fostering research, stewardship, education, and the exchange of ideas and information between professionals and the public.

This evening we'll be hearing from several of the society's standing committees outlining how we've been working to accomplish those goals. In broad strokes, we've been working to establish a presence in the Province, engage with members, and engage with the general public. We've done this through social media, through radio and print interviews on archaeological topics, through meet and greets with segments of the archaeological community, like the archaeology students at MUN, through public programming, like this evening's talk and through special projects and workshops.

We undertook a pilot project called the Community Collections Archaeological Research Project that you'll hear referenced in several of the committee reports this evening. In a nutshell, this project links archaeologists with members of the public who hold private artifact collections. We don't condone collecting artifacts, the Historic Resources Act is very specific that intentionally disturbing or collecting artifacts from archaeological sites is against the law. However, we also know how tempting it is to pick up an arrowhead off the ground if you see one. We don't want to see those sorts of finds hidden away in shoeboxes, so the NLAS, in cooperation with the Provincial Archaeology Office created the Community Collections Archaeological Research Project to encourage people to share their collections with the archaeological community, in exchange for a photographic record and catalog of their artifacts. This book, along with an online gallery is the result of our first CCARP collection – the James Anstey Collection. By the way, a .pdf of this book is available for free download off of our website, nlarchsociety.ca. The positive press we received from this project encouraged other people to share their collections with us, so we consider it to be very successful and plan to repeat the project with another collection in another community.

Of course, none of this would have been possible without the hard work of the volunteers who make up the board of directors of the NLAS. We will be saying goodbye this evening to one of our Executive committee, Sarah Ingram, whose life has taken her to Nova Scotia. She won't be easy to replace, in fact, it'll take at least two people to fill her shoes: earlier this fall, Steve Hull joined the board to replace Sarah as the Chair of the Communications Committee and later this evening we will announce a new Secretary who will be joining the Executive Committee. Thank you everyone for coming out tonight. If you're not already a member, please consider joining this evening. Memberships are cheap and the fees help us to grow and continue to support archaeology in Newfoundland and Labrador.



Newfoundland and Labrador Archaeological Society

Annual Report, November 12th Annual General Meeting Catherine Jalbert, Vice President

Dear Members,

Thank you for a fantastic first year and welcome to our 2nd Annual General Meeting. Over the past year, the NLAS has been working hard to promote our mandate and engage with members through a variety of media and events. On the less interesting side, this has also resulted in a need to maintain our constitution so that it continues to evolve with the Society as it grows and develops.

Below I've outlined my action items from the past year. In addition to these, I have also assisted with the maintenance of the Facebook page, NLAS email account, actively attended/participated in Executive and Board meetings and have provided general support to the other Executive members for whatever may arise.

Constitutional Changes:

Over the past year the NLAS has established various Standing Committees comprised of Executive, Board, and NLAS general members. As such, one of my main tasks has been to keep our constitution up-to-date and write language that outlines the Standing Committees and the duties of each. The committees that were established consist of Planning, Finance, Communications, and Events. To review this addition, please refer to By-Law 2 on pages 9-10 in the NLAS constitution.

This year, the Board of Directors will be reviewing an addition to our Elections Section (By-Law 6), which will establish a procedure for filling Executive or Board member positions that may become vacant before an elected term has concluded. Once approved, an amended copy of the constitution will be made available to our members on our website and Facebook page.

Events Committee:

The Events Committee was established to organize events that promote the mandate of the NLAS. As the chair of the committee, I organized a meeting with interested Directors from the Board and members of the Society before the summer field season began. The Events Committee was tasked with the following:

- 1) Buying promotional materials to distribute at events.
- 2) Setting up an online store for NLAS promotional products.
- 3) Developing ideas for events and executing events accordingly.

After looking at a number of distributors and prices, pens were chosen from the company 4imprint for purchase. The NLAS purchased 250 pens that have been used and given at all events. Approximately half of the pens remain for future use.

Once various online shops were compared, it was decided that the company CafePress was going to be the best fit for the NLAS. With a range of products and excellent printing quality, CafePress provides the NLAS with the opportunity to sell items with the Society's logo and in turn, provide another revenue stream (earning 20% commission on each item sold). All the proceeds earned from the CafePress shop will help fund events and workshops for NLAS members.

In terms of events, the Events Committee decided to focus our energy on a series of "Archaeology Skills Days". The first, which was facilitated by Stephen Hull of the PAO, was conducted in May and entitled "How to Report an Archaeology Site". It is hoped that this series will continue in the New Year, with the possibility of a photography or database workshop being held next.

Attendance at Events 2013-2014:

The following events were organized by the NLAS during the past membership year with help from the archaeological community in Newfoundland and Labrador.

Date:	Event:	# in Attendance:
11/4/2013	NLAS AGM/ Dr. James Lyttleton Lecture	~30
4/2/2014	Public Talk: Scott Neilsen, The Rooms (St. John's)	28 people in person + 6 online = 34 total
4/3/2014	Public Talk: Laurie McLean, The Rooms (St. John's)	40
5/18/2014	Archaeology Skills Day: How to Report an Archaeology Site	7
6/25/2014	Public Talk: Chelsee Arbour, Archaeology at Kamestastin (NW River, Labrador)	20
7/9/2014	Public Talk: Dr. Chris Wolff and Dr. Don Holly, Archaeology at Stock Cove (Sunnyside, NL)	15
		Total: 146

Upcoming Events:

For the 2014-2015 membership year, the following items are currently being organized with more public talks and other programming to be announced:

- 1) Beer tasting event and lecture in collaboration with BeerThief
- 2) Organizing Archaeology Skills Day for the New Year
- 3) Participation/Support for the CAA meeting to be held in St. John's, May 2015.

Thanks again for attending and we appreciate your continued support. If you have any ideas for events or would like to join the Events Committee, please contact me at nlas@nlarchsociety.ca!

Sincerely,
Catherine Jalbert



Newfoundland and Labrador Archaeological Society

FINANCE COMMITTEE REPORT

2014 ANNUAL GENERAL MEETING

November 12, 2014

Presented by Lori White (Treasurer)

Financial Period Reviewed: 2013 AGM to 2014 AGM, November 04, 2013 – November 11, 2014

TOTAL INCOME: \$4,569.86

[CEDP Funding (\$3000), Memberships, Donations, Cafe Press commission]

TOTAL EXPENSES: \$4,099.82

[CCARP (\$3126.48), Honorariums, Bank fees, PayPal fees, Postage, Web services, Incorporation fees, Public Planning Meeting, Cafe Press fees]

NET PROFIT: \$470.04

CURRENT BALANCE \$827.26
& CREDITS:

For additional information, or any questions you have, about the NLAS's finances please contact the Treasurer at nlas@nlarchsociety.ca.

- Membership grew from 13 to 49 since our 2013 AGM
- The NLAS Charitable Status application is in progress. There was a small delay due to confusion over the wording and Incorporation details of our application. The new application requires more detail and some further administrative expenses in order to update our Incorporation documents to reflect our charitable status planning and activities

Summary of the Planning Committees Activities for 2014

Prepared by John Erwin

1. Establishment of the Planning Committee by By-Law (April 2014)

Duties of the Planning Committee include:

- Drafting Activity Plans.
- Preparing annual activity reports.
- Ensuring that Activity Plan indicators are documented
- Preparing funding applications.

2014 Committee members include:

- John Erwin
- Tim Rast
- Corey Hutchings

2. Development of the 3 Year Activity Plan

- Meeting with Executive in early January to discuss plan requirements
- Business Plan meeting was held Jan 18, 2014 to generate ideas that would form the basis of the plan. Attended by 12 persons
- Draft Plan preparation completed on February 4th
- Presentation to Board at the February 8th meeting
- Review and proposed revisions
- Adoption of plan

3. Community Collections Archaeology Program

- Identification of CEDP program early in 2014
- Met with the Development officer and began preparation of the application in early April
- Made the submission April 17, 2014
- Identification of possible projects and selection of project
- Working with Archaeologist to complete project report August 8, 2014
- Final Report Preparation for CEDP completed and submitted to the former Department of TCR
- Press release September 30, 2014.
- Final Report submitted / accepted to the former Department of TCR October 7, 2014

4. Next Task for the Planning Committee

- Preparation of the NLAS Annual Report – which will review what progress we have made on our 2014 goals and Objectives toward:
 1. Establishing the presence of NLAS in the province
 2. Engage membership
 3. Engage the general public

Communications Committee Report:

By Sarah Ingram

Presented by Steve Hull

Over the last year the Communications Committee has worked hard to develop a social media presence that is active, accessible, and open for community involvement. Our goals were to develop a media presence and get our website up and running.

We have a Facebook page and Twitter account, and have 470 likes on Facebook and 24 followers on Twitter. The Facebook page is especially active, which not only posts original content and NLAS events and news, but also shares local and national news and events, invites for feedback, and provides a place for members to chat, discuss, and ask questions. We have had some great feedback through the Facebook page, and plan on continuing this into the new year.

A website was developed and went live in May 2014, and is a hub for all information pertaining to the NLAS. Members and non-members alike can access our constitution, membership forms, and minutes, as well as our newsletters, and links to many local and national archaeology sources. Updates are also made on events and talks as they are announced, and photo galleries are available to view on our different events and various sponsored projects.

The Communications Committee is pleased with the progress we have made over the past year, and plan on continuing to reach out to the public, strengthen our social media presence, and allow to continue to support the NLAS mission statement.