



QUARTERLY BOARD MEETING MINUTES Pueblo, Colorado July 23, 2016

The Quarterly Board meeting of the Colorado Archaeological Society was called to order by President Karen Kinnear on July 23, 2016, at 1:05 p.m. at the Southeastern Colorado Heritage Center in Pueblo, CO. Doug Baxter, President of the Pueblo Archaeological and Historical Society welcomed all and thanked members of the chapter for their great assistance with setup and refreshments. Roll call was taken, with a quorum present. Chapters represented were: Colorado Rock Art, Denver, Grand Junction, Hisatsinom, Indian Peaks, Northern Colorado, Pikes Peak and Pueblo.

MINUTES (KRIS HOLIEN):

Minutes of the April 23, 2016 CAS Quarterly Board Meeting were approved unanimously as written, with the later addition of the Science/Advisory Committee report, following a motion to approve by Craig Banister and second by Linda Sand.

EXECUTIVE SECRETARY (TOM HOFF): No official business to report for this quarter.

PRESIDENT (KAREN KINNEAR): Will discuss items of interest as they appear later on the Agenda.

TREASURER (PRESTON NIESEN, written report): Preston Niesen submitted the Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance for the second quarter, 2016. Current assets are \$36,434 and liabilities are \$2,500. The society has \$8,213 in the operating account, \$2,133 in the savings account, \$19 in the Alice Hamilton Raffle account and 4 Certificates of Deposit with a total value of \$23,570 for a total in Checking and Savings of \$33,934. CD # 1233 will mature on 7/26/16. We can allow this CD to rollover, as there are sufficient funds in the checking account to cover anticipated expenses during the next quarter.

OLD BUSINESS:

2016 Annual Board Meeting and Conference. Doug Van Etten reported on plans for the Annual Meeting/Conference to be held at Colorado Mesa University in Grand Junction October 7-10. Doug distributed a well-designed informative conference brochure to all attendees. In response to Doug's question to the group regarding suggested workshops the day following the conference, the overwhelming consensus in the room supported the preference to attend field trips. Activities will begin Friday afternoon with early arrival field trips, a meet and greet reception, Quarterly Board meeting with dinner, followed by a showing of the film "Waking the Mammoth" by Larry Ruiz. Saturday will be the conference with lunch included, Annual Board meeting, and evening banquet with Dr. Steve Lekson of the University of Colorado Boulder as keynote speaker. A variety of day and overnight field trips will be offered on Sunday and Monday.

Proposed Internet Information Policy and Procedures: Karen Kinnear has talked with Dr. Holly Norton, Nathan Boyless of CCPA, and Crow Canyon Archaeological Center, requesting input on how CAS can create a broader and more comprehensive social media policy to effectively protect archaeological sites while still fulfilling our mission to educate the public through presentations and field trips. Input will also be requested from CRM firms, universities, the BLM, Forest Service, State and National Parks and Native American Tribes.

COMMITTEE/SPECIAL REPORTS:

ALICE HAMILTON SCHOLARSHIP (PHIL WILLIAMS/TERRI HOFF):

Terri displayed this year's raffle item: a 32" tall original decorative Raku Art ceramic pot made especially for CAS. Colorado Springs artist, Jerry Rhodes, created "Zebra Sentinel" which features African porcupine quills. Sharon Murphy, Denver CAS, will be taking the ceramic pot with her after today's meeting for promotion of raffle ticket sales

at the August Denver chapter meeting. Also Sharon will coordinate any other potential viewings at other Front Range CAS chapters prior to the Annual meeting. Terri reported she has additional raffle tickets to distribute to chapters that need more to sell before the Annual meeting. Terri has been in contact with Sharon Brennen, of the Grand Junction Chapter, regarding silent auction logistics and operations. 2016 CAS Scholar Amir Abbas, of CU Boulder, has returned his \$500 award check due to unforeseen circumstances. "Pass the hat" donations at the meeting totaled \$64 for the Alice Hamilton Scholarship Fund.

SCIENCE/ADVISORY (DOUG ROUSE/DAVE MELANSON, written report): Doug announced that he is stepping down as the Committee Chair but would remain as a member on the Committee. It was then announced that Dave Melanson, Hisatsinom Chapter, would be filling the Committee Chair position. The Board thanked Doug for his service as Committee Chair.

The Science and Advisory Committee met on July 23rd, prior to the Board of Directors Meeting, to review a proposed committee charter, discuss three project initiatives for CAS's Long Range Plan, and report on chapter activities during the last quarter.

As we look towards the future, the committee is considering how it can best add value to CAS operations going forward. To that end, we've drafted a proposed charter that defines our responsibilities and work scope. The charter builds on the committee's foundational archaeological activity reporting mandate with increased emphasis on promoting and facilitating ethical archaeological research and cultural resource protection and preservation opportunities for the CAS chapters and membership. The proposed work scope includes maintaining an accessible repository of research and site protection and preservation guidance, best practices, lessons learned, and other available resources; collecting and compiling chapter inputs on local public archaeology activities and issues; preparing summary activity and issue reports for the State Archaeologist; and, where appropriate, coordinating CAS-wide research and site protection projects.

To support its charter, the committee proposes three project initiatives for CAS's Long Range Plan. The first initiative reviews our science activity reporting process and suggests improvements where needed. The second initiative designs, builds, and maintains a digital research and site protection tool and resource repository. The third initiative photogrammetrically records prehistoric and historic sites, artifacts, and rock art; and uses the recorded 3D images to build a virtual preservation digital database for research, education, and outreach.

At our meeting the committee decided to send the proposed charter and project initiatives out to the chapters for their review and comment.

Second Quarter Report:

CHAPTER	Scientific Survey/ Excavate / Labs	Publications	Curation Issues	Site Stewards	Vandalism/ Compliance	Cross-Org Interactions	Public ED Outreach	Other
Chipeta	1	3					3	
Colo Rock Art								1
Denver	2						1	
Grand Junction	2			4			3	18
Hisatsinom	5	3	1	4		2	3	3
Indian Peaks	1			1		1	1	
Northern Colo								
Pikes Peak							1	
Pueblo								
San Juan Basin							5	1
Vermillion								

COMMUNITY OUTREACH and EDUCATION (BARBARA POTTER, written report):

In June, an e-mail went out to chapter presidents outlining outreach opportunities which were compiled from ideas generated by the committee over the past four years. The main focus of the letter and attachments was the \$250 grant for community outreach or education available to each chapter each year. The grant application and guidelines

were given to chapter presidents during the meeting as well. The materials are also available under the CAS website Bulletin board section. Some discussion of possible submissions followed.

The committee had public inquiries during this past quarter which brought to our attention that the committee has no records of what chapters have to offer in the way of community outreach and education materials or projects.

A committee member has consented to begin compiling chapter resources as well as what can be shared.

The work on the speakers listing spreadsheet was outlined by Linda Sands with discussion following. Aaron Theis explained the work in progress for placing the speakers list on the CAS website with appropriate security. He was available to show board members the committee's work during the afternoon break.

PAAC (CHRIS JOHNSTON, written report):

Since the April quarterly meeting, a total of four classes were completed in Denver, Loveland, Grand Junction, and Durango. Happily, no courses were cancelled during the quarter. Enrollment in the 2nd quarter courses ranged from 13 for the *Perishable Materials* class in Loveland, to 30 for the *Rock Art Studies* course in Durango. A total of 10 PAAC classes were completed between January and early June. The average enrollment for this period was about 17.

It is a pleasure to report that four volunteers are receiving PAAC certificates this month. Join me in congratulating our three new PAAC Scholars, Beth Parisi (San Juan Basin chapter), Rae Todd (Northern Colorado chapter), and Brian Meinhart (Grand Junction chapter, formerly of the Denver chapter), along with Stephanie Boktor (OAHF), who has earned her Provisional Surveyor certificate. This is the first certificate for Beth, Brian, and Stephanie, and the second for Rae. These are also the first certificates that I have the privilege to award. I know I speak for Kevin when I say it is an honor getting to acknowledge their effort and dedication. Congratulations Beth, Rae, Brian, and Stephanie! Brian was present to receive his certificate.

These being my first certificates also mean that they are the last completed under the tutelage of Kevin Black. I know that Kevin is grateful for the many years he had serving as the Assistant State Archaeologist and State PAAC Coordinator, and the numerous friends he made along the way. For as long as I have known Kevin he claimed to have the best job in the whole building and after just a few short weeks I would have to agree. I have had the pleasure to get to know some of you since I assumed the role on July 1 as well as over the past few years on various projects and at CAS and CCPA meetings. I am looking forward to working with you in the coming months and years ahead.

With this transition comes change. Some of it you will notice immediately, some further down the road, and most you likely will not notice at all. One change you will see is a temporary reduction in the number of PAAC courses I will teach this fall as I assume my new role. I have worked with the local PAAC coordinators to come up with an amicable schedule that meets the needs and wishes of as many members as possible. Even so, I know some are, and will be, disappointed that I won't be offering a class in their area this fall. I hope you understand the challenge of the situation and I promise I will make it up to you. In the meantime, I encourage folks to look to their neighboring chapters to find a class that could fit their needs for the fall. I will be offering five PAAC courses this fall, which is slightly less than years past. Questionnaires for the spring PAAC classes will be sent out in October, around the annual meeting if not before. Winter PAAC Lab dates at the Denver lab will be announced later this summer.

Planning for this year's Summer Training Survey at Lory State Park in Larimer County has picked up momentum the past few weeks. We are working with Colorado Parks and Wildlife staff to identify areas that may be useful for us to survey and we also will be looking towards higher probability areas for survey. The survey is scheduled between August 15-26. We currently have seven people signed up, all for the second week. If we don't get enough participation for the first week then it will be cancelled and only have crews out the second week. As it stands now, the crew size will be manageable with OAHF staff volunteering to help lead a crew if needed. Please pass word around your chapters about the PAAC Survey and to contact me with any questions.

Our office is on the brink of re-designing aspects of our website. I don't know many details but I am working on suggestions and comments for the pages related to PAAC. One concern I've heard a lot is the difficulty in navigating and finding certain things on the site. In general I think the PAAC pages are quite accessible and easy to navigate, but like most things, could always use some improvement and I will be working towards that. Feel free to send me any notes or comments related to this. Aside from all of these topics, I've spent the last month or so getting my feet under me and "learning the ropes". I know I have big shoes to fill and it is not a position I take lightly. I look forward to building the trust and friendship in the coming years that so many of you had with Kevin.

PUBLICATIONS (LARRY EVANS, written report):

Southwestern Lore – Chris Zier continues to do a fine job. The Summer issue arrived in my mail box nearly 2 weeks ago and is very well done. The fall issue will be published by Ken's Reproductions in Denver. Chris and I met with the folks at Ken's in early June. Chris has been sending material for the fall issue to Ken's and I have not been told of any problems. If everything goes well and the costs are as expected, we can cancel the agreement with the

University of Colorado Press and try to get our deposit back. In response to a question from the floor, Larry estimated a savings of \$500 per issue (equaling \$2000 per year) by using Ken's Reproductions instead of CU. A question was asked about the chapters submitting advertisements about chapter events and activities and would there be a fee charged. The answer is we would really like to put chapter information in *Southwestern Lore*. There would not be a charge. The major problem would be timing. Generally Chris will be working 2 – 3 months before printing begins and mailing would normally be 1 month after that. The chapter will have to work with Chris on content and format.

The Surveyor Newsletter – Carla and John Sanborn did a good job on the Spring issue. They will prepare the Summer Issue. The deadline for submission of information for the newsletter is August 6, 2016. Send to Carla Sanborn at jc-sanborn@msn.com. We still need a permanent editor for the *Surveyor*. Bob Rushforth noted that job sharing editor duties has worked well for the Denver Chapter newsletter.

EBSCO Royalty – We received \$382.18 for the period January – March 2016, with approximately half for *Southwestern Lore*, the rest for the CAS Memoirs.

Social Media – I have not seen any issues raised since the last meeting. Aaron Theis noted a fresh start for a new Facebook page coming soon, with the old Facebook page to shut down at the end of August. New Facebook will have a likes public page for announcing public events and meetings, and a secure CAS members only page for posting field trips, etc. Users who apply for entry on the members only page will be vetted against the official CAS membership list before receiving access.

Internet and Social Media Policy – See Karen Kinnear's report above.

SOUTHWESTERN LORE (CHRIS ZIER, written report):

The upcoming issue (Fall 2016) will be the first printed by Ken's Reproductions. Larry Evans and I met with the people at Ken's in Denver in early June and we all seemed to understand each other in terms of what will need to happen to get each issue printed in a timely manner. Editing of the Fall issue is well underway. On July 12, I submitted some of the contents of the issue to Ken's: An article by Bill Harris, a book review, and an obituary for Richard Carrillo. I am in the middle of editing a second article, having sent the initial draft back to the authors for revisions (also on July 12). The Fall issue will also include an announcement about the CAS annual meeting. I'm hoping to have all of the contents of the Fall issue to Ken's prior to the end of July because I will be out of touch for much of the remainder of the summer. But if there is any cleanup work to do, I will be back in mid-September and we should still have the issue out on time.

COLORADO ARCHAEOLOGY (KEVIN BLACK): No news to report.

PUBLICATIONS / SURVEYOR NEWSLETTER : See Larry Evans' report above.

PUBLICATIONS / WEBSITE (CRAIG BANISTER, written report):

The State CAS website has monthly updates to the Bulletin Board about archaeology events in Colorado. The CAS newsletter, *Surveyor*, is posted quarterly on the website. I send out an HTML email to CAS members announcing each quarterly meeting and each quarterly publication of the *Surveyor*, which is posted on the CAS website.

The Online membership project for CAS is put on hold until a more detailed description is provided that defines the process and how it will affect each Chapter.

At the January 23, 2016 meeting, I requested (and was approved) to spend up to \$100 to purchase a WordPress theme (provides a framework for designing a website) to help rebuild a new CAS website. I have not purchased the WordPress theme yet, although I expect to start the website rebuild project in September as a prelude to the online membership project. Craig discussed the benefits of purchasing an ecommerce software solution for the online membership project. Larry Evans made a motion, seconded by Doug Van Etten, for Craig to spend up to \$800 with some flexibility for the purchase. Motion passed unanimously. Craig explained his proposed timeline to have the ecommerce software installed and running in a test configuration no later than Thanksgiving, then to start in January 2017 with individual chapter online membership form build-out. Initial pilot chapters will include Denver and Indian Peaks. In response to questions regarding back up support for Craig, he explained that there are many YouTube tutorials and other resources for using the ecommerce software, and that he will write up the procedures for creating online membership forms for each chapter, as well as how to maintain the forms.

PUBLICATIONS / CAS ARCHIVES (CRAIG BANISTER, written report):

On April 28, 2016, the Denver Public Library sent an email to me stating that they would no longer accept CAS Archives and would look for a new location for CAS Archives to be stored. The explanation follows: "At our meeting

today, the Acquisitions Committee was concerned that the Denver Public Library might not be the right institution for the CAS records. We are not sure if we are a good fit for the collection since our customer base does not come to DPL seeking archaeological information. We were wondering if there might be a better home for the records that would allow the collection to be used more by researchers. We feel like it is a rich collection that just isn't getting to the right audience here." The DPL is working with History Colorado, who will most likely accept the CAS Archive collection. After the CAS Archives have a new home, I will write up the process for CAS to use to donate archive materials.

STATE ARCHAEOLOGIST (HOLLY NORTON, written report):

There are only two discussion items for this meeting, one an update on the on-going El Pueblo project, and the other an update on History Colorado's involvement in the CAS archives. I have a request to make of the organization, and that is that I receive a progress report on the Swallow Site at some point in the near future. (This request was referred to the Denver Chapter at the board meeting.)

Buckles/El Pueblo Collection

Earlier this summer, I received a grant from the Colorado-Wyoming Association of Museums (CWAM) for archival materials for the document portion of the Buckles collection. Our volunteer has fully catalogued the archival material, and now we will be organizing, digitizing and rehousing. I am in the process of submitting more grants for other phases of the project, and in particular am focusing on getting curation materials for the archaeological collection.

CAS Archives

As Craig has informed everyone, DPL and History Colorado are in discussions regarding HC permanently housing the CAS archives. This is a slow and laborious process, and is not dependent just on space; when an institution accepts a collection, especially a collection from a living organization that will continue to deposit materials, parameters have to be established about what will be accepted and how. In addition, we have to submit proposals and work plans to various groups, and ultimately the Board of History Colorado. These discussions are occurring not only with my office, but with the Archives department on the Museum side of the institution. Despite how slowly we seem to be moving, HC is very interested in this collection and there is a lot of support for accepting the archives. As it stands now, we will likely cull the collection from the library, but have requested that CAS provide a list of priorities that the organization would like to see archived. I would also like some insight from CAS members as to what some of the documents entail so we can be better informed in prioritizing as well. The final hurdle for History Colorado will be to identify financial resources to properly house and care for the collection in perpetuity. We welcome any suggestions along those lines as well.

HC/CAS REP (PETER FARIS, written report):

I was going to tell you all about the changes on the Archaeology and Historic Preservation Committee (AHPC) of History Colorado. Since Steve Turner has moved up to Executive Director of History Colorado, Cynthia Nieb has taken over administering the AHPC process and the Colorado State Historic Fund. The full committee met on July 14 and debated the current round of grant applicants. The new process for archaeological grant applications was implemented with them having a separate panel of readers. The results of the AHPC committee decision are then forwarded to the Board of Directors for ratification. As we have discussed in the past, they want the results to stay confidential until so ratified, and as in the past the History Colorado Board of Directors meeting will occur after the CAS quarterly so Cynthia and I have discussed a new procedure. Once the Board of Directors has ratified the grant awards Cynthia will email me the official results and I can forward that on to the officers and board of CAS by email.

At the July 14 meeting we also discussed and voted upon the Stephen Hart Awards for this year, including the State Archaeologist's Award. That is also considered confidential until it has been signed off on by the governor, so Cynthia will also give me a report on it to forward to you as soon as it has been accepted.

So, please discuss who all among you need to receive these reports, and inform me by email. Then I will provide the reports by email as soon as I hear from Cynthia.

HISTORY COLORADO PROJECTS (TERRY MURPHY, written report):

The only activity for this quarter has been receipt of the 2016 historic preservation posters. The theme is "Celebrating 50 Years of Historic Preservation". The posters are intended for year-long use (i.e., without reference to any specific month). Selected contacts were notified of the posters in June, in case a chapter wanted posters before this meeting. Chapters that have not already received posters are requested to pick up posters today for public display in your area.

No new History Colorado projects that involve CAS are on the horizon. The personnel changes/reductions at History Colorado have apparently had an adverse affect in that regard. We'll have to wait and see what develops within the foreseeable future.

A number of CAS members attended the retirement party honoring Kevin Black. Kevin will be greatly missed by CAS. Karen Kinnear presented Kevin with a \$250 Amazon gift card in appreciation for all he has done for CAS. Remember that your Chapter events and meetings can be publicized through the Calendar of Events on the History Colorado website.

AWARDS (MARK OWENS, written report):

I have been consulting with parties for 2 separate Ivor Hagar Award nominations that will be forthcoming. No C.T. Hurst Award nominations as of yet (deadline is August 15). No Chapter Achievement Award nominations as of yet (deadline is August 31). I will work (finally) with new editor of the *Surveyor* to add a piece about each CAS Award (with nomination forms and submission due dates).

MEMBERSHIP (BEV GOERING, written report):

There are 851 memberships with a total of 1,190 members, an increase of 16 members during the second quarter. Unaffiliated members are 69 and unaffiliated memberships are 61. Institutional memberships are 56. Bev again expressed her frustration with how very time consuming membership duties are while using paper applications.

LONG RANGE PLANNING (DICK SUNDSTROM, written report):

Since the Quarterly Board Meeting in April, the Long Range Planning Committee has used the Internet to share our members' thoughts on a CAS-wide Long Range Plan. The creation of such an instrument, its content, sources of input and maintenance have been among the topics discussed. Our immediate goal is to complete a draft version of the Plan at this Board Meeting. Then, we will distribute the Plan to the other CAS committees, soliciting their comments, especially suggestions for additions in their areas of purview. In this way, we expect to begin constructing a Long Range Plan that represents the broadest range of thought concerning CAS's goals and ideas for achieving them.

NEW BUSINESS:

1. **Nominating Committee for 2017 CAS officers:** Chair Tom Hoff with members Larry Evans and Linda Seyfert.
2. Terri Hoff reminded everyone to use the address: tomhoff4@gmail.com to contact Tom instead of his old hotmail address.
3. Doug Van Etten asked the question: does CAS qualify for Colorado Gives Day? ColoradoGives.org is a year-round, online giving website featuring more than 1,800 Colorado nonprofit organizations. All of the charities on ColoradoGives.org are recognized by the Internal Revenue Service and the Secretary of State and are in good standing. Donations are tax deductible as charitable contributions to the full extent permitted by law. Tom Hoff and Karen Kinnear will check on this.
4. Doug Van Etten asked about chapter board members recruitment training and retention. Karen expressed her opinion that focusing on small incremental duties and sharing the volunteer workload so as not to be overwhelming, can be effective for recruitment and retention.
5. Karen Kinnear announced that an upcoming IPCAS field trip September 10-18 to Mesa Verde, Hovenweep, Ute Mountain Tribal Park, and other sites, is not full, so CAS members from other chapters are invited to sign up for the trip. The announcement is available on the CAS website Bulletinboard. A portion of the field trip fee is designated to support the Alice Hamilton Scholarship Fund.

President Karen Kinnear thanked the Pueblo Chapter for hosting the meeting. Tom Hoff expressed his appreciation for the advanced, detailed and thorough planning done by the Grand Junction Chapter for hosting this year's annual meeting. The meeting was adjourned at 3:44 p.m. with unanimous approval following a motion to adjourn by Larry Evans, and second by Teresa Weedon.

Respectfully submitted,
Kris Holien, 09/24/16
CAS Recording Secretary