

CAA 2015 Annual General Meeting

Held on 1 April 2015, 18:15 - 20:06, Siena

Minutes

About 120 members present

1) (Draft) Minutes of the CAA2014 Annual General Meeting held on April 23rd 2014, Paris, France

- Accepted as a true record.

2) Matters arising

- none

3) Chairman's report

- The chair thanks Stefano and his team of organisers for organising this year's conference.
- Iza Romanowska, last year's winner of the Nick Ryan bursary (NR bursary) is congratulated.
- The chair thanks Hembo Pagi for the huge amount of work he does for CAA behind the scenes.
- **Size and shape of CAA in future years:** The last two years we received over 600 abstracts. If we stay in the current format we can only realistically accept about 300 papers. We the CAA officers would not want to see more papers and keep an emphasis on quality rather than quantity. We also suggest to have fewer keynotes (between 0 and 2). The opinion of CAA members is asked on this issue and suggestions are welcomed.

Suggestions from CAA members:

- Restrict the number of presentations to one (i.e. an individual can still be (co-)author on multiple papers but only present one) (proposed by Hans Kamermans).
- The format of a session of lightning talks is suggested: 10-12 talks of 5 mins each plus an hour of discussion (it is up to session organisers whether they wish to link this format to posters). This format stimulates discussion, and importantly still counts as giving a talk at the conference (proposed by Ian Johnson, seconded by Martijn van Leusen).
- Introduce the option to have 15 min talks (proposed by Herbert Maschner). Have long and short papers, where paper length does not reflect quality.
- Have both workshops and sessions on the first day (proposed by Jeffrey Clark). But an extra day involves extra costs for organisers and some members cannot afford to come for an extra day.
- The roundtable format needs to be revisited, to acknowledge papers in such sessions to officially count as papers and be peer-reviewed (proposed by Jessica Ogden)

Conclusion by chair: we need to think of a mixed-economy model but leave it up to session organisers to choose a format. Some sessions could be designated as lightning talks.

Vote: who in favour of one presentation per author, but you can be second author? Result: Popular support.

Vote: restricting the number of keynotes to 0-2? Result: popular support.

- **Officers standing down:** both Axel and Philip will stand down next year. We are actively looking for a new publications officer and a new treasurer. The membership is asked to spread the word. Some people have already expressed an informal interest in being more involved in CAA.

4) Membership Secretary's report

- **Membership organisation:** this was the first year of CAA as a membership organisation. This year 517 people attended CAA, which does not include volunteers and staff. 39 countries were represented, one of the most international CAAs. CAA currently has 507 members, with roughly a 50/50 split between regular and concessionary members and 17 honorary lifelong members.
- CAA members are reminded that everyone has a member page on the CAA website. This is up to the members to keep up to date. CAA members asked whether the CAA profile page can be merged with other profile pages (e.g. LinkedIn or Google), and Hembo confirms that this is possible but that we cannot assume all members use such services. The possibility to link member profiles with ORCID is also mentioned by the Membership Secretary.

5) Treasurer's report

- **Last year:** income 23,824.70 EUR. Expenses 15,667.19 EUR. Website costs were still high due to it being the first year as a membership organisation.
- **Bank account status 31st December 2014:** 18,322.44 EUR.
- **Fee payments:** We now have the system that there are two payments: membership fee and registration fee. The reason for this is that CAA is not the organiser of the conferences. Everything related to the registration has nothing to do with CAA. But it is interconnected in the payment system because membership is mandatory. On the invoice there will be a statement that the membership fee is mandatory.
- **Concessionary rates:** We are worried about the balance between concessionary and regular rates and find it difficult to decide what constitutes eligibility for a concession. John Pouncett will work on a system to evaluate the eligibility for the concessionary rate that we will test for next year.
- The accounting has been checked and approved by 3 auditors (Matthias Lang, Craig Alexander and Lisa Fischer; Lisa Fischer confirmed this).
- **Future:** plans to change banks, since we are unhappy with our current bank's services. No concrete plans for the change yet.
- The treasurer announces he is willing to stand down from next year onwards and receives applause from the CAA members at the AGM.

6) Publication Officer's report

- **Ambitions 2014:** to solve the problems of the 2012 and 2013 proceedings and finish the 2014 proceedings as soon as possible. The reviewing process is migrated to OCS. The CAA editorial board is thanked.
- **CAA2012 online-only proceedings** published. Printed and online volume by Amsterdam University Press digitally archived in their repository. The editors are thanked.
- **CAA2013 proceedings** are ready but no definite date of publication. The editors are thanked.
- **CAA 2014 proceedings:** a tender was written out and we selected the bid by Archaeopress. The CAA 2014 organisers finished the proceedings, it will be on sale and shipped soon. The editors are thanked.
- We are making progress with the **digital archiving** of CAA proceedings in Tuebingen, a test version is available at the moment which contains all volumes from 1973 to 2011. Matthias Lang is thanked for working with the Tuebingen university library to work on the long term storage of proceedings. We still need a contract for copyright licensing. The metadata needs more work, and money from our current CAA finances will be used to cover this. Proceedings after 2011 need to be included.
- **Review college database:** the import into OCS was not flawless. Membership is asked to check their details in OCS. We had to change the abstract reviewing process at a late stage, asking the session chairs to assign reviewers. This was not flawless and we will work on better guidelines for the future. Members who want to join the review college are invited to get in touch.
- **Ambitions 2015:** no changes for 2015. Post-2015 the publication model will change and plans will be made during the coming year to allow for this.
- The publication officer announces he will step down from the post and CAA members are welcomed to express their interest in the post. Philip receives applause from the CAA members at the AGM

7) Vote on the future of CAA publication

- Four options (see supporting document): best of CAA; e-papers and PoD; e-journal and PoD; e-journal and e-papers and PoD. The test version of Tuebingen online papers is shown, which features an easy to manage system that we could manage ourselves.
- Questions from CAA members:
 - What are the financial implications of each model? Philip: If we lose printing then we save money there, but not a lot. We would not like to go for a model that is more expensive. If we opt for an e-journal then we probably have to pay article processing charges. These are high.
 - Does option 2 involve reviewing? Why do we need a publisher if we are doing reviewing anyway? Philip: Mainly because of academic credit.
 - What can a publisher add in terms of citation and impact that we cannot do? Philip: We could not competently do what publishers do in terms of advertising.
 - Shall e-papers still be formally considered as proceedings? Philip: Yes.
 - Are there constitutional changes in terms of new officers for publication and assistant editors? Philip: The constitution is not clear on these tasks yet and this needs to be rethought. The editorial board currently does not have a formal status in CAA.

- How does this relate to the online archive? This could be given a DOI. Where is the difference between an e-paper and an archived version? Matthias Lang: Archiving was just meant to take over the old publications, not the new ones.
- Elizabeth Jerem: Option 2 cannot be fulfilled due to the language checking and reviewing work involved. An E-journal needs even more work than paper publishing.
- What is the best model for publishing code and data? Matthias Lang: It is possible to use the online archive for this.
- What are the implications of the four options for editing the process? Philip: currently we hire someone to do the copy editing. The reviewing is done by the reviewing college. For the E-paper format we would have to develop our own CAA template that authors need to stick to, which would lead to lower editing requirements. E-journal editing would be the publisher's task.
- In the case of an e-journal we can't do without a serious editorial board. We would need to think it over who is doing the editorial work (advisory and/or editorial board).
- Vote 1: all those in favour of publication model 1? Result: 14.
- Vote 2: all those in favour of publication model 2? Result: 30.
- Vote 3: all those in favour of publication model 3? Result: 12.
- Vote 4: all those in favour of publication model 4? Result: 54.
- Model 4 was selected. We will prepare plans to put this into practice and present these in Oslo.

8) Student/Low Income report

- **Bursaries:** these are to help people attend the CAA. We hope to stimulate people to join the CAA community in the hope that they will return. The more people we support, the less we are able to give to individuals. The amounts do not cover the total cost of attending. This year 71 applications for bursaries were received and 66 were awarded money. 12000 EUR was allocated to bursaries and Stefano Campana managed to attract an additional 2500 EUR. Stefano Campana is thanked for finding external sponsorship. The external sponsors are thanked: ESRI, GeoStudi, Mensi, Geocarta. The majority of applicants were awarded between 175 and 200 EUR. We try to make the bursary system inclusive and the award is relative to the conference attendance costs. Axel is thanked for his efforts in coordinating the handing out of bursaries, and all those on the bursary committee are thanked.
- **Bursary rejections:** We had a lot of applicants rejecting awards because they could not cover the costs even with an award. All the money that was not collected will be moved to the bursary budget for Oslo. We are conscious that the registration fee was high. We ask the membership whether the current strategy is still appropriate.

Comments/suggestions for the members present at the AGM:

- The bursary amount should make a difference to people attending. Support for less people but higher amounts. John: we have a large number of deserving applicants. It is difficult to set criteria for which applicants are more deserving than others.

- Give a deadline to accept a bursary. Re-divide the money of those who rejected among those who do attend. Seconded by another CAA member. John: we have discussed this but decided against it.
- The bursary amount could be the registration fee plus an amount relative to this. Give always more than the registration fee. Seconded by another CAA member: several people who were not eligible for bursaries could still not attend. Think of ways of lowering registration fees. John: half of the people attending the conference have a lower rate, this means the budget of the conference was lower. Stefano Campana provides arguments for the amount of the registration fee: we made a budget with different numbers of people. With the lower numbers we had to have a high registration fee. We do not get support from Siena University. Only 10000 EUR was obtained from sponsors. The budget was approved by the steering committee.
- With lower bursaries students will seek other sources of funding, which takes time. Can something be done to alleviate the last-minuteness of the bursary procedure? John: we take it into account when other sources of funding are being sought. Would it be good for membership that we do the bursary procedure sooner? General agreement. But this implies that the acceptance of papers would also need to be moved forward.

9) Announcement of the new constitution to be validated (attached)

- Parts of the constitution were reworded to fit with the fact that we are now a membership organisation.
- The new constitution was accepted with a majority vote. No votes against.

10) Honorary life memberships

- The following Honorary Life Members are currently recognised: Guus Lange, Mercedes Farjas, Stephen Stead, Nick Ryan, Kelly Fennema, Hans Kamermans.
- We would like to add the following former officers of CAA to this list to thank them for their services to CAA: Paul Reilly, Sue Laflin, Clive Orton, Irwin Scollar, Nick Fieller, Ben Booth, Clive Ruggles, Jef Maytom, Julian Richards, Sebastian Rahtz, Gina Martlew.
- A majority of the CAA members present voted to accept this motion.

11) New Special Interest Groups in complex systems simulation.

- Bid presented by Iza Romanowska, Juan Anton Barceló (and Florencia del Castillo in absentia) for a new SIG. An additional proposal was made for a new format of a drop-in session: one-to-one consultation between expert and someone who needs a kickstart and needs to be shown how a research topic or particular software works and where resources can be found. Like speed-dating.
- The motion was carried with a majority vote.
- This will be announced on the CAA international website.

12) CAA2016 – Status of preparations and information for participants

- Presented by Espen Uleberg.
- Dates confirmed: 29 March - 1 April 2016.

13) CAA2017 – Presentation of bid(s)

- Jeffrey Glover presented a bid to host CAA 2017 in Atlanta, Georgia.
- Bid carried with no votes against.

14) CAA2018 and beyond - Bids are invited for 2018 and 2019.

- Matthias Lang expressed an interest for Tübingen to make a bid for CAA 2018 and will officially present the bid next year.

15) From Oslo onwards the Nick Ryan bursary will follow a new policy for nomination

- Student members who presented a paper in Siena are invited to apply. The closing date is 4 April 2015.
- Complaints were received about how the NR bursary is assessed and awarded. A new procedure was developed and will be put in practice in Oslo, where students will be asked if they would like to be considered for the NR bursary as part of the abstract submission process. A list of all students who are competing for the NR bursary will be made publicly available at the start of the conference as part of the conference booklet or separately in the conference pack. This allows CAA members at the conference to know which papers are in the competition and can be more informed before casting their vote.

16) Reports by national chapters

- **Poland:** 150 people attended the Warsaw conference. The review process of the proceedings is being finished. More than 40 abstracts were received for this year's conference. Presence of Polish delegates at CAA international has increased from 6 last year to 11 this year.
- **Spain:** no conference was held, but teaching initiatives were organised. Among which a collaboration with the Spanish digital archaeology doctoral programme.
- **Germany:** More than 100 participants attended the meeting in February in Dresden. A joint event with CAA NL-FL was held in Cologne. Sessions were organised at other archaeological conferences. An online publication system is being set up for CAA Germany.
- **Greece:** the first proceedings of CAA GR are online on their website, and includes 33 peer-reviewed papers.
- **Hungary:** three meetings were held with lectures. More delegates from Hungary attended CAA International than before. A joint CAA meeting with the Visegrad countries is being organised.
- The chair invites new chapters to be created and invites those who are not yet involved in their national chapters to become involved.

17) Any other business

- **CAA recycle award:** Leif Isaksen and Stefano Costa introduce the rules and aim. Nominations are invited by Friday 10 April. A panel will decide on this.

The chair declares the meeting closed at 20:06