

Stuart, Florida, May 12, 2006

The Board of Directors of the Florida Public Archaeology Network (FPAN), University of West Florida, held a public meeting on Friday, May 12, 2006, in Stuart, Florida. The meeting convened at 8:00 A.M. EST and lasted approximately four and a half hours. The purpose of the meeting was to select the areas of the remaining regional centers and conduct other business of the Network.

The meeting was called to order by Chair Judy Bense at 8:05 a.m. EST.

Roll was taken and the following Directors were in attendance: Ms. Marion Almy, Dr. Judy Bense, Chair; Ms. Norma Harris; Dr. Jim Miller; Ms. Sheila Stewart, Mr. Greg Cook, Dr. Hester Davis, Dr. Lynne Goldstein, and Dr. Ryan Wheeler. Other in attendance were Dr. William B. Lees, Executive Officer and Secretary of the Board; Dr. Elizabeth Benchley, staff advisor to the Board; Cheryl Phelps, FPAN Office Manager; Dr. Della Scott-Ireton, FPAN Public Archaeologist; and Sarah Miller, FPAN Center, Flagler College, Public Archaeologist. Absent was Robert Carr.

Dr. Bense called for the report from the FPAN Director, Dr. William Lees.

### **Directors Report**

Dr. Lees reported the FPAN Center was alive and well 11 months after the MOA was signed. The Pensacola Coordinating Center is now fully staffed, three of the seven centers have been established, renovations on the L&N Terminal (future home of the FPAN) have begun, important revisions have been made to the FPAN MOA, the transition from the Steering Committee to Board of Directors has been completed, and funding for the program remains intact.

Cheryl Phelps, Office/Grants Administrator, was hired in February bringing with her working knowledge of university policies and procedures. Dr. Della Scott-Ireton was hired in April as the Public Archaeologist for Northwest Florida. She brings with her a strong background in marine archaeology and terrestrial archaeology.

The transformation of the 6,000 square foot L&N terminal is underway with demolition of some interior fabric. The upstairs will be administrative offices and conference room/classroom; the classroom will be used by the Pensacola Archaeology Society along with others. Downstairs will house exhibits, information about our program, and an archaeological laboratory for use by the center public archaeologist and by the UWF field school when working downtown. The exhibits plan will be produced by a design firm and will take into consideration removal prior to major storms. There will be an elevator to meet the ADA requirements. The project should take five months to complete once construction has begun.

Dr. Lees reviewed several changes in the MOA that were required to deal with issues that surfaced during consideration of proposals and in preparation for transition to the Board

of Directors. The changes were approved by UWF and DHR, and became effective on January 4, 2006. First, the MOA was changed to allow private universities and not just SUS institutions to serve as hosts of FPAN centers. Second, several changes were needed to bring the new Board into compliance with the Florida sunshine law. The FPAN director was removed as a board members and made to be Executive Officer and Secretary since it would have been impossible for him to discuss Network business with his supervisor, Dr. Bense, or any board member without resulting in a violation of the law. Likewise, the director of the Archaeology Institute was removed from the board and made to be staff advisor to the board, for the same reason.

The Transition to the Board of Directors was completed with the appointment of Core Directors and the appointment of At-Large Directors during an April 10, 2006 meeting of the Core Directors. Core Directors are Judy Bense (UWF), Greg Cook (UWF), Norma Harris (UWF), Sheila Stewart (FAS), Dr. Jim Miller (FAC), and Dr. Ryan Wheeler (State Archaeologist). At-Large Directors are Marion Almy (Archaeological Consultants, Inc.), Robert Carr (Archaeological and Historical Conservancy), Hester Davis (University of Arkansas), and Lynne Goldstein (Michigan State University). Staff are William Lees (UWF), Executive Officer and Secretary, and Dr. Elizabeth Benchley (UWF), Staff Advisor.

Charter Regional Centers were selected by the Steering Committee on December 12, 2005. Centers are at St. Augustine hosted by Flagler College, Tampa hosted by University of South Florida, and Pineland hosted by the Florida Museum of Natural History. Contracts for the three selected centers were signed by mid April, 2006. In the process of selecting Directors for each center the Search Committee decided future searches should perhaps be centralized so the selection process would be more efficient for the host institutions and for those who may wish to apply for more than one position. A discussion ensued over the recent interviewing process.

The Flagler College Center and Pineland Center have begun purchasing equipment and vehicles. It was suggested the Web address be added to the vehicles. Flagler has hired Sarah Miller as their Director/Public Archaeologist, and Pineland is interviewing the week of May 15. The rebuilding of the Pineland Center office is almost completed.

The Florida Trust for Historic Preservation 2006 Annual Conference will be held in St. Augustine, May 18-21. The workshop on Public Archaeology will include participation by Dr. Lees and Dr. Judy Bense.

Dr. Lees stated his goals for the FPAN for the upcoming year:

1. To prepare an illustrated annual report by mid July to submit to the Board of Directors.
2. Oversee the first full year of operation of the Charter Centers in St. Augustine, Tampa, and Pineland.
3. Occupy the L&N and install exhibits
4. Prepare RFP for the selection of 4 more Centers

5. Attend and participate in the workshop at Florida Trust Conference
6. Upgrade the Web site and FPAN promotional materials
7. Hold meetings of the network directors in Pensacola this fall and in connection with the Board meeting in Spring 2007

Dr. Lees invited Dr. Della Scott-Ireton to make a few remarks about her work in the Northwest Florida region. She advised that she had presented a poster on FPAN at the SAA conference in San Juan, Puerto Rico last month and the response was good. She is in the process of designing marketing information – logo, brochures, stickers, promotional materials, etc – for presentation at events such as the West Florida History Day, June 3. Along with an information table, this event will be used as the ground breaking day of the L&N renovation. In the fall she will handle the grand opening of the L&N offices.

Upcoming events she plans to attend are:

- SEAC – present information table – in November
- DEMA – diving trade show - we'll have a table/info booth
- SHA – present paper on FPAN – January, 2007
- SAA – in April, 2007
- World Archaeological Congress – in Jamaica, May, 2007
- FAS – May, 2007

Other marketing ideas include developing a lecture service for local government, county officials, the public, and schools; dive club presentations; promotion material; and work on “Save Our History” grant with Dr. Amy Cook. This grant is aimed at 8th graders, is due this June for the upcoming school year, and the selected recipient will be Ferry Pass Middle School.

She and Dr. Lees are getting established in the Scientific Diver Program for UWF diving and to assist the public with underwater archaeological expeditions.

Marion Almy asked about river diving expeditions. Dr. Scott-Ireton knows several clubs that dive in the river areas. They must dive with archaeologist with permit in order to pick up artifacts. She recognizes the diver's skills could be utilized by us. Ms. Almy suggested offering to the Legislature our plan to work with the river diver issues. Dr. Bense suggested future candidates for the centers qualifications include diving.

Dr. Lees introduced Sarah Miller, Director of the Charter Center at St. Augustine hosted by Flagler College, who had begun work only the day before. She advised that she would be attending and making a presentation at the Florida Trust Conference. She will continue to train and run workshops that tie in with FPAN. She introduced the idea of establishing a Project Archaeology Coordinator. This project was started by the Bureau of Land Management 10 years ago, and is an educational program in place to train and offer materials by archaeologist to work with teachers to promote archaeology in the

school curriculum. It is aimed at K-12 grades. She will be attending training in June and is looking for teachers to attend the facilitator training.

Dr. Benchley stated that in Florida the curriculum comes up in the fourth grade. The programs taught in local high schools do not meet state-wide needs.

Dr. Bense welcomed Sarah.

In conclusion of his report, Dr. Lees presented a slide show on the FPAN Coordinating Center in Pensacola and other Centers around the state.

### **Budget**

- After a short break, Dr. Lees presented the budget review. Copies were passed to all attendees showing the breakdown of initial budget. As many Centers were in start-up mode there would be money to carry forward into next year's budget to cover start-up expenses for the next round of Centers. UWF Grants and Contracts administer the budgets and will assist the Centers on their budget reporting. Dr. Bense ensured the Board the Legislators would protect the carry-forward money.

If Centers have a late start, will their contracts have to be adjusted to meet reality of needs and timeline as opposed to estimated needs? Discussion ensued.

Dr. Davis asked if there a mechanism in place to evaluate the Center's work plan. If Center's did not meet their plan what action would be taken? Jim Miller suggested the quarterly reports with backup invoices should reflect the work plan. Board was in agreement. At present, the work plans are general allowing opportunities for change and growth in areas of need. Dr. Benchley reminded the Board the reason things did not happen as quickly was the UWF administration and had nothing to do with the centers. Dr. Lees suggested after reviewing invoices and reports if further action is needed amendments may be initiated.

Dr. Bense asked committee how often they would like to see the budget. Dr. Goldstein suggested at Board meetings. They would like to see each Center's budget broken down. Dr. Davis suggested reviewing quarterly, with emphasis on items of interest to Board on red flag items. Dr. Lees welcomed ideas or comments on Centers from the Board anytime.

The Board thanked Dr. Bense for her help with the Legislature..

### **Selection of Additional Regional Centers**

- Florida maps were passed to attendees for discussion of the regional areas and counties for which each new Center would be responsible. Much discussion ensued as to the location of large blocks of public lands such as the everglades, of archaeological culture

areas, and in general of the best way to split up that portion of Florida not currently covered by the regions of our Charter Regional Centers..

After much consideration our regions (counties included) were decided upon by the Board:

*Southeast* – Palm Beach, Broward, Miami-Dade, Monroe (includes Keys)

*Central* – Marion, Citrus, Lake, Sumter, Hernando, Orange, Osceola, Seminole

*East Central* – Brevard, Indian River, Okeechobee, Highlands, Martin, St. Luci

*Big Bend* – Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Lafayette, Suwanee, Dixie, Columbia, Gilchrist, Levy, Baker, Union, Bradford, Alachua

The suggestion of having an underwater archaeologist stationed in some areas was discussed. Dr. Davis suggested a full-time terrestrial and underwater person for the Big Bend – Perry area. It was also proposed that the Southeast Region should also have a terrestrial and an underwater archaeologist. Dr. Bense also brought up the need for an additional archaeologist in the very large Northwest Florida region.

Now that the regional center areas are defined a RFP will be issued by mid-July with a deadline of October 1. The prior RFP will be modified in accordance with the newly defined regions and with the need to deal with underwater issues in the Big Bend and Southeast regions. A single RFP will be issued that invites proposals from any of the four newly defined regions.

### **Marketing**

Dr. Scott-Ireton asked for suggestion on the FPAN logo. The group liked the idea of a sun burst with the state in the middle, similar to the FBAR logo. A designer will be hired and drafts sent to the Board for approval. This should be a 4-6 weeks process with 2-3 options. The logo must be easy to recognize, easy to duplicate for clothing, brochures, vehicles, promotional items, etc. The logo must be used on business cards for all Centers.

Dr. Scott-Ireton is designing brochures for all centers to be ready by the end of summer, an overall FPAN brochure.

Dr. Goldstein asked if the exhibits for the opening of the L&N will be ready. Dr. Lees informed the group they are in the works. He will bring the exhibit people together and develop a timeline, as well as a work plan. They will be designed to be mobile for removal during storms.

### **Frequency and Location of Future Meetings**

It was decided the Board would meet twice a year – at the FAS in May and again in the fall at Pensacola. The May meetings will be on a Friday, starting at 8 a.m. or 9 a.m. The next meeting is scheduled for October 27 in Pensacola.

### **At-Large Members**

- With the recent constitution of the new Board of Directors, the question has arisen as to when the terms of the at-large members actually begins. It was decided that their anniversary date will be in May on the Board meeting held at the FAS annual meeting. New at-large members are to be present at this meeting to begin their terms.

### **Old Business**

Should Centers attend Board meetings to give us Center reports? The consensus was that as practice they should not. Dr. Lees wants to get the Directors together at least once a year. Dr. Bense suggested they be required to attend the Board of Directors at the FAS Conference and meet the evening before. Therefore, their issues/concerns could be discussed at the Board meeting the next day.

### **New Business**

- No new business to report.

### **Adjourn**

- A motion to adjourn was made by Sheila Stewart and seconded by the Board members. The meeting was over at 11:40 A.M., EST.