



**Minutes of the Public Meeting of the
Board of Directors of the Florida Public Archaeology Network,
Florida Atlantic University
December 16, 2011
8:15 a.m. – 2:15 p.m.**

The Board of Directors of the Florida Public Archaeology Network (FPAN), University of West Florida, held a public meeting on Friday, December 16, 2011 in Ft. Lauderdale, Florida. The meeting convened at 2:30 p.m. EST, lasting approximately 6 hours.

The meeting was called to order by Vice-Chair Norma Harris.

Roll was taken around the table and the following directors were in attendance: Ms. Patty Flynn; Dr. Lynne Goldstein; Ms. Norma Harris; Ms. Lee Hutchinson; Ms. Shorty Robbins; Mr. Robin Moore, Mr. Terry Klein, Mr. Greg Cook and Dr. Mary Glowacki. Absent were Dr. Judith Bense and Mr. Paul Jones.

Others 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 Coordinating Center Office Administrator; Dr. Ben Brotemarkle, FHS; Dr. Michael Harris, FAU; and FPAN Regional Directors.

Ms. Harris called for the approval of the minutes from the May 5 and 6, 2011 meeting. Dr. Goldstein seconded with all members approving.

Agenda item – Executive Director's Report

Dr. Lees introduced the new director from the Southwest Region, Dr. Annette Snapp and her new Coordinator Melissa Timo, who was absent. Also introduced was the new Board member Dr. Mary Glowacki who replaced Dr. Ryan Wheeler. Two staff members were recognized for recently completing the Ph.D. – Richard Estabrook and Jason Moser, both from the Central Region. Dr. Lees touched on the subject of possible budget cuts for next year, and Dr. Benchley stated the legislature has yet to say on amount of cuts. Next he spoke on the governor's philosophy about higher education and responses from FPAN and other individuals; announced the new iPhone app that Jason Kent has created; discussed Mike Thomin's Geotracking program operating through the Destination Archaeology Resource Center (DARC); and reviewed FPAN's evolving role in relation to the management of the Florida Archaeology Month poster, website, and calendar. Discussion ensued on the poster/bookmark design and such issues as whether or not to include the year. Mike Thomin is working on Civil War temporary exhibit for Archaeology Month for DARC which he plans to offer as a traveling exhibit when its run at DARC had ended. Jason Kent is working on a Civil War iPhone app to tie into FAM. Graphic projects are in the works for updating the FPAN logo, stationery, and business cards; to create a forms library; to re-target brochures to focus on different audiences; and to develop a template for an on-line newsletter.

Agenda item – Consideration of New Policies:

Dr. Lees brought to the board five policies intended to provide guidance to FPAN staff and to the board itself:

1. FPAN Policy Concerning Conflict of Interest – Teaching; Outside Employment
2. Vehicle and Communications – related to technology
3. Conflict with the Private Sector
4. Honoraria, Reimbursement, and Intellectual Property
5. Discrimination and Harassment

There was much discussion on each policy and amendments were made. Dr. Goldstein made a motion to accept the policies as amended during the meeting; Patty Flynn seconded. All approved. (Approved copies attached.)

Agenda item - FPAN Dive Program

Dr. Della Scott-Ireton spoke of the many dive training classes scheduled throughout the year and wants to include all host centers' divers under the UWF/FPAN diving policy and train divers at UWF. UWF Dive Safety Officer Fritz Sharar will act as FPAN DSO and maintain all records. The first dive training classes will be in February.

Related to this the UWF General Council recommended the need for a liability release form. It was also noted a liability release form would be useful for all other FPAN activities. Most centers have *Volunteer* forms issued by their host center, which is acceptable. In order to have standardized forms she presented newly designed FPAN forms to the Board for their approval. Lee Hutchinson made a motion to accept these forms as standard practice; Dr. Lynne Goldstein seconded. All approved. (Copy attached.)

(New) Agenda item – draft MOA for management of Florida Archaeology Month

Based on discussions with FAS last May regarding the management of Florida Archaeology Month, a draft MOA between FPAN, FAS, FAC, and DHR was developed. This MOA outlines the operation of FAM with FPAN as overall program manager and FAS as fiscal manager. A thorough discussion of the draft ensued, and a number of clarifications were recommended. The MOA will be revised and distributed to the FPAN, FAS, FAC, and DHR for additional comment, and will be submitted to UWF counsel for review, with the hope that this document can be adopted when the boards of FPAN, FAS, and FAC next meet in May of 2012.

The meeting was recessed for a 45 minute lunch.

Agenda item – Development & Sustainability

Terry Klein started the discussion of sustainability of FPAN; thinking of ways to bring in additional funding and not relying totally on state funds. He suggested an analysis of each office: what you currently do, what brings in revenue, what doesn't bring in revenue; and based on analysis make an action plan. Find ways to bring in funds possibly through corporate support.

Sarah Miller presented her Funding Plan. Dr. Ben Brotemarkle presented his idea of a fundraiser of a book written by FPAN personnel from all FPAN centers (discussion of this was deferred to New Business.) Jeff Moates is looking into the pros and cons of a 501.(c)3 as an adjunct for FPAN. Flagler is allowed to do corporate grants as long as it goes to Flagler. Michele Williams took a class in 501.(c)3 management to learn all the steps and now has the paperwork for FPAN to pursue, when interested. Some issues are where will the accounts be held and how will the fund be utilized? Dr. Lees commented on how a centralized account could work. Dr. Benchley explained the various accounts UWF uses for funds. Dr. Goldstein is uncomfortable with FPAN charging for public lectures. Shorty Robbins suggests we need to decide our recovery cost against

our operating cost. Donors prefer to give to a Foundation or “Friend of FPAN” account. Terry Klein asks where we go from here. Possibly use a professional fundraiser to achieve these goals.

Old Business – None

New Business – Ben Brotemarkle (Florida Historical Society) brought up the idea of creating a book whose chapters are written by each FPAN region, and which would be an educational tool and a fund raiser for FPAN. It could be an overview of what archaeology has been done in Florida. It would be published by the Florida Historical Society and promoted on the radio and in their newsletter, and sold in independent book stores and on-line as both a print and ebook. The book would be targeted for the layperson and could be used as a textbook as well. Ben or Rachel will send out a group email to gather interest/thoughts on this idea.

Agenda item - Reports from Regional Directors

Northwest Region – Dr. Della Scott-Ireton – provided HADS/SEAS Class; attended DEMA Trade Show; Army Corp of Engineers training in archaeology with DEP and Water Management personnel also in attendance. Corps would like other regions to offer this training.

East Central Region – Dr. Rachel Wentz – lecture series with outside archaeologists; participated in Gallery Walk with local artists; Windover site 30th Anniversary; underwater festival with Roger Smith; had a UCF intern who worked on master site maps for county; has 2 books on the market.

Northeast Region – Sarah Miller – FPAN kiosk at Visitor Information; acquired 2 state grants; Cemetery Workshops; Kingsley Project.

Central Region – Dr. Richard Estabrook – portable outreach carts (Prehistoric and Maritime); helped form Historic Preservation Council; hoping for countywide ordinance; 2 workshops; Cemetery GPR project received great media attention; Great Sites in Florida lecture series; boat-builders project.

North Central Region – Barbara Hines – working with Maritime Center; working with Historical Council cataloging museum items; Mainstreet Monticello history project; Suwannee River interpretive trail.

Southwest Region – Dr. Annette Snapp – new director with new outreach coordinator; in the FPAN learning curve by working with all regional directors; planning lectures and workshops.

West Central Region – Jeff Moates – SEAS/HADS training; CRIPT workshop; Public Day for SEAC; teacher training module; Manatee Historic Preservation project; 2 archaeo-carts; designing summer camp project.

Southeast Region – Dr. Michele Williams – Dash to the Past – photo scavenger hunt; Chamber of Commerce visiting FPAN exhibit at FAU; helping museum at Belle Glades; helping local governments revise ordinances to include archaeology; working with Pompano Beach to developing a national register nomination.

The meeting adjourned at 2:15 p.m.