



**Minutes of the Public Meeting of the
Board of Directors of the Florida Public Archaeology Network**
Video Conference (Zoom)
6 November 2023

The Board of Directors of the Florida Public Archaeology Network (FPAN), University of West Florida (UWF), held its Fall Board meeting on November 6, 2023, at 1:00 p.m. Central Time via Zoom video conference.

Agenda Item I. The meeting was called to order by Dr. Mary Furlong Minkoff, FPAN's new Executive Director, at 1:00 p.m. Central. She noted that this is her first FPAN Board of Directors meeting and welcomed everyone. This meeting is the first time that none of the original Steering Committee, later Board Members, were in attendance. She recognized their hard work for establishing this one of a kind organization 20 years ago.

Agenda Item II. Board members in attendance were Dr. Jim Ambrosino, Glenda Simmons Jenkins, Jen Knutson, Maureen Mahoney, Dr. Kathryn Miyar, Dr. Matthew Reeves, Dr. Isabel Rivera-Collazo, Dr. Katherine Miller Wolf, and Dr. John Worth, along with Dr. Mary Furlong Minkoff, Executive Officer and Secretary to the Board. Marion Almy was absent.

Agenda Items III and IV. Dr. Furlong Minkoff called for any additions or changes to the draft agenda. A motion was made to accept the agenda as presented (Motion 1, M/S/Approved).

Dr. Furlong Minkoff called for additions or changes to the draft minutes from the March 28, 2023 meeting of the Board. A motion was made to accept the March 28, 2023 minutes as presented (Motion 2, M/S/Approved).

Agenda Item V. Old Business

A. FPAN Board of Directors Composition:

1. Election of Board Chair and Vice Chair: Dr. Furlong Minkoff suggested nominating Dr. John Worth as Board Chair, as he is the senior UWF representative. A motion was made to nominate Dr. John Worth as FPAN Board of Directors Chair (Motion 3, M/S/Approved).

Dr. Furlong Minkoff then recommended Dr. Katie Miller Wolf to serve as Vice Chair, as she is the 2nd UWF representative. A motion was made to nominate Dr. Kathryn Miller Wolf as FPAN Board of Directors Vice Chair (Motion 4, M/S/Approved).

At this point, Dr. Worth began chairing the meeting.

2. Fulfillment of Empty Seat & Bylaws Changes:

- a. UWF Representatives: Dr. Furlong Minkoff explained that as the bylaws are currently written, the three UWF directors are appointed by the Dean of UWF's College of Arts, Social Sciences, and Humanities (CASSH). These directors are to be selected from the Department of Anthropology. Dr. Furlong Minkoff discussed with Dr. Amy Mitchell-Cook, CASSH Dean, the possibility of changing the bylaws so that a director may be selected from another UWF department such as History. Dr. Mitchell-Cook would propose Dr. John Jensen from the History Department.

There was discussion about this change to the bylaws. The bylaws can be changed by FPAN staff and then final approval goes through the UWF CASSH Dean.

A motion was made for FPAN in consultation with the UWF CASSH Dean to modify the FPAN bylaws to remove the requirement that the UWF Board member must be from the Department of Anthropology but may be from other UWF departments (Motion 5, M/S/Approved).

- b. Staff Representative: There was a discussion of assigning an FPAN staff person as a Board member. This position would need to be further researched to confirm there are no violations of Florida's Sunshine Law. The FPAN Board made a motion to direct the FPAN staff to conduct research into the legality of having a staff member serve on the FPAN Board of Directors (Motion 6, M/S/Approved).

The FPAN Board made a motion directing the FPAN staff to study the possible expansion of the Board and to alter the current Board composition (Motion 7, M/S/Approved).

- B. UWF/FPAN and DHR Memorandum of Agreement (MOA): Dr. Furlong Minkoff said the focus of the MOA is how these two organizations work together. The Board had already approved the MOA changes at their May 3, 2022 meeting. Following that meeting, UWF's General Counsel forwarded the MOA the State of Florida Division of Historical Resources for their review and approval. They responded with the revision of two paragraphs under Section II. Nature of Collaboration. Section II. C. states that the DHR Division Director or his designee shall serve at the pleasure of the Division Director. This designee would no longer have to be the State Archaeologist. Section II. D. reinstates the work plans. Dr. Furlong Minkoff recently met with DHR and one of the things they discussed

was to have joint work plans, which is a more collaborative process, not a review process, that will help foster and support the relationship between FPAN and DHR.

Dr. Kathryn Miyar both supported this change and expressed her desire to continue to represent DHR on the FPAN board.

The FPAN Board made a motion to approve the revision of Section II. C. and Section II. D. with the addition of the word “collaborative” added to workplan in the Memorandum of Agreement (Motion 8, M/S/Approved).

Agenda Item VI. Field Reports:

Dr. Furlong Minkoff remarked that today is the 90-day mark of her new position. She has spent most of that time meeting with each FPAN staff member, discussing successes, challenges, and ideas. There are three areas that stand out:

- Communication-internally and externally: Each super region has different email and calendar providers and there is not one platform that everyone can use. She has added bi-monthly meetings with the Region Directors and shifted the monthly staff meeting to focus on specific areas. She established an FPAN account with Buffer, a service to better manage the many social media accounts. She has made contact with the UWF Department of Communications and asked if they could take on FPAN as a client in one of their spring 2024 courses.
- Money: There is not enough of it especially with inflation, cost of living increases, and no increase in allocation. Fortunately, this year UWF allowed FPAN to carry forward the salary savings from last year to make vehicle repairs, replace out of date equipment, and provide HMS staff support. FPAN is seeking additional legislative support, including the Archaeology Day at the Capitol. Dr. Furlong Minkoff has met with UWF’s Research Administration and Engagement Office to discuss grants and also with the Office of Undergrad Research to see about placing undergrads at FPAN in the spring 2024 semester.
- Relationships with partnering associations. Dr. Furlong Minkoff recently met with DHR and traveled to the FPAN regions to meet with staff but also to meet with their local community partners. She has initiated contact with the Slave Dwelling Project.

The Director of each Region and the Destination Archaeology Resource Center gave a presentation of their workshops, conferences, programs and presentations provided over the past year.

Agenda Item VII. New Business:

- A. Board Committees: There have been Board committees in the past, such as a Development Committee, and the most recent being the Nominations Committee. Dr. Furlong Minkoff asked the Board if they have any ideas or suggestions. The discussion led to a funding sources committee suggestion. Dr. Matthew Reeves, Maureen Mahoney, Dr. Katie Miyar, and Dr. John Worth volunteered to serve on the committee. Dr. Reeves will work with Dr. Furlong

- Minkoff to get it started. Other ad hoc committees can be developed on an as needed basis.
- B. Spring 2024 Board Meeting: Dr. Furlong Minkoff asked how the Board felt about the Zoom meeting format versus an in-person meeting which can be quite costly to cover everyone's travel expenses. She suggested that an in-person meeting could be held every 3 years so that each Board member would get to meet the Board in person at least once. There appeared to be no strong feelings for either format and Dr. Worth recommended that Dr. Furlong Minkoff let the budget and logistics guide the next meeting.

Agenda Item VIII. No public comments were made.

Agenda Item IX. A motion was made to adjourn (Motion 9, M/S/Approved).

Approved at the May 13, 2024 FPAN Board of Directors Meeting.