



**Minutes of the Public Meeting of the  
Board of Directors of the Florida Public Archaeology Network**  
Video Conference (Zoom)  
13 May 2024

The Board of Directors of the Florida Public Archaeology Network (FPAN), University of West Florida (UWF), held its Spring Board meeting on May 13, 2024, at 1:00 p.m. Central Time via Zoom video conference.

**Agenda Item I.** The meeting was called to order by Dr. John Worth, Board of Directors Chair, at 1:00 p.m. Central.

**Agenda Item II.** Board members in attendance were Glenda Simmons Jenkins, Jen Knutson, Maureen Mahoney, Dr. Matthew Reeves, Dr. Isabel Rivera-Collazo, and Dr. Katherine Miller Wolf, along with Dr. Mary Furlong Minkoff, Executive Officer and Secretary to the Board. Marion Almy, Dr. John Jensen, and Dr. Kathryn Miyar were absent. Dr. Tim Parsons attended as the new FAC representative as Dr. Jim Ambrosino's term as FAC President ended.

**Agenda Items III and IV.** Dr. Worth 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. Worth then called for additions or changes to the draft minutes from the November 6, 2023 meeting of the Board. A motion was made to accept the November 6, 2023 minutes as presented (Motion 2, M/S/Approved).

**Agenda Item V. Old Business.** Dr. Minkoff provided an update on the Memorandum of Agreement with the Division of Historical Resources/Florida Department of State. The renewal process was initiated before she started as Executive Director. In November 2023, she submitted a follow up to UWF's General Counsel who in January 2024 reached out again to the State's Attorneys. The State Attorney and UWF General Counsel discussed their questions in April; as of May 13, 2024, we are still waiting on signatures.

**Agenda Item VI. Field Reports:** Dr. Minkoff gave the Executive Director's Report. She started by acknowledging Dr. Tim Parsons, the new President of Florida Archaeology Council (FAC) and therefore the FAC representative on the FPAN Board of Directors.

She also acknowledged Dr. John Jensen, the most recent University of West Florida appointee; Dr. Jensen is from the History Department.

Dr. Della Scott-Ireton, FPAN's Associate Director, has officially returned. She served as the Interim Associate Dean in the UWF College of Arts, Social Sciences, and Humanities (CASSH) and then was on sabbatical.

Dr. Minkoff noted that Nicole Grinnan is missing today's meeting. After working at FPAN for 12 years, today is her first day as Assistant Director at the UWF Archaeology Institute.

The Graduate Assistants (Interns) have left for the summer and will return in the fall.

UWF has a new CASSH Dean, Dr. David Earle, from the Department of Art and Design. One of his focuses will be getting UWF more involved in downtown Pensacola. He sees FPAN as a resource since our office is downtown.

FPAN had their annual staff retreat in February in Gainesville. Staff discussed priorities and challenges and how to recalibrate their work to meet them.

In January, Dr. Mia Carey, Founder of Unearthing Our Past, facilitated a 90-minute conversation with staff around disability and ableism.

In February, UWF's Dr. Tori Bennett, Executive Director of Development, met with FPAN to discuss funds development.

Dr. Minkoff noted that today's meeting is the last for some of the Board members whose terms end June 30, 2024: Marion Almy, Dr. Matthew Reeves, and Dr. John Worth.

FPAN assisted with the 76<sup>th</sup> Annual Meeting of the Florida Anthropological Society (FAS) on May 10-12. Approximately 165 attendees were in Pensacola.

Dr. Minkoff is helping SEAC to plan their conference in Williamsburg, VA, November 13-16, 2024. She has invited the FPAN staff to present papers. FPAN staff site visits will include Montpelier and the Archaeology Lab at Monticello.

The first Conference on Public Archaeology was held in Pensacola this past fall; the 2<sup>nd</sup> conference will be hosted by Archaeology in the Community in Washington, DC, in August 2025 at Johns Hopkins University.

She announced that August 16<sup>th</sup> is the Interim Tidally Conference that will be virtual. The next full Tidally Conference will be in 2025.

The Slave Dwelling Project, Celebrating Our Ancestors, will be hosted in Pensacola October 25-26, 2024.

The Region Directors and the Director of the Destination Archaeology Resource Center gave PowerPoint presentations highlighting their numerous workshops, conferences, programs and presentations they provided and attended over the past six months.

#### **Agenda Item VII. Committee Updates:**

- A. Rachael Kangas, Central and West Central Region Director, reported for the Development Committee. The committee has discussed services FPAN may could provide for fees.

One service discussed is using the Ground Penetrating Radar (GPR) for communities, not developers; to be considered project-by-project. FPAN cannot compete with legally mandated CRM bids. FPAN GPR surveys should not be used to comply with federal survey requirement and should not be used to clear land for further burials.

All projects should be requested by a community not a developer. The project should have some potential for public education and interpreted results to be available to the public.

They've discussed free versus paid projects, using a scale system. FPAN could charge between \$300-\$600 a day.

Academic partnerships must meet FPAN goals. Students may request to use our equipment but FPAN would not be responsible for the data; FPAN staff must be onsite unless otherwise agreed in writing. Professors have funding options if they want to do a project.

Dr. Minkoff added that another fund-raising option is to charge fees for programming. Two traditional fund-raising efforts are the updated "give now" button on [FPAN's website](#) and being included in UWF's Day of Giving. Legislative visits could be used to ask for a larger allocation. From the initial \$1.8 million allocated, with inflation, we should be receiving \$3.2 million.

- B. Natalie De La Torre Salas reported for the Nominations Committee. Natalie, Rachael Kangas, Sarah Miller, and Nigel Rudolph are the committee charged with researching potential board members to fill the Director at Large in-State and Director at Large Out-of-State positions. Two UWF positions were vacant; Dr. John Jensen has been appointed by UWF to fill one. The Committee has reached out to 12 people in various fields and they are in talks with the UWF CASSH Dean for the 2<sup>nd</sup> UWF representative. They hope to have a slate of nominees soon.

#### **Agenda Item VIII. New Business:**

Kassie Kemp reported on the relaunching of the [Heritage Monitoring Scouts](#) (HMS) program. Started in 2016, Heritage Monitoring Scouts is a public engagement program focused on tracking changes to structures, cemeteries, and archaeological sites at risk, particularly those impacted by climate change in the form of erosion and sea level rise. FPAN soon realized managing this collected data was an issue and in 2018 began using

Arches. After the database issue was resolved, a better way to track the volunteers was needed and this is when a scout portal was discussed for development. After researching, it was decided that Canvas, a teaching and learning software, would be used; it has easy access for volunteers and staff. Kassie and Rachael Kangas are the main creators of the HMS course in Canvas, with input from FPAN staff.

Kassie reviewed the Canvas course which has five modules that must be completed to become a scout. Once a scout, they will learn how to use the portal and database. The portal will include a library of resources, content from the training, and discussion boards. This portal will serve as a way for FPAN to connect to the scout and the scouts to each other, and have information available to them in the field. An annual recertification will be required, using a specific module; this will help keep the scout's information up to date.

The course is still in BETA stage; FPAN staff have been invited to test and provide feedback.

**Agenda Item IX. Public Comments:** None.

**Agenda Item X.** Jen Knutson thanked FPAN for helping with the FAS Conference. Glenda Simmons Jenkins thanked FPAN for their reports. Dr. Matthew Reeves said it was amazing to hear the presentations.

A motion was made to adjourn (Motion 3, M/S/Approved).

Approved at the October 28, 2024 FPAN Board of Directors Meeting.