

ANNUAL GENERAL MEETING
ZOOM Remote Meeting
MAY 8, 2021
2:50pm – 4:50pm Eastern time
42 Participants

1. Lisa Hodgetts, CAA President begins the meeting with a short preamble.

She leads a land acknowledgement recognizing that she is joining from the traditional territory of the Anishinaabeg, Haudenosaunee, Lunaapeewak, and Attawandaron in what we call London, Ontario. She then notes that participants are attending from a variety of places, and recognizes the vast diversity of First Nations, Inuit, and Metis peoples whose territories encompass the land now known as Canada and the important contributions they have made and continue to make to our discipline. She notes there is a lot of work to do towards decolonization and reconciliation.

Lisa Hodgetts reviews proper Zoom protocol for those unfamiliar with procedures.

2. Lisa Hodgetts calls the meeting to order at 2:50pm EST.

3. Approval of Agenda

Motion: BIRT that the meeting agenda be approved. Moved by Kevin Brownlee. Seconded by John Creese. **Motion Carries.**

4. Approval of Minutes of the AGM from May 9, 2020

Motion: BIRT the May 9, 2020 AGM meeting minutes be approved. Moved by Michael Deal. Seconded by Jennifer Campbell. **Motion Carries.**

5. Announcements

Next year's conference will be held in Edmonton, Alberta, that the 2023 conference will be in Membertou NS, and that the 2024 conference will be held in Saskatoon, SK.

Lisa Hodgetts announces that the winners of the student presentation and poster prizes will be announced at the awards ceremony following the AGM. The winner of the 2021 Public Communications award is the Newfoundland Provincial Archaeology Office, and the winner of the Smith-Wintemberg award is David Meyer.

6. Director's Reports

President's Report:

Lisa Hodgetts reports that much of her work was disrupted because of the pandemic, and that her

priorities understandably shifted as we adapted to new circumstances. She has redirected much of her recent work towards putting together the virtual conference given that no volunteer conference organizer came forward. She thanks Trevor Orchard and Katherine Patton for taking on leadership roles on the conference organizing committee, Maryssa Barras as the Conference Intern, and Cheryl Takahashi as Webmaster.

Much of Lisa's attention has been dedicated to helping find new ways to promote diversity, equity, and inclusion. Part of the results of this focus was the theme for this year's conference 'Many Voices, Multiple Pasts.' Additionally, the new scholarship fund launched to support two new scholarships; one for Indigenous students and one for students from historically excluded groups were created this year to help address inequity in the archaeological discipline.

At the time of the AGM the fund was up to \$11,000 (1/5 of the \$50,000 goal)

Demographic data is also currently being collected when people join or renew membership in order to help us better understand our membership.

Work is ongoing on updating the Ethics Policy, to be discussed by the Ethics Review Committee.

A new partnership is emerging with the American Cultural Resources Association, to be discussed by Sara Beanlands later.

The CAA may embark on a strategic planning exercise depending on the COVID-19 pandemic. The CAA is working on developing communications between provincial associations, including creating an events page on the CAA to post events from provincial groups.

Lisa notes the CAA is seeking to renew its commitment to sustainability, including moving away from in person fall meetings of the Board of Directors to reduce our carbon footprint.

The CJA now has DOI's in place, and more are being added to past issues – John Creese will discuss this further. A president's committee on open access is going to be struck, new members welcome.

The student committee is looking for a new co-chair.

Lisa Hodgetts shares election results. Maryssa Barras has been elected as a supporting director. Later in the meeting a motion to separate the secretary and treasurer positions and to install Maryssa as secretary. Joanne Braaten is staying on as treasurer for another four year term.

Michael Deal is finishing his five year term on the board. He led important work reviewing our website and ethics statement.

Helen Kristmanson is also joining the board as President Elect.

Secretary-Treasurer's Report:

Joanne Braaten reviews the CAA financial report for 2020, which has been approved by our bookkeeper and will be ready to go to CRA once approved by the CAA membership.

Our total general revenue for the year totaled \$9,853.93. Our membership revenue totaled \$48,239.75 which is lower than normal, but this was expected due to COVID-19. Our subscription and conference revenue was \$620.00. Our revenue for publications and sales was \$221.00.

Our program expenses include some non-refundable conference payments for the Edmonton conference, which was cancelled. Our translation costs were reasonably high, but that reflects our website updates. Our total program costs amount to \$111,188.95. Our administrative fees include postage and stationary supplies for the organization total \$1,030.60.

Our total profit for the year was \$45,380.03. Normally there are additional costs for the board, but these were not an issue this year due to COVID board meetings etc., which were held online.

Motion: BIRT the 2020 year end financials report be accepted as presented. Moved by Joanne Braaten. Seconded by Kevin Brownlee. **Motion Carries.**

Joanne Braaten presented the 2021 budget, which shows what was approved in 2020 versus what was actually spent.

- Our tax receipt donations were higher than expected this year.
- We put our membership far lower than expected for this year anticipating changes for the pandemic.
- Our initial budget had no conference expenses, but the virtual conference had a few minor expenses.
- Award costs are minimal this year because this year's awards won't be produced until next year.

Motion: BIRT the 2021 CAA budget is accepted as presented. Moved by Joanne Braaten. Seconded by Josh Dent. **Motion Carries.**

Vice-President's Report:

Sara Beanlands has two major items to introduce. The first is encouraging diversity in Canadian archaeology, including launching two new scholarships. The first is for Indigenous students and the second for students from historically excluded groups. At the time of the AGM the fund has raised over \$11,000 of our \$50,000 goal. The CAA recognises that award principles and criteria should be dictated by community members rather than the CAA. Work is ongoing to contact and consult with groups and individuals who are able to help develop these criteria.

The second focus Sara Beanlands has taken is exploring ways the CAA can positively influence CRM practices, and promote positive change. The CAA has responded to an invitation from the

American Cultural Resources Association (ACRA) and entered into a preliminary partnership.

Sara Beanlands and Matthew Beaudoin are in the preliminary stages of establishing a CAA CRM committee to help create a place for CRM professionals across Canada to reflect on current issues in the industry. ACRA has a great deal of resources this committee could model.

CJA Editor's Report:

CJA Editor John Creese reports that Volume 45 (1) is on track to be published around June. A special issue on Iroquoian Archaeology is being edited for the second issue of the year, likely to be published in October.

The members survey in the Fall revealed that people were concerned about the lack of DOI and Web of Science indexes. A DOI system is now in place, and Cheryl Takahashi is working on assigning DOI numbers to all previous publications. Work is being completed on adding Web of Science Indexes.

John Creese notes there have been more report format articles being submitted.

An additional copy-editor has been hired.

7. Committee Reports

Conference Committee Report:

Trevor Orchard, Program committee co-chair, reports that the conference came together very successfully. 130 papers and 6 posters were presented in total, all papers save for those in the live-session were submitted as videos prior to the conference beginning. Over 470 people were registered for the conference.

Our conference was free this year, although many people chose to donate upon registration. Conference expenses were quite limited this year due to the digital format, which has given us a healthy surplus.

Trevor Orchard reports that the virtual format of this conference has drastically improved accessibility, with record numbers of international participants, reduced attendee costs, and our pre-recorded presentation format allows people to re-visit presentations or view presentations from conflicting sessions.

Advocacy Committee Report:

Kenneth Holyoke reports that the committee has been following developments on Officer's Square in Fredericton, there have been few new developments since last year.

They filled an open seat on the committee.

They worked on a COVID safety bulletin in collaboration with LiUNA Ontario, which has since been updated.

They contributed to the CAA Statement on Racism and Racial Violence.

They provided feedback on the CAA Statement of Support for Indigenous Archaeology Collective's call to action.

The committee has been coordinating with the Indigenous Heritage Circle and other groups on forthcoming collaborations.

Kenneth Holyoke reports that committee member Beatrice Fletcher suggested polling the membership on the availability of fieldschools, we have been collecting this information so we can post this for students who have limited field opportunities this year.

We provided a statement of support for the Laurentian Department of Archaeology in response to its dissolution.

An Indigenous community member raised questions about the CAA grievance process, wondering whether it could help bring sanctions against an archaeologist who was not upholding CAA ethical principles. Currently, the CAA can strip a member of their membership, but has no authority to do more than that. This raises the question of how we might hold someone accountable for unethical practice – which was also discussed at a meeting of the leaders of Provincial Archaeological societies. This issue has been brought to the Ethics Committee for consideration.

Climate Change Committee Report:

Matthew Betts is not able to attend, Lisa read a report he sent. Matthew reported that they have had 2 meetings, and have discussed the particular impact of climate change on Indigenous material culture. The committee is encouraged that the N.W.T government has hired a climate change archaeologist.

The committee is planning on meeting again to discuss actions moving forward.

Ethics Committee Report:

Gary Warrick reports that the Ethics Committee has made great progress in drafting revisions for the CAA Ethical Principles. The committee has had four meetings in 2020, and recently submitted their revisions to the board to be discussed.

The revisions will later be sent to the membership with a survey for feedback.

The committee is concerned that the CAA has no statement on the treatment and study of human remains, and is working towards making a new policy to this end.

The committee is having discussions about what the CAA's role is in enforcing our ethics policy.

Once the committee has received survey feedback they will also seek feedback from key Indigenous organisations and Nations across the country.

Indigenous Issues Committee:

Kisha Supernant reports that the committee had mostly engaged via email, and is keen on coordinating with other committees on forthcoming issues.

Kisha reports that the committee supported conference organisers on how to navigate land acknowledgements for a virtual conference. They have worked to create a formal letter of support for the Indigenous Heritage Circle (IHC), she is acting as a liaison between this organization and the CAA.

The CAA is well positioned to support the IHC, and the committee is thinking of collaborating with the advocacy committee to find ways to advocate for continued federal funding to IHC initiatives.

The committee has been discussing ways they can create a space within the CAA for Indigenous archaeologists and stakeholders, creating a national network and safe space for Indigenous professionals across the land we now call Canada.

Membership Committee Report:

Shawn Morton reports that the membership committee drafted and released a call to student members, informally reached out to other archaeological societies to try to understand the size of the community across the country. The committee analyzed membership data from the past five years, they see chronic underrepresentation of Quebec residents, and an overrepresentation of Alberta residents. 20-50% of membership only signs up to attend the conference.

Student Committee:

Kelsey Pennanen reports the committee has brought up a number of issues, including a need to better support BIPOC students. They are in need of representation from certain geographic areas.

The committee held a very successful trivia night. They also have a few active interest groups, and organised a publishing panel and career panel for the conference.

The committee also organised a student lightning round presentation session which was very successful.

The committee is seeking a new co-chair.

Working Group on Equity and Diversity:

Lisa Hodgetts reports that the group completed a survey of Canadian archaeologists two years ago and a publication analyzing these results was published last fall in the CJA "Unsettling Archaeology" special issue, Volume 44(1).

The group conducted follow up interviews with specific individuals after the survey in order to find a way to highlight the voices of underrepresented peoples. They presented preliminary results at this last year's SAA conference.

The group is looking to put together examples of principles of community that CAA members could use as a guide

8. CAA Anti-Harassment Policy

Lisa Hodgetts presented the policy documents, which went out to the membership for feedback. They have since been revised using that feedback.

Jennifer Campbell reports that work on this policy was begun in 2019, with a great deal of consultation before creating the draft presented today. Some challenges in developing this policy included understanding the scale of the policy and its efficacy. One of the clauses calls for an annual review of this policy in order to ensure it remains impactful and effective.

The working group is looking to implement this policy.

Motion: BIRT the CAA accept and adopt the CAA Anti-Harassment Policy as presented. Moved by Jennifer Campbell. Seconded by Kisha Supernant. **Motion carries.**

9. Proposed Amendments to the Constitution

Lisa Hodgetts presents the revised and amended portions of the constitutions. The changes would 1) split the secretary-treasurer position into two (Secretary and Treasurer) in order to better distribute workload and 2) adopting the new anti-harassment policy demands changes to the constitution, including allowing the board to remove membership from any individual who violates the policy. Some other minor changes in wording to better reflect the way we actually do things in the association (eg changing the fiscal year listed to our actual fiscal year).

Motion: BIRT the CAA adopt the amendments to the constitution as presented. Moved by Stefan Moffat. Seconded by Kenneth Holyoke. **Motion carries.**

10. Ensuring the Financial Stability of the CJA

Lisa Hodgetts explains that the SSHRC funding we have relied on to support the journal is no longer reliable, and that the CAA would like to rectify that. The CAA is also looking to make the journal more environmentally sustainable.

John Creese reports that SSHRC funding is now designed to encourage open access. We also

receive royalties from the journal though, and these funds are not insubstantial. As a result, conversations are currently moving towards making the CJA independent from SSHRC with the intent of working towards making the journal open access in the future.

Currently print copies of the journal result in a 50% cost shortfall, most people in the survey said they would not pay more for print editions.

The board is suggesting two potential options. 1) Increase the levy on annual 'print' memberships for the 2022 financial year, 2) distribute the journal exclusively online in digital format, apply the current 'green' membership rates to all memberships.

Lisa Hodgetts adds that the former option is riskier because we do not know how many people would choose to pay more for the increased print memberships, and the number of people who choose to pay more may not cover the shortfall. Comparable organisations across the country are mostly all digital.

An unidentified member mentions that a similar organization they are part of recently had this same discussion, and chose to be digital unless members choose to request paper copies independently.

Trevor Orchard asks about the costs of open access, if the costs just indicate a loss of revenue rather than actual costs of publishing open access.

John Creese clarifies that royalties bring \$5-4,000 annually, and that our print shortfall is normally around \$5,000. Removing print copies does not completely cover our ability to go open access, but it is a major help in improving financial stability.

Katherine Patton asks how removing paper copies will impact archiving and longevity of our articles.

John Creese and Lisa Hodgetts both reply that digital sustainability is a concern they are aware of and addressing. The secretary role now includes maintenance and updating digital archives as needed.

An unidentified member asks what the impact moving to digital would have on our membership, saying that the membership of the Manitoba Archaeology Society is partially motivated to join because they have access to their journal in print form.

Lisa Hodgetts responds this is an issue being discussed, and that given the research provided by the membership committee it looks like this would not have a major impact on membership.

Joanne Braaten asked about the cost to the CAA would be if the journal were open access.

Lisa Hodgetts clarifies that the cost would only be in lost revenue if we move to open access.

Motion: BIRT the CAA distribute the journal exclusively online in a digital format and apply the current "green" membership rates to all memberships as follows:

Student: \$30/year

Regular Individual: \$70/year

Supporting Individual: \$95/year

Institutional: \$150/year

Moved by Trevor Orchard. Seconded by Christyann Darwent.

Discussion on the Motion:

Bill Ross asks if there are members who lack remote/digital access who may need to be considered. He asks if people could make specific requests for print copies if they are in communities with poor internet access.

Lisa Hodgetts responds that this is not anticipated to be a major problem, but that it is on the CAA's radar. This could be tried if they hear from people with these types of concerns. Alternatively, USB devices with electronic copies could be mailed.

Motion carries.

11. Other Business

Appointment of Annual Auditor

Joanne Braaten notes that the CAA must appoint an auditor every year. She asks that we appoint Rebecca Catudall from "It's All About Balance" as our auditor again this year.

Motion to Adjourn Meeting. Moved by Lisa Hodgetts. Seconded by Michael Deal. **Motion carries.**