



**Minutes of the Public Meeting of the
Board of Directors of the Florida Public Archaeology Network,
Mission San Luis, Tallahassee, FL
May 10, 2012 2 p.m.–5 p.m.
May 11, 2012 8 a.m.–11:30 a.m.**

The Board of Directors of the Florida Public Archaeology Network (FPAN), University of West Florida, held a public meeting on Thursday, May 10, 2012, at Mission San Luis, Tallahassee, Florida. The meeting convened at 2 p.m. EST, lasting approximately 3 hours.

The meeting was called to order by Chair Dr. Judith Bense.

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

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, FPAN Regional Directors and Outreach Coordinators. Introductions were made around the table.

Dr. Bense asked for approval of agenda or changes/additions. Dr. Lees asked to add updates from FAC, and FAS on Friday morning. Motion by Dr. Goldstein, approved by all.

Dr. Bense called for the approval of the minutes from the December 6, 2011 meeting. Dr. Goldstein made a motion to approve and Ms. Harris seconded with all members approving.

Agenda item—Executive Director's Report

Dr. Lees announced the creation of a FPAN Associate Director position for the Coordinating Center; announcement of appointment will be forthcoming. Work continues on the Strategic Plan to see that it is implemented via annual work plans. During upcoming year he will update assignments on various strategic objectives.

Dr. Lees reviewed results of a request from Dr. Bense to evaluate if there were more efficient ways to organize FPAN in order to provide the same program for lesser costs. The review determined that without a change in the nature of our key permanent positions (directors, outreach coordinators) some efficiencies were possible but did not appear sufficient to warrant a general restructuring. Given a budget with no reduction for the coming year, no action is recommended at the current time.

Dr. Lees and Dr. Glowacki are reviewing annual work plans based on the same budget allocation as the current fiscal year. After a lengthy discussion of issues related to renewal, Dr. Goldstein recommended that the discussion be postponed until the end of the day. Dr. Bense agreed.

Agenda item–FY 2012-2013 Budget

Dr. Lees discussed the State's decision on budget cuts, use of carry forward money, and how UWF will deal with changes. FPAN depends on carry forward for many anticipated projects and personnel but does not know how much our funds will be affected. Dr. Bense has been told this will be a "one-time cut" to university budgets. UWF will use carry forward to fill the budget gaps for FY 2012-13, but amount is not known at this time. She does not anticipate any employee terminations or department closings. UWF is moving to a more centralized carry forward accountability.

Agenda item–Appointment of Board members

There are 3 Board members whose terms will expire at the end of the fiscal year–Lee Hutchinson, Terry Klein, and Patty Flynn. Ms. Flynn has been reappointed by FAS Board. Terry Klein wishes to stay one more term and remain on the Development Committee. Lee Hutchinson has also offered to stay for another term. A motion was made by Paul Jones to keep Ms. Hutchison and Mr. Klein on as members for another term, seconded by Dr. Goldstein, all approved.

Agenda item–Review of Florida Archaeology Month 2012 and FAM MOA

This was first year FPAN is taking the lead on organizing Florida Archaeology Month (FAM). Jason Kent developed the website, and along with Mike Thomin and Nicole Bucchino worked on design of the poster and bookmark. This project was administered through a DHR grant, but this will probably be the last year for the grant. The FAS/FAC/FPAN MOA for operation of FAM has been drafted and is ready for the Board to approve. The MOA calls for 2 people from each organization to be on a steering committee and for the 3 boards to contribute money to support archaeology month. The core of the FAS/FAC/FPAN MOA would put FPAN handling the administrative issues, FAS handling the money, and the committee in charge of creative issues. Dr. Lees made a motion to accept MOA draft, seconded by Dr. Goldstein, and approved by all. Dr. Lees proposed \$3000 from FPAN for next year's poster/bookmark. This would come from this year's grant money FPAN was paid for design work this year.

Agenda Item–Consideration of FPAN branding

Dr. Lees contacted UWF marketing department for assistance with updating the FPAN logo, letterhead, and business cards. The goal was to update the current design and to achieve consistency around the state. Consensus was to proceed with a slight update to the logo and the accompanying redesign of the letterhead and business cards.

Agenda Item–Unearthing Florida! Radio Program

Mike Thomin has been gathering topics for and working with the radio producer to create the state-wide radio program, *Unearthing Florida*, narrated by Dr. Bense. This is a program developed by WUWF radio, and offers brief overviews of archaeological topics from around the state. Mike has acquired 93 archaeology briefs for the program. The stories will be online also.

Agenda Item–New On-Line reporting approach

Dr. Lees, Jason Kent, Irina Sorset, and Dr. Della Scott-Ireton discussed a way to organize the large amount of information in the quarterly reports by putting them in an on-line database listing activities, events, and attendance. This reporting scheme will be available starting July 1 with quarterly reports posted on the website. The scheme collects significantly more information than previously and offers great potential for evaluation and assessment of the FPAN program.

Dr. Bense returned the board to discussion of recommendations regarding renewal of contracts that had been postponed earlier in the day. Discussion centered around the difficult structure of FPAN when it comes to the professional behavior of state at hosted Regional Centers, who are not

supervised by Dr. Lees but rather by someone at the host institution. Dr. Lees and the Coordinating Center manage FPAN largely through contract management, and there currently is no formal way to evaluate or provide input into the performance of individuals (Directors in particular) at hosted Regional Centers. Dr. Bense charged Dr. Goldstein with assessing the related structural issues and proposing possible solutions.

Meeting recessed at 5:45 p.m.

Friday, May 11, 2012

Norma Harris, Vice Chair, reconvened the meeting to order at 8:05 a.m. Dr. Bense was unable to attend today's session.

Agenda item—Reports from Regional Directors

Reports from the FPAN Regions were given by Regional Directors: Northwest Region—Dr. Della Scott-Ireton; North Central Region-Barbara Hines; Northeast Region-Sarah Miller; East Central Region-Dr. Rachel Wentz; Southeast Region-Dr. Michele Williams; Southwest Region-Dr. Annette Snapp; West Central Region-Jeff Moates; Central Region-Dr. Richard Estabrook

Agenda Item-Report from DARC and Web Tech

A report on Destination Archeology Resource Center was provided by Museum Manager Mike Thomlin, and Web Architect Jason Kent updated the Board on web, phone applications, and social media.

Agenda Item—BAR Update—Dr. Mary Glowacki – State Archaeologist Dr. Mary Glowacki provided an update on the Bureau of Archaeological Research, and acknowledge the importance of FPAN in terms of helping to promote the programs of BAR. She specifically thanked FPAN for assistance with the Panhandle Shipwreck Trail project, HADS program, and the Wakulla Springs project.

Old Business –

Dr. Lynne Goldstein if there was an existing FPAN policy on revenues from program and donations regarding where it would be held and how it would be utilized. Dr. Lees said he and the UWF counsel would work address this in the coming year.

New Business –

Robin Moore – House Bill 591 was introduced in the past legislative session to extend state protection to archaeological sites on other government lands, covering the problem of looting, but bill did not pass. He believes that a revised form of this bill might be more positively received during the next session.

At 11:40 a.m. meeting was adjourned and Board members and attendees were given a tour of Mission San Luis.