UNAPPROVED MINUTES FOR THE
COLORADO COUNCIL OF PROFESSIONAL ARCHAEOLOGISTS'
2021 ANNUAL BUSINESS MEETING
MARCH 11, 2021
VIRTUAL CONFERENCE

Submitted by Michael Prouty, Past Secretary

Annual Business Meeting

Time: 8:15 a.m.–10:40 a.m.

Call to Order
Charles Reed called the meeting to order at 8:15 a.m. He explained technical procedures for the virtual meeting, including voting by raising a hand through the Zoom platform. He asked for any additions or changes to the agenda, with none being made. Mr. Reed asked to waive the reading of the 2020 Annual Business Meeting Minutes and to approve the minutes with corrections. Tosk McKetta made the motion, and Dr. Jody Clauter seconded the motion, with the voting members approving the motion.

Officer's Reports
Secretary Report
Michael Prouty stated that he had nothing to report. He asked that if anyone had correspondence or documents that needed to be archived to send them to him for the upcoming donation to the Denver Public Library.

Treasurer Report
Dr. Clauter gave a brief report that included summarizing activities for the treasurer over the last year and recapped the expenditures for the 2020 year. She provided the membership an overview of expected expenditures for 2021, including publications, taxes, and the costs associated with the Quickbook transition. She concluded her report with a summary of the 2021 Annual Business Meeting expenditures and revenue.

Committee Reports
Financial Review Committee
Marcy Reiser stated that the committee has had discussions regarding investing CCPA funds, including what types of investments would be best. She noted that the Executive Committee would be having additional discussion regarding the types of investments might be best for the CCPA.

Membership Committee
Jon Horn thanked the committee for their work and noted that there is a new committee spot open and asked for any volunteers to contact him. He gave a brief report regarding the membership numbers, including noting that the overall membership increased from 2020. He welcomed the new members and noted that potential members can send an application directly to him.

Government Affairs Committee
Kimball Banks stated that the committee has had a busy year, including multiple reviews and comments on various programmatic agreements for Rocky Mountain National Park and Canyon of the Ancients, and various road improvements and land exchanges. He noted that the CCPA was a signatory on the programmatic agreement for the BLM's travel management plan. He concluded by noting a few projects that the committee would be watching, including an infrastructure bill and the continuing developments about oil and gas leases.

Native American Initiatives Committee
Greg Wolff gave a brief report of the activities for the committee over the last year, including distributing announcements of the scholarship, meeting with representatives about the best uses of the scholarship, including broadening the scope of the scholarship to include training in Section 106, NEPA, ARPA, and training for THPOs. Bridget Ambler was introduced as the interim chair of the committee while Mr. Wolff served as President for 2021–2022.

Ward Weakly Scholarship
Dr. Mark Mitchell began by honoring deceased members of CCPA, as well as honoring other recently deceased archaeologists that were not CCPA members. He thanked the current committee members and gave a brief summary of the scholarships awarded in 2020, including that one scholarship was awarded in the spring and one in the fall. He reported that the scholarship was not awarded for spring 2021.

Awards & Recognition Committee
Mr. Reed reported that there was nothing to report. He put out a call for volunteers for the committee.

Ethics Committee
Marilyn Martorano reported that there have been no ethics complaints. She noted that an ad hoc committee was formed to review and recommend updates to the CCPA's Code of Ethics. Additionally, the ad hoc committee drafted an Annual Meeting Ethics document.

Newsletter Editor
Mr. Reed stated that there was nothing to report.

Webpage Editor
Mary Sullivan stated that there was nothing to report. She asked that if anyone had notes or summaries of recent research that they would like to share on the website to send it to her.

Email Listserv Update
Mr. Reed gave a summary of the listserv numbers.

Publications Committee
Kelly Pool gave a brief report including summarizing the sales of publications and number of CCPA's donations of *Ancient Colorado*.

Education Committee
Rebecca Simon noted that there was not much to report from over the last year. She provided an update on Project Archaeology, including that the CCPA, CAS, and History Colorado purchased Project Archaeology materials when the agreement ended. She noted that there is an open position for the committee and asked for volunteers and mentioned that the committee would be having an upcoming meeting.

Student Affairs Committee
Mr. Reed reported that Kelton Meyer would be stepping down as chair and Ray Sumner would be taking over as chair. He noted that the committee had been working planning fundraisers, networking opportunities, and increasing student precipitation.

New Business
Mr. Reed called for volunteers for the various open committee positions.

2022 CCPA Meeting
Dr. Michele Koons stated that the 2022 CCPA Annual Meeting will be held at the Denver Museum of Nature and Science on March 4 and 5, 2022. She noted that other planning has started, including finding a venue for the early bird.

Colorado Archaeological Society Update
Mr. Reed gave a brief update on the status of CAS, including a report on recent activities. He noted that the have been changes to distribution of copies of *Southwestern Lore* and that CAS is working on a new strategic plan for the organization.

Handbook Update
Mr. Wolff reported that the handbook has been updated to various sections and that based on the results of the upcoming discussions, additional changes might be needed. He also noted to the membership where the handbook can be found on the website.

Bylaw Changes
Mr. Reed discussed four referenda to the bylaws and summarized each referendum from the packet distributed to the membership prior to the meeting:

- Referendum 1: Updated Code of Ethics
- Referendum 2: Should the CCPA become an affiliated member of the RPA?
- Referendum 3: Adopting the proposed Financial Investment Guidelines
- Referendum 4: Shall the CCPA purchase Directors and Officers Insurance?

Mr. Reed entertained a motion for the membership to discuss and vote on individual referenda. Mr. McKetta made the motion and Ted Hoeffer seconded the motion. The membership unanimously approved the motion.

<u>Referendum 1</u>
Mr. Reed gave a brief summary of the proposed changes to the bylaws, the Code of Ethics, and the newly drafted Annual Meeting Policy and Code of Conduct and opened the floor for discussion, with none being had. He entertained the motion for the CCPA to adopt the 2021 proposed changes to the CCPA Bylaws and Code of Ethics and the newly created Annual Meeting Policy and Code of Conduct. Ms. Slaughter made the motion and Kevin Black seconded the motion. The membership unanimously approved the motion.

<u>Referendum 2</u>
Mr. Reed gave a summary of the proposal for the CCPA becoming an affiliated member of the Register of Professional Archaeologists and opened the floor for discussion. A brief discussion was had including clarifying the process of becoming an affiliated member and the benefits for the CCPA. Mr. Reed entertained a motion for the CCPA to become an affiliated society to the Register of Professional Archaeologists. Susan Chandler Reed made the motion and Jacklyn Mullen seconded the motion. The membership approved the motion by a vote of 43 ayes and 2 nays.

<u>Referendum 3</u>
Mr. Reed summarized the proposed financial investment guidelines and opened the floor discussion. A brief discussion was held, including questions regarding the impact on the organization's non-profit status. Mr. Reed clarified that potential investments would not impact the organizations non-profit status. Mr. Horn and Mr. Reed both indicated that the investments would be a way to help grow the scholarship funds. Mr. Reed entertained a motion for the CCPA to adopt the proposed Financial Investment Guidelines. Mr. Horn made the motion and Dr. Karin Larkin seconded the motion. The membership approved the motion by a vote of 52 ayes and 1 nay.

<u>Referendum 4</u>
Mr. Reed provided a synopsis of the proposal for the CCPA to purchase Directors and Officers Insurance and opened the floor discussion. A brief discussion was had regarding the need and benefits for the insurance. Mr. Reed entertained a motion for the CCPA to purchase Directors and Officers Insurance, not to exceed $850 per year, for a $1,000 coverage limit. Ms. Mullen made the motion and Ms. Ambler seconded the motion. The membership voted to approve the motion by a vote of 49 ayes and 1 nay.

Executive Committee Increase of Scholarship
Mr. Reed gave a summary of the EC's discussion to increase the scholarship amount at the Fall 2020 EC meeting.

Discussion of Updates to Future Bylaws
Mr. Reed noted that additional changes might be warranted to the passed referenda, including changes to awards and recognition, as well as addressing gender pronouns within the documents. He asked that if anyone notices potential changes that might need to be addressed to bring any suggested revisions to the EC.

Codification for President to Assign Executive Committee Members
Mr. Reed asked the membership if there were any objections for the President to assign vacant EC member roles. Dr. Adrienne Anderson noted that Article 14 of the Bylaws gives the EC the ability to assign positions. Mr. Reed noted that no changes are needed then.

Recognition of Outgoing Executive Committee Members
Mr. Reed recognized and thanked outgoing Executive Committee members Michael Prouty as Secretary, Dr. Koons as an At-large Board Member, Mr. Meyers as the Student Board Member, Dr. Larkin as an At-large Board Member, and Garrett Briggs as the American Indian Board Member. Mr. Reed then welcomed Mr. Wolff as President, who thanks Mr. Reed for his service as President.

Election Results
Mr. Wolff and Angie Krall provided a summary of the voting results. Mr. Wolff announced the results of the election with Paul Burnett elected President, Katherine Arntzen elected Secretary, Dante Knapp elected as Treasurer-elect, Anna Cordova elected as the American Indian Board Member, Bonnie Clark as an at-large board member and Dan Haas as an at-large board member.

Adjourn
Mr. Wolff entertained a motion to adjourn the meeting. Dr. Mitchell made the motion, with Dr. Clauter seconding the motion, with the voting members approving the motion. Mr. Wolff adjourned the meeting at 10:40 a.m.

Approved Minutes for the CCPA's Executive Committee Spring 2021 Meeting

March 11, 2021, Virtual Meeting†

Submitted by Katie Arntzen, CCPA Secretary

†Due to the ongoing COVID-19 pandemic and local restrictions to the size of gatherings throughout the state, the EC had voted to meet virtually utilizing the Zoom Video Conferencing platform.

Time: 1:11 p.m–4:26 p.m.

Present:
Greg Wolff *(President)*
Charles Reed *(Past-president)*
Paul Burnett *(President-elect)*
Katie Arntzen *(Secretary)*
Dr. Jody Clauter *(Treasurer)*
Dante Knapp (*Treasurer-elect*)
Anna Cordova *(American Indian Board member)*
Kevin Black *(At-large Board Member)*
Dr. Bonnie Clark *(At-large Board Member)*
Amy Gillaspie *(At-large Board Member)*
Dan Haas *(At-large Board Member)*
Raymond Sumner *(Student At-large Member/ Student Affairs Chair)*
Dr. Kimball Banks *(Government Affairs Committee Chair)*
Bridget Ambler *(Native American Initiatives Committee Chair)*
Dr. Mark Mitchell *(Ward Weakly Scholarship Chair)*
Michelle Slaughter *(Awards & Recognition Committee Chair)*
Marilyn Martorano *(Ethics Committee Chair)*
Kelly Pool *(Publications Committee)*
Mary Sullivan *(Web Page Editor)*
Marcy Reiser *(Financial Committee)*
Rebecca Simon *(Education Committee Co-Chair)*
Bonnie Gibson *(Education Committee Co-Chair)*
Jon Horn *(Membership Committee Chair)*
Dr. Michele Koons *(DMNS)*

Call to Order

Mr. Wolff called the meeting to order at 1:11p.m. He asked for any additions or changes to the agenda. No changes made.

Review and Approval of Minutes

Mr. Wolff asked to waive reading the 2020 Fall Executive Committee Meeting Minutes and inquired if there were any corrections to the minutes. Ms. Pool noted a minor correction. Mr. Wolff asked for a motion to approve the minutes with corrections incorporated. A motion made by Mr. Black to approve the meeting minutes as amended, Dr. Banks seconded and voting members unanimously approved the motion.

Officer's Reports

Secretary Report

Ms. Arntzen met with Past-secretary Mr. Prouty to discuss the transition of the roles and responsibilities. She requested sending materials from the 2020–2021 year to Mr. Prouty for archiving with Denver Public Library. Ms. Arntzen will be archiving all materials for the 2021–2022 year.

Treasurer Report

Dr. Clauter stated that she had nothing to report.

Committee Reports

Financial Committee

Ms. Reiser thanked the Financial Committee for their hard work researching financial investments. With the assistance of a financial advisor, they will next explore FIAs and ETFs. The Committee will locate a financial advisor by summer of 2021 (note: report states spring, summer intended). Mr. Wolff requested that the latest financial document summarizing the research circulate the EC.

Membership Committee

Two CCPA members approached Mr. Horn to join the Membership Committee since the annual meeting. This will increase the Committee from four to five members. The remote meeting platform has increased membership outreach capabilities.

Ethics Committee

Ms. Martorano reported that the committee has not received any complaints and she had nothing to report.

Ethical Standards Ad-hoc Committee

Ms. Martorano thanked the EC for support for the referendums passed at the 2021 annual meeting.

Government Review Committee

Dr, Banks provided a brief summary of recent Department of the Interior updates.

Ward Weakly Scholarship

On behalf of Dr. Mitchell, Mr. Wolff stated that the committee had nothing to report.

Student Affairs Committee

Mr. Sumner stated that the Student Affairs Committee (SAC) appreciates the Ward Weakly Scholarship and student presentation and paper program updates. The SAC looks forward to supporting the upcoming Denver conference, creating a budget to complete campus outreach for membership, exploring additional membership categories, as well as forming a virtual networking opportunity for students and established professionals. Ms. Ambler asked if Mr. Sumner was interested in passing along job announcements to the students. Mr. Sumner is willing to be a conduit for job announcements to students. Mr. Wolff requested a summary of these proposals for the EC. Mr. Sumner will create a summary of SAC goals.

Native American Initiatives Committee

Ms. Ambler made the EC aware of ongoing outreach to Native American partners to solicit feedback on the program. Partners suggested expanding the scholarship beyond field schools to other cultural resource training opportunities and increasing the annual award amount. The committee is exploring regular increases to the scholarship to offset inflation. Future increases tabled until evaluation of the program impacts of both the recent scholarship changes and new financial investments by CCPA.

Ms. Cordova suggested broadening the scholarship to Anthropology and Indigenous Studies and/or using the scholarship as an internship for projects benefiting the tribes. Mr. Wolff asked if Ms. Cordova would collaborate with the Committee to strengthen the program. Ms. Cordova agreed to work with the Native American Initiatives Committee (NAIC).

Ms. Ambler outlined pandemic challenges for consultation with tribes, especially high-risk Tribal Elders. Ms. Reiser stated that their tribal partners have requested facilitation of virtually experiencing significant places in Colorado. She inquired if CCPA could explore supporting such requests in the future by purchasing video equipment for use by partners. This inquiry tabled for future consideration.

Newsletter Editor

Ms. Pool conveyed for Ms. Mullen that there was nothing to report.

Webpage Editor Update

Ms. Sullivan had nothing to report.

Email Listserv Update

On behalf of Gregory Williams, Mr. Wolff noted that there was nothing to report regarding the email listserv.

Publications Committee

Ms. Pool stated that there is nothing to report.

Education Committee

Ms. Gibson clarified that the total Project Archaeology award was $33,000. Ms. Simon inquired if there are any funds for small education projects from the general fund. Mr. Wolff requested that the Education Committee make requests on a case-by-case basis to the EC by email as needed.

Awards & Recognition Committee

Ms. Slaughter stated that Ms. Krall volunteered to fill the vacancy on the Awards & Recognition Committee.

CCPA Handbook Updates

The 2021 Handbook is on the website. This is a living document updated by the President-elect. Revisions for 2022 include updating the section on the voting process to include email ballots, revised Student Paper Competition Guidelines, any changes needed from the 2021 referenda, and Dr. Adrienne Anderson's CCPA Field Trip narrative history. Ms. Gibson expressed interest in supporting the Student Paper Guidelines update. Mr. Reed suggested adding the time served by each committee member to the Handbook's committee rosters.

New Business

Should CCPA consider a Strategic Plan update?

CCPA members have requested updating the 1998 Strategic Plan in the Handbook (pgs. 13-19). Dr. Mitchell related that the membership drafted the Strategic Plan at an Annual Business Meeting. Mr. Reed suggested that the EC develop a list of questions and ideas to share with the membership in a digital format to initiate the conversation. Mr. Wolff suggested that an EC working group make suggestions for updating the Strategic Plan, share the information with the membership, and then move forward in the direction indicated by the membership. Mr. Burnett, Mr. Black, and Dr. Banks volunteered to lead updating the Strategic Plan.

Potential reconsideration of the 5-year commitment of Treasurer Role (Treasurer-elect (1 year), Treasurer (2 years), and Past-treasurer's service as Financial Review Committee Chair (2 years))

Mr. Wolff outlined that the current structure is a large time commitment, potentially deterring recruitment for the position. Dr. Clauter and Ms. Reiser suggested that the Past-treasurer no longer serve as the Financial Review Committee (FRC) Chair. Mr. Black proposed that the President nominate a Chair from the EC. Ms. Reiser is willing to stay on as the Chair of the FRC.

Ms. Reiser and Mr. Reed stated that the current time commitments are in the Handbook. The EC can make the necessary changes to the time commitment. Mr. Wolff and Mr. Reed suggested that the President, with EC approval, appoint the FRC Chair. Mr. Burnett will edit the language in the Handbook stating that the Past-treasurer will be the FRC Chair. In the future, the President will appoint the FRC Chair with EC approval.

Investigate history of 501(c)(6) status and if we can/should change to 501(c)(3)

Mr. Wolff outlined that CCPA is a 501(c)(6) not a 501(c)(3). Ms. Reiser stated that 501(c)(3) donations are tax deductible, 501(c)(6) donations are not tax deductible. 501(c)(3) organizations are also eligible to participate in additional fundraisers such as Colorado Gives Day and City Market Community Awards.

Dr. Mitchell suggested conferring with a tax advisor or non-profit attorney to explore the organization's tax status. Dr. Clauter will reach out to the CCPA tax advisors about this inquiry. Mr. Reed will reach out to the DMNS lawyer about the issue. Mr. Reed stated that some organizations have multiple classifications with 501(c)(3) for their scholarships to facilitate tax deductible donations.

2021 Conference Fundraiser

Mr. Wolff outlined that CCPA did not do a traditional fundraiser this year. Instead, a third of conference registration fees will go to each of the following funds: the scholarship fund, coronavirus tribal relief, and the general fund. The coronavirus tribal relief allocation is further split between the Johns Hopkins Center for American Indian Health and the Adopt A Native Elder programs.

Ms. Ambler introduced a request from the Southern Ute Indian Tribe's Education Department. The Southern Ute Indian Tribe is launching an oral history project with Tribal Elders. They requested CCPA assistance for personal protective equipment (PPE). This would forward the CCPA's mission to strengthen relationships with tribal partners. The request is for PPE for 100 people including one hundred KN95 masks and a variety of nitrile gloves, approximately totaling $170. Dr. Clauter motioned to approve up to $200 in expenditures from the General Fund for PPE for the Southern Ute Indian Tribe's Tribal Elders oral history project. Mr. Black seconded the motion. The motion passed unanimously.

Mr. Horn announced storm damage to the Ute Indian Museum grounds tipis. The Museum has a cash match for donations. All donations are going to an account earmarked for this project. The EC discussed supporting the repair efforts. Mr. Black motioned to contribute $300 from the General Fund for the tipi repair. Mr. Sumner seconded. Ms. Arntzen abstained. The motion passed.

SAA Council of Councils Meeting

The SAA hosts an annual Council of Councils Meeting at their conference for nationwide networking between local archaeological organizations. The local archaeological organization hosts the Council of Councils meeting. Mr. Wolff called the EC's attention to the upcoming 2025 SAA meeting in Denver. As the local archaeological organization, CCPA will host the Council of Councils Meeting in 2025.

2022 Meeting: Denver (Dr. Koons, DMNS)

Dr. Koons stated that they are planning an in-person or virtual conference if needed. She would appreciate any help in planning the conference, especially with logistics, such as hotels, shuttles, etc. Mr. Sumner confirmed that the Student Affairs Committee would coordinate on the conference fundraiser.

2023 Meeting

Prior to the pandemic necessitating a virtual 2021 conference, Alpine Archaeology would have hosted the conference in Ouray. CCPA paid a $750 reservation fee to the Wright Opera House in Ouray. A future meeting at the Wright Opera House could use the fee. It is unclear if funds are reimbursable. Mr. Wolff inquired if Alpine Archaeology is still open to hosting. Alpine Archaeology staff assume that it is still okay, but need to confer with their colleagues. Ms. Ambler offered to help host the conference. The EC agreed to a working proposal for a 2023 Ouray conference hosted by Alpine Archaeology.

Post-2021 ABM Referenda changes to Code of Ethics (COE) and/or Bylaws

Mr. Wolff outlined that CCPA members have forwarded additional proposed changes not included in the 2021 Referenda as voted upon by the membership. Mr. Reed listed the updates:

- COE and Bylaws: Review both documents to replace all pronouns with gender-neutral pronouns as needed.
- Bylaws: Add the Awards & Recognition Committee to the list of organizational committees.
- COE: A member mentioned that they liked RPA's 10-year timeline for reporting. They think that academic/research institutes need specific timelines too. They reflect that CCPA should bolster discussion of a time limit in the COE. The COE currently has a 10-year scholarly report timeline, but that only relates primacy of data. The CCPA member thinks that failure to report within 10 years should constitute a breach of the COE.

Mr. Wolff tabled discussion on these updates for later in 2021 to enable additional discussion and inclusion of other updates.

Any post-2021 Financial Investment Referendum follow-up tasks?

Ms. Reiser outlined that the FRC will identify a financial advisor by summer of 2021, determine signatories for any financial investments, and ascertain if CCPA's tax status should change from a 501(c)(6) to a 501(c)(3). Mr. Reed and Ms. Reiser will follow up with a financial summary.

Developing an internal CCPA archive for non-DPL archives

The DPL does not want to retain sensitive documents such as financial records. Mr. Wolff outlined that CCPA needs to reassess their retention policy for financial documentation. Ms. Reiser will inquire with Mr. Johnston about Plains Anthropological Society's financial document retention policy. SAA's financial retention policies may also inform CCPA's policies. Ms. Ambler stressed the importance of paper archives for the organization. Mr. Wolff suggested a back-up digital archive for data. Ms. Pool requested clarification on the types of files. Ms. Reiser outlined that the files include quarterly tax reports and deposits. The Handbook outlines keeping these documents for two years then submitting them to DPL. DPL will not take the documents. Ms. Reiser also outlined the need to back-up the Treasurer's computer.

Ms. Sullivan outlined the CCPA website members-only space. The space requires a password, but does not have tiered access levels. Currently CCPA uses 9.2 of 300 available megabytes. CCPA's website backs up data daily. The back-ups are stored for two weeks. If a data loss is not noticed within two weeks, the information would be lost. Security of the site from hackers is unknown. History Colorado is not associated with the website. Ms. Sullivan will speak with State Archaeologist Dr. Norton to explore if non-DPL sensitive documents could be stored at History Colorado's off-site warehouse or the Colorado State Archives.

Ms. Ambler expanded that the retention policy review should include a complete review of the CCPA archives currently in DPL. Ms. Simon noted that CAS recently went through a similar archive review. Mr. Reed expressed that there is also a need for secure storage of Ethics Committee files protected from FOIA. Ethics Committee files require tiered access. The President and Ethics Coordinator presiding over the review are to maintain the files for seven years in a secure location. Mr. Sumner stated that insurance providers could also have stipulations for record security.

Ms. Martorano asked if there are sensitive ethics documents at DPL. Ms. Sullivan confirmed that there are sensitive documents at DPL that are restricted. In the past, a CCPA President note was required to access the files. Mr. Reed stated that DPL includes a sunset date on file restrictions. The CCPA Online Archive summary includes a list of the files, calling out ethics review files. Mr. Wolff will go to the DPL archive and remove sensitive files.

Additional Funds for Fundraisers

Mr. Reed asked if the EC would like to increase the donations allocated from conference registration fees. The EC discussed and tabled increasing the donations pending completion of the conference budget.

Adjourn

Mr. Wolff called for a motion to adjourn the meeting. Mr. Sumner made the motion, with Dr. Clauter seconding, and voting members approving the adjournment. Mr. Wolff adjourned the meeting at 4:29 p.m.

APPROVED MINUTES FOR THE COLORADO COUNCIL OF PROFESSIONAL ARCHAEOLOGISTS' EXECUTIVE COMMITTEE FALL 2021 MEETING, OCTOBER 11, 2021

Submitted by Katie Arntzen, Secretary

Due to the ongoing COVID-19 pandemic, the EC met both in person at History Colorado and virtually utilizing the Zoom Video Conferencing platform.

Time: 9:18 a.m.–3:52 p.m.

Present:
Greg Wolff *(President)*
Charles Reed *(Past-president)*
Paul Burnett *(President-elect)*
Katie Arntzen *(Secretary)*
Dr. Jody Clauter *(Treasurer)*
Dante Knapp (Treasurer-elect)
Anna Cordova *(American Indian Board member)*
Kevin Black *(At-large Board Member)*
Dr. Bonnie Clark *(At-large Board Member)*
Amy Gillaspie *(At-large Board Member)*
Dan Haas *(At-large Board Member)*
Raymond Sumner *(Student At-large Member/ Student Affairs Chair)*
Dr. Kimball Banks *(Government Affairs Committee Chair)*
Michelle Slaughter *(Awards & Recognition Committee Chair)*
Marilyn Martorano *(Ethics Committee Chair)*
Mary Sullivan *(Web Page Editor)*
Michelle Slaughter *(Awards & Recognition Committee Chair)*
Rebecca Simon *(Education Committee Co-Chair)*
Jacki Mullen *(Newsletter Editor)*
Jon Horn *(Membership Committee Chair)*
Dr. Holly Norton *(State Archaeologist)*
Dr. Michele Koons *(Denver Museum of Nature and Science)*

Call to Order

Mr. Wolff called the meeting to order at 9:18 a.m. He made an Indigenous Land Acknowledgement and asked for a moment to recognize Indigenous People's Day. Mr. Wolff then asked for any additions or changes to the agenda. No changes made.

Review and Approval of Minutes

Mr. Wolff asked to waive reading the 2021 Spring Executive Committee Meeting Minutes and inquired if there were any corrections to the minutes. A motion was made by Ms. Arntzen to approve the meeting minutes as amended. Mr. Black seconded and voting members unanimously approved the motion.

Guest Reports

Colorado Archaeological Society Report

Mr. Wolff presented the report on behalf of Karen Kinnear.

Office of Archaeology and Historic Preservation Report

Dr. Norton reported on office changes in staffing and fee structures for permits and file searches.

Officer’s Reports

Secretary Report

Mr. Prouty submitted the 2020-2021 materials to the Denver Public Library. Ms. Arntzen requested any materials to be archived for the 2021-2022 year.

Treasurer Report

Dr. Clauter outlined that the EC had decided at the Spring EC meeting to donate a third of the 2020 conference proceeds between both the Johns Hopkins Center for American Indian Health and the Adopt-an-Elder program. An EC vote is needed to finalize the donation. Ray Sumner motioned, Dr. Clark seconded. Unanimously passed to split the $1,173.80 between the Johns Hopkins Center for American Indian Health and Adopt-an-Elder programs. The remaining two-thirds of the 2020 conference proceeds were split between the scholarship fund and the general fund, given that there was no traditional fundraiser due to the virtual meeting format.

Committee Reports

Financial Committee

Mr. Reed presented on behalf of Ms. Reiser. They are moving forward with the approved investments. The Committee received a policy statement from the financial advisor on October 1, 2021. They have a few comments but should be moving forward this fall.

Government Review Committee

Dr. Banks provided a summary of recent government actions.

Native American Initiatives Committee

No report provided.

Ward Weakly Scholarship

On behalf of Dr. Mitchell, Mr. Wolff reported that the recent recipient originally applied to the Native American Scholarship but their research fit this program more strongly. CCPA Scholarship Committees will work together to clarify both programs.

Awards & Recognition Committee

Ms. Slaughter reported that Angie Krall is replacing Suzanne McKetta on the committee.

Ethics Committee

Ms. Martorano reported that the committee has not received any complaints, and she had nothing to report.

Newsletter Editor

Ms. Mullen reported that there are three newsletters a year. If you would like to contribute, please send an email to her.

Webpage Editor Update

Ms. Sullivan announced that the website is now secure (https) and working.

Publications Committee

Mr. Wolff gave Kelly Pool and Anne McKibbin's report. The Historic and Rio Grande contexts are the only remaining hard copy contexts, digital copies are available for all contexts. Copies of *Ancient Colorado* are available for education purposes as needed.

Education Committee

Ms. Simon briefly reported on the Committee's projects of the year. If anyone would like to join the committee meeting to talk about logistics and other projects, contact Rebecca Simon.

Student Affairs Committee

Mr. Sumner reported that there are 11 student members. The Committee is focusing on increasing student membership to 25 people by the 2022 meeting. Recruitment includes a November happy hour and a networking event in February. They are discussing Southwestern Lore publishing student conference papers. The committee is also working on a recommendation to the EC for a membership level between student and professional, such as emerging professional.

Membership Committee

Mr. Horn announced that there are 15 new members, 208 members total.

Archives Ad-hoc Committee

Ms. Martorano outlined the status of CCPA's archives. The archives are poorly organized and materials are accessible that the Committee would prefer to be restricted. The Committee is interested in developing a retention schedule for all CCPA materials. Dr. Clark suggested placing a hold on all materials with the repository and working with an archives graduate student to organize the materials. The Committee will investigate a hold on the materials, redaction and deaccession policies, and the possibility of collaborating with an intern to archive the material.

Strategic Plan Ad-hoc Committee

The Committee met and placed a request for comment in the newsletter. No responses received. The goal is to reframe the strategic plan in goal statements.

CCPA Handbook Updates

The 2021 Handbook is on the website. This is a living document updated by the President-elect. Revisions for 2022 include updating the section on the voting process to include email ballots, revised Student Paper Competition Guidelines, any changes needed from the 2021 referenda, and Dr. Adrienne Anderson's CCPA Field Trip narrative history. Ms. Gibson expressed interest in supporting the Student Paper Guidelines update. Mr. Reed suggested adding the time served by each committee member to the Handbook's committee rosters.

Old Business

CCPA 501(c)(6) non-profit status; can/should it change to 501(c)(3)?

Donations to CCPA and its scholarship programs are not tax deductible in our current 501(c)(6) status. Dr. Clauter spoke with our accountant. They stated that we could not separate the scholarship from the rest of the accounts. They did not believe separating the accounts was a good time investment. The EC will make clear to membership in various forms of communication that donations are not tax deductible with our current tax status.

Additional Bylaws/Code of Ethics updates

Mr. Wolff outlined that in 2020-2021 EC changed his/hers to a gender-neutral pronoun in one place in the Bylaws/Code of Ethics, but it wasn't done throughout, and probably should be. He proposes to identify the necessary changes, publish the proposed changes in the newsletter, and then hold a vote at the Annual Meeting. Dr. Clark motions to change the language in both documents to gender neutral terminology. Kevin Black seconded. It was unanimously passed. Existing and proposed Bylaws/Code of Ethics language changes will be published in the upcoming newsletter. Two similar edits were noted in the Handbook. Mr. Burnett will revise and update the Handbook.

Mr. Wolff stated that the Awards and Recognition Committee is not included in the list of organizational committees within the Bylaws. Discussion ensued to add the Awards and Recognition Committee chair to EC as a non-voting member. Mr. Black motioned to revise the Bylaws in Section 4. to state that the Chairs of all standing committees have a non-voting position on the Executive Committee. Mr. Burnett seconded the motion and it unanimously passed. Mr. Black then motioned to add the Awards and Recognitions committee to the standing committee list in Section 6. Mr. Burnett seconded the motion andit unanimously passed. The proposed changes will be published in the upcoming newsletter prior to a vote for approval at the annual business meeting.

In review of CCPA's Code of Ethics, a CCPA member stated that they feel that academic/research institutes need specific timelines for reporting data. The member proposed that failure to report within 10 years should constitute a breach of ethics. EC discussed the proposal and suggested edits, recorded below in stricken and underlined text.

> Failure to complete a ~~full scholarly~~ report <u>consistent with the Secretary of the Interior's standards</u> within 10 years after completion of a field project shall be construed as a waiver of an archaeologist's right of primacy with respect to analysis and publication of the data. Upon expiration of such 10-year period, or at such earlier time as the archaeologist shall determine not to publish the results, such data should be made fully accessible for analysis and publication to other archaeologists. <u>Failure to complete the report within 10-years shall be a breach of the code of ethics.</u>

This change was tabled. The Ethics and Executive Committee will review the edits and move forward with a vote later. All edits will be presented to the membership in the winter newsletter.

Potential reconsideration of the 5-year commitment of Treasurer Role

The Financial Committee will collaborate with Mr. Burnett to make edits to the Handbook prior to the 2022 Annual Meeting regarding discussion held at the Spring 2021 EC Meeting regarding the length of the Treasurer's commitment (particularly in reference to subsequent service as the Financial Review Committee Chair).

New Business

Amendment 78

If passed, this amendment requires legislative approval of funds prior to disbursement to State Agencies. It would alter how funds enter the State Historic Preservation Office and other state agencies.

SAA Council of Affiliated Societies

Ms. Simon was asked at Pecos if we would like to join this organization. It is a moot point; we are part of the Council of Councils currently.

2022 Annual Meeting

Dr. Koons is organizing the Annual Meeting at the Denver Museum of Nature and Science's auditorium. The EC discussed COVID-19 precautions. SWCA is supporting event registration. Ms. Slaughter is collaborating on event logistics. Ms. Simon is collaborating on sponsorships. Ms. Gibson offered assistance. The Student Committee is supporting securing volunteers and organizing scholarship fundraising. Mr. Sumner highlighted the need to consider student volunteer subsidies, such as lodging and conference registration.

2023 Annual Meeting

The Annual Meeting will be held in Ouray.

Call for EC Nominations

Mr. Reed solicited nominations for the President-Elect, two at large EC Members, and the Student Committee Affairs Committee Chair. Amy Gillaspie will assist nomination recruitment.

Adjourn

Mr. Wolff called for a motion to adjourn the meeting. Dr. Clark made the motion, with Mr. Black seconding, and voting members approving the adjournment. Mr. Wolff adjourned the meeting at 3:52 p.m.