APPROVED MINUTES FOR THE
COLORADO COUNCIL OF PROFESSIONAL ARCHAEOLOGISTS'
2020 ANNUAL BUSINESS MEETING
MARCH 6, 2020
PUEBLO CONVENTION CENTER
PUEBLO, CO

Submitted by Michael Prouty, Secretary

Annual Business Meeting

Time: 8:00 a.m.–9:45 a.m.

Call to Order
Angie Krall called the meeting to order at 8:00 a.m. She asked for any additions or changes to the agenda, with none being made. She gave a brief history and overview of Pueblo. Pueblo Mayor Nick Gradisar welcomed the conference attendees to Pueblo. Ms. Krall asked to waive the reading of the 2019 Annual Business Meeting Minutes and to approve the minutes with corrections. Dr. Mark Mitchell made the motion, and Michael Prouty seconded the motion, with the voting members approving the motion.

Officer's Reports
Secretary Report
Mr. 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
Marcy Reiser reported that a new laptop and a Quickbooks online account had been purchased and started for use by the Treasurer. She stated that she would be meeting with an accountant and will be continuing to reconcile and rectify past transactions, with help from the incoming Treasurer.

Committee Reports
Financial Review Committee
Ms. Krall stated that there was nothing to report.

Membership Committee
Jon Horn thanked the committee for their work. He gave a brief report regarding the membership numbers, including noting that the number of student members increased from 2019. He welcomed the new members and noted that potential members can send an application directly to him.

Programmatic Agreement and Compliance Review Committee/Fort Carson: 106 Consultation Liaison
Kimball Banks stated that they have been participating in the biannual Piñon Canyon Maneuver Site working group, including discussing how to use the remaining mitigation funds. He noted that the committee reviewed the programmatic agreement for the BLM's travel management plan.

Native American Initiatives Committee
Greg Wolff gave a brief report that the committee has an ongoing goal of attracting a greater number of applicants and ways in which to increase the visibility of the scholarship. He summarized 2019's fundraiser and stated that there were no applicants in 2019, or any for 2020 so far. He noted that a goal for the committee for 2020 was to assess how best to use the money in the scholarship and to present ideas to the EC.

Ward Weakly Scholarship
Dr. Mitchell reported that the scholarship committee is working on drafting brief bios for deceased CCPA founders and early members. He noted that one application has been submitted for spring 2020 that is being reviewed. He also gave a brief summary of the 2019 scholarship recipient.

Awards, Resolutions & Recognition Committee
Michelle Slaughter reported that a new CCPA Fellow will be announced at the banquet on Friday evening. She stated that, given the growth of the organization, the ethics bylaws for the organization need to be updated and reported that the committee, in concert with the EC, will be working on updating those bylaws.

Newsletter Editor
Ms. Krall stated that there was nothing to report.

Webpage Editor
Mary Sullivan stated that the EC will be having a discussion regarding changing the URL to make it more secure.

Email Listserv Update
Ms. Krall stated that there was nothing to report.

Publications Committee
Kelly Pool gave a brief report including summarizing the sales of publications, the remaining number of paper copies of the contexts, and number of CCPA's donations of Ancient Colorado.

Ethics Committee
Marilyn Martorano reported that there have been no ethics complaints.

Education Committee
Rebecca Simon presented a brief summary of the committee's tasks from the previous year. She noted that the agreement with Project Archaeology will expire in 2021. She presented a summary of the Project Archaeology grants that have been funded for the CCPA. She summarized the reorganization effort of Project Archaeology at the state level.

Student Affairs Committee
Kelton Meyer reported that the committee has worked to create student-led events over the last year and that the committee has been running the fundraiser for the scholarships this year.

New Business
Ms. Krall welcomed Charles Reed as President.

2021 CCPA Meeting
Mr. Reed stated that the 2021 CCPA Annual Meeting will be held at the Wright Opera House in Ouray, Colorado.

Handbook Update
Mr. Reed reported that the handbook has been updated and was uploaded at the end of 2019.

Bent Trees Update
Ms. Krall and Mr. Reed reported that the EC will be looking at a draft of the CCPA response letter and will have it posted to the website once it is finalized. They mentioned that other letters, including from the Ute and from the Colorado SHPO, have been sent and that CAS is drafting a letter.

Election Results
Ms. Krall recognized outgoing Executive Committee members Ms. Reiser as Treasurer, and Matthew Landt and Ms. Slaughter as at-large board members. Mr. Reed then recognized Ms. Krall as outgoing president. Ms. Krall announced the results of the election with Mr. Wolff elected President, Dr. Jody Clauter as Treasurer, and Kevin Black and Amy Gillaspie as at-large board members.

Adjourn
Ms. Krall entertained a motion to adjourn the meeting. Dr. Mitchell made the motion, with Erin Drake seconding the motion. Ms. Krall adjourned the meeting at 9:45 a.m.

APPROVED MINUTES FOR THE COLORADO COUNCIL OF PROFESSIONAL ARCHAEOLOGISTS' EXECUTIVE COMMITTEE SPRING 2020 MEETING MARCH 6, 2020 PUEBLO CONVENTION CENTER PUEBLO, CO

Submitted by Michael Prouty, Secretary

Time: 11:45 a.m.–1:50 p.m.

Present:

Charles Reed *(President)*
Angie Krall *(Past-President)*
Greg Wolff *(President-elect & Native American Initiatives Committee Chair)*
Michael Prouty *(Secretary)*
Marcy Reiser *(Past Treasurer)*
Dr. Jody Clauter *(Treasurer)*
Kevin Black *(At-large member)*
Amy Gillaspie *(At-large member)*
Dr. Michele Koons *(At-large member)*
Dr. Karin Larkin *(At-large member)*
Kelton Meyer *(Student At-large Member/Student Affairs Chair)*
Kimball Banks *(Ft. Carson Liaison/PA Committee)*
Jon Horn *(Membership Committee Chair)*
Michelle Slaughter *(Awards & Recognition Committee Chair)*
Marilyn Martorano *(Ethics Committee Chair)*
Mary Sullivan *(Web Page Editor)*
Greg Williams *(Email Listserv Coordinator)*
Kelly Pool *(Publication Committee Chair)*
Bonnie Gibson *(Education Committee Co-Chair)*
Rebecca Simon *(Education Committee Co-Chair)*
Dr. Holly Norton *(SHPO)*
Karen Kinnear *(CAS – Executive Secretary)*

Call to Order
Mr. Reed called the meeting to order at 11:45 a.m. and asked for any additions or changes to the agenda. Kevin Black requested discussion of a comment he had regarding the Ward Weakly Scholarship and Ms. Krall requested a discussion about CEQ letter. Mr. Reed asked to waive the reading of the 2019 Fall Executive Committee Meeting Minutes and requested any corrections to the minutes. None were made. Mr. Reed asked for a motion to approve the minutes. A motion was made by Mr. Meyer to approve the meeting minutes, Dr. Clauter seconded the motion, and the voting members approving the motion.

Guest Reports
Ms. Kinnear and Dr. Norton both gave brief reports updating the EC about the CAS and OAHP, respectfully.

Officer's Reports
Secretary Report
Mr. Prouty noted that the Denver Public Library is tightening restrictions on donations, especially regarding restricted materials, and the CCPA might need to consider finding an additional repository. A brief discussion was held regarding possibilities, with no decision was made.

Treasurer Report
Ms. Reiser gave a summary of accounts and the process of using the new Quickbooks. She noted that she has been reaching out to hire an accountant and associated rates. A discussion was held about the benefits of having an accountant for a one time only or on an as needed basis. Ms. Reiser agreed to help Dr. Clauter with rectifying CCPA finances up through the conference prior to completing the Treasurer transition.

Committee Reports

Financial Committee

Mr. Reed stated that the committee had no report to give and that he would like to move forward with an investment by the next Annual Business Meeting.

Programmatic Agreement and Compliance Review Committee/Ft. Carson: 106 Consultation Liaison

Mr. Banks stated that he had nothing to add that was not covered in the Annual Business Meeting. A discussion was had changing the name of the committee to accurately represent the committee, and "Government Review Committee" was agreed upon. Mr. Reed stated he would entertain a motion, and Mr. Black made a motion to change the name of the "Programmatic Agreement and Compliance Review Committee" to the "Government Review Committee." Dr. Larkin seconded the motion and the voting members approved the motion.

Native American Initiatives Committee

Mr. Wolff stated that he had nothing to add that was not covered during the Annual Business Meeting. A brief discussion was had about increasing the award amount and needs after investment decision are made. Mr. Wolff also stated that he would find a temporary chair for the committee as he moves into his role as president during 2021–2022.

Membership Committee

Mr. Horn reported that he had nothing to add that was not covered in the Annual Business Meeting.

Awards & Recognition Committee

Ms. Slaughter reported that the committee is working on updating the ethical standards for the awards, as well as for the organization. A discussion was had regarding other archaeological organizations ethical standards and if this task was appropriate for the Awards & Recognition Committee, the creation of an ad hoc committee is warranted, or if expanding the Ethics Committee. The discussion was tabled until the New Business portion of the meeting.

Ethics Committee

Ms. Martorano reported that the committee has not received any complaints and she had nothing to add that was not covered in the Annual Business Meeting.

Ward Weakly Scholarship

Mr. Reed reported that committee had nothing additional to report from the Annual Business Meeting. A brief discussion was held about options to allow for a donation to be made to the scholarship during the conference registration, to donate online, and through PayPal.

Bent Trees Response

Ms. Martorano gave a summary of the CCPA draft letter. A discussion was held about creating a separate tab on the CCPA website for the letter and other position letters. Mr. Wolff made a motion to have the draft letter finalized by March 13, 2020. Dr. Koons seconded the motion and the voting members approved the motion.

Newsletter Editor

Mr. Reed noted that there was nothing to report regarding the newsletter.

Webpage Editor Update

Ms. Sullivan noted that the website's security needed to be updated and a discussion was held about the different levels, including Basic and Xpress. Mr. Wolff made a motion to move the CCPA website to Xpress Domain Validation. Dr. Koons seconded the motion and the voting members approving the motion.

Email Listserv Update
Mr. Williams noted that there was nothing to report regarding the email listserv.

Publications Committee
A brief discussion occurred regarding the funds generated from the publications, distribution ideas for a case of the Rio Grande context, and the possibility of hosting CCPA publications on ORCA. Ms. Pool reported that Metcalf Archaeological Consultants will be submitting an invoice for context distribution and an invoice will also be generated for the production costs of CDs.

Education Committee
Ms. Simon did not have anything to add that was not covered during the Annual Business Meeting.

Student Affairs Committee
Mr. Meyer gave a brief report of the activities that have occurred for the committee including drafting a letter regarding how the students in the organization view the CCPA and working with institutions to encourage student involvement within the CCPA. A discussion was held clarifying student voting membership qualifications, as well as the possibility of funds that might be available to the committee.

New Business
2022 CCPA Meeting
Ms. Koons noted that the 2022 conference will be held at the Denver Museum of Nature and Science and is tentatively scheduled for early March.

CCPA Code of Ethics
Mr. Reed called for additional discussion regarding the update of the organization's code of ethics and the appropriate way to handle the update. As a result of the discussion, the Ethical Standards ad hoc committee was formed, co-chaired by Ms. Martorano and Ms. Slaughter. Ms. Martorano and Ms. Slaughter volunteered to find additional committee members to draft and review the code of ethics update.

2020 Action Items
Mr. Reed stated that additional 2020 action items for the EC include assessing the need for an internal CCPA archive, investment of CCPA funds, and potential changes to the student paper competition.

NEPA/NHPA Changes
Mr. Banks and Mr. Wolff updated the EC on the potential changes to NEPA and the NHPA. A discussion was held regarding the CCPA's response. Mr. Banks volunteered to draft a response letter and have it submitted to Mr. Reed by March 10.

2021 CCPA Meeting
Mr. Reed provided a summary of the planning efforts for the 2021 annual meeting at the Wright Opera House in Ouray, Colorado. He noted that a deposit was needed for to reserve the Wright Opera House. Dr. Larkin made a motion for the CCPA to pay the $750 deposit for the Wright Opera House. Mr. Black seconded the motion and the voting members approved the motion. Mr. Meyer stated that the Student Affairs Committee would be interested in continuing to help with fundraising.

Adjourn
Mr. Reed called for a motion to adjourn the meeting. Mr. Prouty made the motion, with Dr. Clauter seconding the motion, and voting members approving the adjournment. Mr. Reed adjourned the meeting at 1:50 p.m.

APPROVED MINUTES FOR THE
COLORADO COUNCIL OF PROFESSIONAL ARCHAEOLOGISTS'
EXECUTIVE COMMITTEE FALL 2020 MEETING
OCTOBER 23, 2020
VIRTUAL MEETING[1]

Submitted by Michael Prouty, Secretary

Time: 9:00 a.m.–1:50 p.m.

Present:

Charles Reed *(President)*
Angie Krall *(Past-President)*
Greg Wolff *(President-elect)*
Michael Prouty *(Secretary)*
Dr. Jody Clauter *(Treasurer)*
Garrett Briggs *(American Indian Board member)*
Kevin Black *(At-large Board Member)*
Amy Gillaspie *(At-large Board Member)*
Dr. Michele Koons *(At-large Board Member)*
Dr. Karin Larkin *(At-large Board Member)*
Kelton Meyer *(Student At-large Member/Student Affairs Chair)*
Jacki Mullen *(Newsletter Editor)*
Mary Sullivan *(Web Page Editor)*
Marilyn Martorano *(Ethics Committee Chair)*
Jon Horn *(Membership Committee Chair)*
Marcy Reiser *(Financial Committee)*
Bridget Ambler (Native American Initiatives Committee Chair)
Michelle Slaughter *(Awards & Recognition Committee Chair)*
Kimball Banks *(Government Affairs Committee Chair)*
Rebecca Simon *(Education Committee Co-Chair)*
Dr. Holly Norton *(SHPO)*

Call to Order
Mr. Reed called the meeting to order at 9:00 a.m. and asked for any additions or changes to the agenda, with none being made.

Guest Reports
Dr. Norton gave a brief report updating the EC about the state of OAHP. Mr. Reed provided a brief update regarding the state of CAS.

Review and Approval of Minutes
Mr. Reed asked to waive the reading of the 2020 Spring Executive Committee Meeting Minutes and requested if there were any corrections to the minutes. Mr. Black and Mr. Banks both noted minor corrections. Mr. Reed asked for a motion to approve the minutes with corrections incorporated. A motion was made by Mr. Prouty to approve the meeting minutes, Dr. Larkin seconded the motion, and the voting members approved the motion.

Officer's Reports
Secretary Report
Mr. Prouty noted that he submitted materials from the 2019–2020 year to the DPL for archiving in August.

[1] 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.

Treasurer Report

Dr. Clauter gave a summary of account standings and a summary of the recent payments made. She reported that proceeds from the Pueblo meeting totaled $7,229, and that there was a payment of $6,000 paid to Metcalf Archaeological Consultants for 2008–2019 publication distribution costs and a payment of $1,500 paid for accounting services.

Committee Reports

Financial Committee

Ms. Reiser stated that the committee was working with the Treasurer to reconcile accounts and was working to pull together the materials that needed to be archived.

Government Review Committee

Mr. Banks stated there was nothing to report regarding Fort Carson. He then gave a brief summary of recent actions that the committee has reviewed, including various programmatic agreements, oil and gas lease proposals, and various permits. He also provided a summary of recent White House Executive Orders and updates on proposed changes to the NRHP.

Native American Initiatives Committee

Ms. Ambler noted that she will be filling in as committee chair for Mr. Wolff while he serves as President. She gave a report of the committee's recent activity including sending out letters to increase outreach, examining broader applications of the scholarship (such as THPO internships), and noted that the committee is discussing ideas with Native American representatives about how to broaden the reach of the scholarship.

Ward Weakly Scholarship

Mr. Reed stated that the committee had nothing to report.

Awards & Recognition Committee

Ms. Slaughter stated that there was nothing to report.

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 stated that there will be additional discussion during the New Business portion of the meeting.

Newsletter Editor

Ms. Mullen noted that there was nothing to report regarding the newsletter.

Webpage Editor Update

Ms. Sullivan noted that the website's security was updated to Xpress Domain Validation and she was currently working through the transition. She also noted that a new tab for position statements was added to the website.

Email Listserv Update

Mr. Reed noted that there was nothing to report regarding the email listserv.

Publications Committee

Mr. Reed gave a brief report on behalf of the committee, including that publication orders had slowed, likely due to impacts from COVID-19. Mr. Reed stated that Metcalf Archaeological Consultants will be submitting an annual invoice to the CCPA related to publication costs.

Education Committee
Ms. Simon gave a report that included updates of recent activities and upcoming outreach opportunities including meetings, digital resources and teacher materials. She noted that a Project Archaeology library has been established and is housed at History Colorado.

Student Affairs Committee
Mr. Meyer reported that the committee is discussing fundraising ideas for the next meeting. He stated that student involvement is low due to people graduating and the committee is discussing ways to increase student involvement.

Membership Committee
Mr. Horn gave a summary of membership numbers and stated that the committee is working with the Student Affairs Committee to expand student members.

New Business
Discussion of Ethical Standards Committee Recommendations
Ms. Martorano updated the EC on the activities taken by the ad-hoc committee, including the process of drafting the new ethical standards. She noted that other organization's standards (e.g. SAA, SHA) were consulted to ensure the CCPA's new standards were in line with other similar organizations. A discussion was held about the current Code of Ethics, the changes proposed by the ad-hoc committee, and a potential appeals process. Mr. Reed stated that he would entertain a motion that the EC revisions should be consolidated and should be sent to the ad-hoc committee. Mr. Wolff made a motion that the EC will have comments back to the ad-hoc committee by October 30, 2020 and the ad-hoc committee has until the end of November to incorporate the comments. Dr. Clauter seconded the motion and the voting members approved the motion.

CCPA Finances
Mr. Reed and Dr. Clauter gave a summary presentation regarding recent conversations they had with a financial advisor, including the advisor's recommended potential options to move forward. A discussion was held regarding various topics including if and how the organization's non-profit status would be impacted by investments, investment strategies, concerns about the types of investments, and socially and environmentally responsible investments. The EC agreed that moving forward was important so the investment returns can help fund the scholarships; however, the EC discussed that a second opinion was warranted. Mr. Reed stated that he would entertain a motion to seek a second opinion regarding investments and recommendations made to the EC. Dr. Clauter made a motion that a second opinion and recommendations would be made by December 1, 2020. Mr. Prouty seconded the motion and the voting members approved the motion.

A discussion was held regarding the logistics of increasing the scholarship amount, including the benefits and restrictions of a cap to the amount, if increases should occur on a case-by-case basis, and setting an amount that funds do not fall below. The EC agreed that the scholarship amount needed to be increased, especially as the cost of field schools have increased. Mr. Reed stated that he would entertain a motion to increase the scholarship. Dr. Clauter made a motion that the scholarship award be increased to a maximum of $1,500 per student and that the fund does not drop below $15,000, that the EC assesses the health of the fund each year, and that no more than $4,500 is awarded a year. Ms. Gillaspie seconded the motion and the voting members approved the motion.

Institutional Archiving
Mr. Prouty gave a summary of current archiving issues that the organization has that are mainly due to the Denver Public Library's limitations on the types of submitted materials. A discussion was held regarding the feasibility of having an internal CCPA archive, including online storage options, the redundancy of digital copies, need for financial documents, access to the records, and the benefits of reviewing records by the Ethics Committee Chair and an additional reviewer prior to archiving. The EC decided that the first step would be to assess the feasibility and security of online storage. Ms.

Sullivan volunteered to look into options for the CCPA website and Ms. Slaughter volunteered to inquire about other types of secure online storage options.

2021 Conference
Mr. Reed and Ms. Mullen gave a summary of the results of the membership survey regarding the options for the 2021 annual meeting, including that the majority of the membership reported that they preferred a virtual event because of COVID-19. A discussion was held about the benefits and issues with a virtual event and ways to implement the event. This included ideas regarding planning, potential formats, the logistics of a student competition, poster sessions, the length of the event, and costs of registration. The EC decided that it would be in the best interest of the organization to move the event virtually for 2021. Mr. Reed stated he would entertain a motion to move the annual meeting to virtual event. Mr. Black made a motion that the 2021 CCPA Annual Business Meeting and Conference move to a web-based platform. Dr. Clauter seconded the motion and the voting members approved the motion.

Secretary's Role in Elections
A short discussion was held regarding the role of the Secretary in CCPA elections as the Nomination Committee takes care of most of the duties assigned to the Secretary for the election process. As this process is not clarified in the handbook, Mr. Wolff stated he would clarify the language within the handbook.

Addition of Awards & Resolutions Committee Chair to EC
A brief discussion was had about the benefits of adding the standing committee chairs as formal non-voting members of the EC. No decision was made.

Adjourn
Mr. Reed called for a motion to adjourn the meeting. Mr. Wolff made the motion, with Dr. Clauter seconding the motion, and voting members approving the adjournment. Mr. Reed adjourned the meeting at 1:50 p.m.