

Minutes of the 2012 Annual General Meeting of the Australian Archaeological Association Inc.

Novotel Wollongong Northbeach, 2–14 Cliff Road, Wollongong NSW 2500, Australia
Tuesday, 11 December 2012

1. Welcome

The 2012 AGM commenced at 5.40 pm, chaired by Patrick Faulkner (President). The President welcomed members and observers to the meeting and acknowledged that the meeting took place on the traditional lands of the Dharawal people. He proposed, in order to allow all business to take place within a reasonable timeframe, that comments from the floor be restricted to two minutes per person, and noted that AAA had received legal advice that defamatory comments made from the floor could expose the organisation to litigation. In addition, with regard to any cases that are currently undergoing legal process, no comment can be made.

2. Apologies

Apologies were received from Chris Wilson, Belinda Liebelt, Sam Bolton, Helen Nicholson, Alice Gorman, Mick Morrison, Denise Gaughwin, Alistair Paterson, Dan Rosendahl, Pat Gaynor, Heather Burke and Jill Reid.

3. Confirmation of the Minutes of the 2011 AAA AGM

The Minutes of the 2011 AAA AGM, held at the Church Hall, Toowoomba, Queensland (Qld) on 2 December 2011, were published in *Australian Archaeology* 74:124–137.

Motion: ‘That the Minutes of the 2011 Annual General Meeting of the Australian Archaeological Association Inc. as circulated, be taken and read as confirmed’. Moved: Nathan Wright. Seconded: Peter Veth. Motion carried nem. con.

4. Business Arising from the Previous AGM

Patrick Faulkner noted that AAA has continued with CHASS membership and that a AAA representative, Mirani Litster, was sent to the CHASS National Forum in Canberra; she has provided a report for that event. He further highlighted that, as noted at last year’s AGM, AAA was attempting to become a member of Science and Technology Australia (STA). Following on from the work carried out by the former President last year, in 2012 AAA joined the Federation of Australian Scientific and Technological Societies Inc. (FASTS, formerly STA), and a AAA representative, Birgitta Stephenson, attended the FASTS Science Meets Parliament event in Canberra this year; a report on this is included below.

Patrick Faulkner also noted that, following the motion moved at the 2011 AGM that AAA send a submission to the Minister and to AIATSIS regarding the AIATSIS budget and research grant cuts, these submissions were lodged in early 2012.

5.1 Reports

5.1 President’s Report (Patrick Faulkner)

This was the first term for the current Executive team, with 2012 proving to be a busy and challenging year. As President, my position was supported by the hard work and commitment of the other members of the Executive, and I would like to thank Nathan Wright (Treasurer), Anne Dighton (Secretary), Xavier Carah and Jacqueline Matthews (Membership Secretaries), Heather Burke and Lynley Wallis (Journal Editors) and Sally Brockwell (Public Officer). I would also like to thank the previous Executive, particularly Lynley Wallis and Mick Morrison, for their invaluable ongoing support and advice throughout the year.

In addition to those of the Executive Committee, the commitment and efforts of all our office holders and committee members ensures that the Association continues to operate successfully.

Building on the outstanding efforts of previous Editors (Annie Ross and Sean Ulm), Heather Burke, Lynley Wallis and the new Editorial Committee have produced two exceptional issues of *Australian Archaeology* this year. Heather’s and Lynley’s work has again increased the standard and profile of the journal, and they deserve our utmost congratulations and thanks for their efforts in presenting high-quality Australian research.

Following on from this, the launch of the new AAA website in June has provided us with a stronger professional web presence, and an effective means of communication with our membership, as well as more broadly with the general public. We would like to acknowledge the work of all those involved in the Web Redevelopment Subcommittee, and in particular the efforts of Mick Morrison as Webmaster, who was a driving force behind the new site. Thanks also to our Media Liaison Officers, Alice Gorman and Iain Davidson, for their efforts throughout the year in furthering the media profile of the Association.

We thank Chris Wilson for continuing in his position as Indigenous Liaison Officer (ILO), for providing advice on several issues and for his work with the Annual Conference Organising Committees. In June, following a suggestion from Chris, Kellie Pollard (Flinders University) was appointed to act as a second ILO, and we thank her for accepting this role.

I would also like to take this opportunity to thank the Chairs of the following AAA Subcommittees—Richard Fullagar (Code of Ethics), Lynley Wallis (Information Technology Subcommittee), Sean Ulm (Australian National Committee for Archaeology Teaching and Learning, ANCATL), Annie Ross (Prizes and Awards Subcommittee) and Stephen Free (Indigenous Subsidies Subcommittee). This year Sarah Ward handed the Chair of the National Archaeology Week (NAW) Subcommittee to Helen Nicholson, and we thank them both for their work in this area.

The Executive would also like to thank our State and Territory representatives, a number of whom have had an extremely busy year in 2012 with legislative reviews and reforms: Sally May (ACT), Maria Cotter (NSW), Trish Bourke (NT), Dee Gorrington (Qld), Belinda Liebelt (SA), Denise Gaughwin (Tas.), Harry Webber (Vic.) and Sam Bolton (WA).

While there were a number of responses, submissions and reviews undertaken by the Association throughout the year, here I would like to highlight some of our major activities.

Following record membership numbers for AAA in 2011, and as is discussed in the Membership Secretaries' report, we have again increased our membership to record high levels in excess of 1000. Thanks for this growth in membership go largely to Jacqueline Matthews and Xavier Carah, who have put significant time and effort into the recruiting and processing of the applications this year.

A submission to the Qld State Government for the Inquiry into the *Aboriginal and Torres Strait Islander Land Holding Bill 2011* was prepared on behalf of AAA in January at particularly short notice by Annie Ross and Dee Gorrington (with thanks also to Jamin Moon and Oliver Brown for their input). Unfortunately, in February the Qld Government went into caretaker mode following the announcement of the State election, with the Committee dealing with this inquiry ceasing to exist. This issue was followed up with a letter sent to the Minister responsible in November seeking clarification on the Qld legislation reforms.

During February, Belinda Liebelt, with assistance from Chris Wilson, prepared a submission on behalf of AAA in response to an invitation from the SA Aboriginal Heritage Branch (AHB) to comment on a draft of the Cultural Site Recording Guidelines regarding the recording of sites of significance.

In March the Association submitted a response to Senator Evans (Minister for Science) and the AIATSIS Principal and Deputy Principal following cancellation of the AIATSIS Research Grants Program for 2012. This submission was developed by the Executive with support from Peter Veth, Ian McNiven, Lynley Wallis, Sean Ulm, Ben Gunn, Sally Brockwell, Annie Ross, Geoff Bailey, Betty Meehan, Mike Smith and Duncan Wright, with further assistance from Claire Smith (as WAC President). During this month a letter was also sent to Senator Evans regarding the Australian Research Council's (ARC's) decision to remove researchers in Australian museums from those eligible to apply for ARC Discovery Grants; thanks to Peter White, Heather Burke and Lynley Wallis for their assistance with this.

In June, the Executive, with feedback from Luke Kirkwood, Richard Mackay, Sharon Sullivan, Paul Taçon, Chris Wilson and Iain Davidson, prepared a response on behalf of the Association to the Federal Australian Heritage Strategy Public Consultation Paper (April 2012). Following a suggestion from Noelene Cole, comments on the draft Terms of Reference for the Wongai Coal Project in Princess Charlotte Bay, north Qld, were also provided to the Qld Government as a joint submission with Australasian Society for Historical Archaeology (ASHA). We thank Jon Prangnell (ASHA President), Noelene Cole, Nicky Horsfall and Dee Gorrington for their work on this submission. The Association also participated in the review

of the proposed changes to the *Aboriginal Heritage Act 1972* (WA), providing a letter of support for the detailed submission by AACAI. We thank Fiona Hook (AACAI National President) and Phil Czerwinski (AACAI WA Chapter President) for providing us with this opportunity, and Sam Bolton for her work on the review.

In September, a letter on behalf of both AAA and ASHA was sent to the Qld Premier to protest the significant loss of senior heritage personnel in the State Government, with thanks to Jon Prangnell (ASHA), Dee Gorrington and Sean Ulm for their assistance.

In 2012 AAA continued its membership of the Council for the Humanities, Arts and Social Sciences (CHASS) and, following on from the initial steps taken by the former President, the Association became a member of the Federation of Australian Scientific and Technological Societies Inc. (FASTS; formerly STA). We thank Mirani Litster for representing AAA at 'The Human Dimension: Inaugural CHASS National Forum', and Birgitta Stephenson for representing AAA at the 'FASTS Science meets Parliament event', both held in Canberra during September.

The Executive have also been working on establishing a moderation policy for the use of official AAA social media platforms (blogs, Facebook, Twitter) to comply with our insurance and legal obligations in the use of these pages.

Thanks go to the 2012 AAA Annual Conference Organising Committee, led by Richard Fullagar and Bert Roberts, and all of those at the University of Wollongong and more broadly for providing us with such a stimulating and exciting program for this year's conference. Wendy Beck, Peter Grave and the staff and students at the University of New England have generously agreed to host the 2013 AAA Conference, likely within the Coffs Harbour area, with more information to be disseminated to our members as it comes to hand.

Finally, as I complete my first term as President, I would like to thank all of the members who have given freely of their advice and encouragement on a range of issues over the last year.

Discussion Arising: None.

5.2 Secretary's Report (Anne Dighton)

As in previous years, the role of Secretary in 2012 has revolved largely around dealing with two major areas of correspondence. These were, firstly, the dissemination of information to the membership and, secondly, a significant number of requests for advice on job prospects, work experience and fieldwork opportunities. The increased number of the latter may have been as a result of the website redevelopment since during this process this information wasn't available on the AAA website. As the Webmaster's report highlights, many visits to the website were in relation to employment opportunities and I urge those members who have not already done so to make the most of this resource and place these types of opportunities onto the AAA website as the interest is definitely out there. Other enquiries to the Secretary this year included questions regarding preservation of archaeological material and overseas students requesting information on Australian CHM legislation. In all of the above cases, advice was offered or the enquirer was referred to the appropriate individual or organisation.

In addition to working with the Executive on the items outlined in the President's report, in 2012 the Secretary's role also included working with our Webmaster, Mick Morrison, to streamline the process of administering and distributing content to our members via the email list and onto the new website. I thank Mick for his help in familiarising us with these processes and for his patience in getting us through the teething problems.

I would like to thank my predecessor, Nathan Wright, for his support during the handover of roles. I will be stepping down as Secretary early next year and will be doing a gradual handover to Tiina Manne in February. I thank Tiina for agreeing to take over the role. Lastly, thank you to the 2012 Executive—it has been a challenging year and you have been fantastic to work with throughout.

Discussion Arising: The President formally thanked and acknowledged Anne for her hard work throughout the year.

5.3 Treasurer's Report (Nathan Wright)

Overview

The financial position of AAA is excellent and the 2012 financial year (1 September 2011 to 31 August 2012) saw an overall net profit of \$26,341.68, which is a decrease of \$31,157.07 from 2011 (Table 1). The decrease in net profit is not related to decreased income but rather increased costs for the 2012 financial year. 2012 has seen a major increase of \$35,174.13 in annual expenditure which is attributable to several factors including increasing journal production costs, and costs associated with the new AAA website and updating the AAA financial system. The 2011 Annual Conference saw a

profit of \$40,117.41, although this profit is split over two years (2011 and 2012). The total equity in the Association as of 31 August 2012 is \$200,036.43, compared to \$173,694.75 in 2010.

Income

Memberships continue to represent the Association's major source of income and have increased markedly from \$45,256 in 2010, \$67,350.08 in 2011 to \$76,476 in 2012. This represents a 124% increase in membership-derived income since 2009.

Conference related income in 2011 sits at \$25,723.63 for 2012, though this figure is skewed by the fact that revenue associated with conference registrations was managed directly by AAA in 2011 and by an external organisation for 2012. For reporting reasons this revenue (\$25,723.63, Table 3) does not represent only conference profit, but instead reflects income associated with registrations and sponsorship for both the 2011 and 2012 conferences less expenses related to both conferences and monies held by the Conference Online Trust for the 2012 conference (Table 2).

Profits from the 2011 annual conference managed by USQ at Toowoomba were \$40,117.41. However, as mentioned before, this profit is split over the 2011 and 2012 financial years. Regardless, the profit generated by the 2011 conference is a considerable increase over the annual conference profit for the previous three years, which stands at an average of \$13,374 per year. Table 2 shows in detail the income and expenses in the 2012 financial year for both the 2011 and 2012 conferences to date.

2011 saw several new income streams, principally for income derived from distribution by the Copyright Agency Ltd (CAL)

	2010	2011	2012	Variation
Total income	\$74,359.00	\$120,185.69	\$124,202.75	\$4,017.06
Total expenses	\$41,103.00	\$62,686.94	\$97,861.07	\$(35,174.13)
Operating profit	\$33,256.00	\$57,498.75	\$26,341.68	\$(31,157.07)
Retained profit	\$82,940.00	\$116,196.00	\$173,694.75	\$57,498.75
Total equity	\$116,196.00	\$173,694.75	\$200,036.43	\$26,341.68

Table 1 Profit and loss, 2012 financial year.

	2011	2012	
Conference registrations	\$119,331.99	\$138,655.00	
Conference sponsorship	\$33,476.00	\$22,226.00	
Conference expenses	\$(133,088.66)	\$(22,347.70)	
Totals	\$19,719.33	\$138,533.30	
Total monies collected in 2012			\$158,252.63
Monies held by Conference Online Trust			\$132,528.83
Income retained by AAA for the 2012 financial year			\$25,723.63

Table 2 Conference income, 2012 financial year. Note that the income retained by AAA for 2012 is the total monies collected less the monies held by Conference Online Trust.

	2011	2012	Variation
Conference	\$20,913.03	\$25,723.63	\$4810.60
Journal income	—	\$15,205.03	\$15,205.03
Non-subscription income	\$16,071.56	\$1650.00	\$(14,421.56)
Subscriptions and back issue income	\$67,350.08	\$76,476.48	\$9126.40
Interest	\$2663.23	\$5147.61	\$2484.38
Total income	\$120,185.69	\$124,202.75	\$4017.06

Table 3 Income, 2012 financial year.

of papers published in *Australian Archaeology*. Additional income is derived from sponsorship for *Australian Archaeology*.

Expenditure

Total expenses for 2012 were \$97,861.07, an increase of \$35,174.13 compared with 2011 (Table 4). The major increase in expenses is associated with website development, information technology (IT) and training (up to \$27,294.00 from \$5346.00 in 2011). The bulk of the expenses include professional development of the new AAA website, which is now our primary medium for communication and management of membership data. In addition to website development, and in response to motions passed at the 2011 AGM, AAA purchased professional accounting software and training which will allow us to better manage our taxation, auditing and bookkeeping responsibilities. The purchase of this software represents a largely one-off expense and, after considerable research, was considered a less costly and more useful purchase than the employment of a part-time bookkeeper since the purchase also includes ongoing training and technical assistance. This purchase and training will increase the efficiency of invoicing, issuing payment reminders, receipts and so forth, and also ensure that our accounts are much more organised than at present. In addition, by March 2013, AAA will be able to predict income and expenses more accurately, making forecasting a possibility, and allowing AAA to react to fiscal, membership and legal issues more appropriately in the future.

Journal production—which includes printing, postage, layout, artwork and employment of an editorial assistant—has increased by \$8034.40 in 2012. The category of postage and stationery is also largely associated with journal mail outs, though does include other postage costs not associated with the journal. This figure has increased by \$6552.96 from 2011, though this reflects a change in bookkeeping practices as this category was formerly subsumed under the general category of journal production. Thus, incorporating postage, the journal production costs are in the order of \$51,000 and have increased by approximately \$12,000 since 2011. This can be attributed to increased membership numbers and journal page length, along with a shift to colour printing from *Australian Archaeology* 71 onwards; however, the latter expense is largely offset by sponsorship received and income generated by the journal through CAL.

A range of other less notable changes in expenses occurred in 2012. Merchant and bank fees have climbed significantly

due to an increase in the number and types of account the Association operates, increases in the cost of producing cheques for bill payments, the introduction of PayPal for membership payments, and fees associated with payment collections for the 2012 conference. Many of these fees can be reduced in the future but will require changes to our banking practices, most notably those associated with conference organisation. The use of PayPal for collection of membership fees has caused a slight increase in merchant fees (\$833.22) over 2011. However, this will be offset by the increase in efficiency of payment collections and ease of management for refunds, along with AAA now having direct control over membership and subscription income.

Sundry expenses appear significantly higher in 2012 as they include money AAA spent on NAW, CHASS, Federated Archaeological Information Management Systems (FAIMS) and ANCATL, rather than reporting these as separate expenses. Expenses incurred for advertising and promotion are significantly lower at \$184.00 for the year, although costs associated with CHASS membership and NAW could be considered part of this expense category; for reporting purposes they have not been. Insurance and regulatory costs are slightly lower this year but this is a reflection of when payments were made rather than actual cost to AAA.

Conference related expenses are not seen in our expenses table at this stage due to reporting requirements and the fact that Conference Online Trust holds the vast majority of income associated with the 2012 conference. However, Table 2 does show a breakdown of the income and expenses recorded for both the 2011 and 2012 conferences as reported in this financial year. The 2011 conference generated some \$152,807.99 of income and \$133,088.66 of expenses in the 2012 financial year. In addition, the 2011 conference generated \$20,398.08 profit in the 2011 financial year. Therefore, congratulations to the 2011 conference organisers for generating a total profit of \$40,117.41 for the 2011 conference. The 2012 conference figures are somewhat skewed by the fact that the majority of collection of sponsorship monies and registrations occurred in the 2012 financial year but the majority of expenses related to the 2012 conference will occur in 2013. Figures for the 2012 conference for this financial year total \$160,881 in income and \$22,347.70 in expenses.

Assets and Liabilities

Table 5 highlights current assets and liabilities. Current assets have increased by \$158,870.28 to \$343,780.43. Variation

	2011	2012	Variation
Advertising and promotion	\$(10,473.56)	\$(184.00)	\$10,289.56
Audit fees	\$(770.00)	\$(880.00)	\$(110.00)
Bank fees and charges	\$(228.77)	\$(4334.70)	\$(4105.93)
Insurance and regulatory costs	\$(3630.94)	\$(2748.63)	\$882.31
Web development, IT software and training	\$(5346.00)	\$(27,294.00)	\$(21,948.00)
Journal production	\$(37,210.57)	\$(45,244.97)	\$(8034.40)
Prizes	\$(2000.00)	\$(3040.00)	\$(1040.00)
Sundry expenses	\$(120.00)	\$(5189.26)	\$(5069.26)
Postage and stationery	\$(2,392.15)	\$(8945.11)	\$(6552.96)
Conference related expenses	\$(514.95)	See Table 2	—
Total expenses	\$(62,686.94)	\$(97,861.07)	\$(35,174.13)

Table 4 Expenses, 2010 financial year.

occurred in liabilities (\$143,743.83) due to monies held by Conference Online Trust being considered payables for the 2012 conference. Note that the amount held by Conference Online Trust as of 31 August 2012 (\$132,528.83) appears in both assets and liabilities, effectively cancelling each other out. Therefore, our principal liability remains the Bruce Veitch Award Fund, which remains the same as 2008, 2009 and 2010 at \$11,215.

There was an increase of \$26,341.68 in net assets (i.e. less liabilities), from \$184,910.15 in 2011 to \$200,036.43 in 2012. The total equity/retained earnings of the Association for 2012 currently stand at \$200,036.43. This includes a marked increase in retained earnings over the past three years, though in 2012 this is partially attributable to the incorporation of income from a particularly profitable conference in 2011 of \$20,913.03. A total of \$150,000 for current retained earnings (excluding 2012 conference income and expenses) is a more realistic estimation of current (as of 7/12/2012) position. This is a marked increase when compared with figures from 2009 (\$82,940.33) and 2010 (\$116,196) but is a little less than 2011 (\$173,694.75).

Assets are currently distributed across seven accounts. The UWA account, which retained membership monies, has been closed. Membership monies are now regularly transferred from our PayPal account into our general operating account. The CBA Term Deposit held \$55,000 as of 31/08/2012 and generated \$1935.51 through interest in 2011. The CBA Term Deposit account holds \$75,000 as of 7/12/2012. Our primary account, the CBA Cheque Account, currently stands at \$111,354.18 and the new account established specifically for the conference has a balance of \$36,769.24. Our PayPal account holds \$5771.50 and the new journal account holds \$1081.30.

Considerations for 2013 and Beyond

The 2011 and 2012 financial years have seen a marked increase in annual income. However, there has also been a marked increase in expenses, many of which are one-off and should not be recurring. Once forecasting is complete, the Association should be able to plan around a conservative estimate of

annual profit of \$10,000 to \$20,000 per year for 2013 and beyond, provided costs do not increase at the same rate as the last two years.

Caution does need to be applied when forecasting profits as uncertainties such as membership income streams cannot be assumed to increase consistently. Other sources of non-membership income, such as copyright claims and conference profits, are likely to continue. However, one of the challenges AAA faces is managing our increased equity appropriately. Potential pitfalls include the allocation of large sums of money at AGMs. Even though the current equity of the Association sits in excess of \$200,000, this does not accurately reflect our entire operating year. For example, if our equity was measured in June of 2012 then it would sit at ca \$125,000, including \$75,000 in term deposits, giving an operational equity of \$50,000. This fluctuation in equity is due to the nature of AAA income and expenditure streams. A significant proportion of AAA expenditure occurs in the first half of the calendar year; concomitantly, the vast majority of AAA income occurs in the second half of the calendar year. Essentially this means that caution must be taken when allocating large sums of money for expenditure at the AGM, as there is potential to reduce the actual operating equity of AAA to unsustainable levels.

Two motions are offered to assist in dealing with potential low operating capital.

It is recommended that only sums of up to \$50,000 be allocated at the AGM and that the timing of this allocation be at the discretion of the AAA Executive. This will ensure that the AAA operating equity does not fall to unsustainable levels.

Much of AAA's equity can be locked up in term deposits at any one time, primarily so the Association can earn interest on excess monies. However, term deposits offer little flexibility: if money invested in them is needed in an emergency the Association forfeits its interest. The result of this is that only conservative amounts are being invested in term deposits and the rest of the Association's funds are held in low interest accounts. **It is recommended that, instead of using term deposits as the primary interest gathering account type, AAA move to using Business Saver accounts.** Business Saver

		2011	2012	Variation
Current Assets	CBA Cheque Account	\$117,043.95	\$111,354.18	\$(5689.77)
	CBA Term Deposit	\$28,791.05	\$55,000.00	\$26,208.95
	CBA Journal Account	-	\$1081.30	\$1081.30
	CBA Conference Account	\$3,480.00	\$36,769.24	\$3480.00
	UWA EFT Account	\$35,595.15	-	\$(35,595.15)
	PayPal Account	-	\$5771.50	
	Petty Cash	-	\$1275.38	
	Conference Online Trust	-	\$132,528.83	
	Total Current Assets	\$184,910.15	\$343,780.43	\$158,870.28
Current Liabilities	Bruce Veitch Award	\$11,215.00	\$11,215.00	-
	Conference Online Trust	-	\$132,528.83	\$(132,528.83)
	Total Current Liabilities	\$11,215.00	\$143,744.00	\$(132,528.33)
	Net Assets	\$173,694.75	\$200,036.43	\$26,341.68
Equity	Retained Earnings	\$116,196.00	\$173,694.75	\$57,498.75
	Operating Profit	\$57,498.75	\$26,341.68	\$31,289.80
	Total Equity	\$173,694.75	\$200,036.43	\$26,341.68

Table 5 Balance sheet, 2012 financial year.

accounts offer the same or similar interest to term deposits while still maintaining access to the invested money without interest loss. In this manner more of the Association's equity can be used to gather high interest, while at the same time offering more flexibility for operational reasons.

In terms of general operating efficiency, the Association is currently tied to using cheques as the primary payment method for any invoices. This is becoming increasingly expensive as cheque accounts now attract more monthly fees than non-cheque accounts (\$40 per month as opposed to \$10 per month). In addition, more suppliers of goods and services are refusing cheque payment. **It is recommended that the Association move towards electronic banking and direct transfer as the primary bill payment method.** This would decrease merchant fees and increase operational efficiency. Two signatories would still be required to transfer money so only the method of movement would change.

There is an increasing load on the Treasurer position with the increase in equity directly controlled by the Association. In conjunction with this, the Treasurer role is voluntary and as such, any future Treasurer will likely have other roles or employment. In order to maintain consistency and operational efficiency assistance is needed. **It is recommended that the appointment of an Assistant Treasurer be made to assist in the task of managing AAA funds.** This appointment will allow more consistency in general operations and allow for a more seamless accounting system to be fully implemented.

As intimated previously, the Association's financial position is currently excellent. However, costs for a range of items are increasing and the Association needs to plan carefully for its financial future. At this stage, costs for key elements of AAA, such as the journal and website operations, are increasing at a greater rate than our income. In order to rectify this and continue to provide a quality journal and website we need to find avenues for increasing income. There has been no increase in membership fees since 2009, however it is our desire that student prices remain as low as possible. **It is moved that standard membership fees be increased to \$80, institutional membership fees be increased to \$180 and overseas membership fees be increased to \$120. Student and retiree membership fees would remain the same as current.** This would increase the income for the association sufficiently to maintain and increase the quality of our journal and other services.

Discussion Arising: The Treasurer proposed a motion that only sums of up to \$50,000 be allocated at the AGM and that the timing of this allocation be at the discretion of the AAA Executive. Annie Ross suggested that the wording of the motion should be that only sums over \$50,000 (or another appropriate amount) need to be discussed at the AGM and that amounts under that should be at the discretion of the Executive. Matthew Spriggs was of the view that the wording of the motion should remain as stated, as important items for discussion are raised at the AGM with regards to allocation of funds. Harry Webber made the point that the issue was more about the timing of the allocation than the amount and that the wording could reflect that amounts over \$10,000 be discussed at the AGM and that the timing be left to the discretion of the Executive. The Treasurer agreed that the issue

is often one of timing of distribution of funds rather than whether the funds are available for distribution. Sean Ulm suggested that no motion for this matter was required and that, as the allocation of funds and available reserves fluctuates year to year, the allocation of funds should be left to the discretion of the Executive so as to allow them flexibility to respond to the needs of the organisation. It was agreed that no motion was required.

Motion: 'That instead of using Term Deposits as the primary interest gathering account type, AAA move to using Business Saver accounts'. Moved: Nathan Wright. Seconded: Ken Mulvaney. Motion carried nem. con.

Motion: 'That the Association move towards electronic banking and direct transfer as the primary bill payment method'. Moved: Nathan Wright. Seconded: Sean Ulm. Motion carried nem. con.

Further Discussion Arising: The Treasurer moved a motion that the appointment of an Assistant Treasurer be made to assist in the task of managing AAA funds. While this motion was moved and seconded, further discussion arose, with Richard Fullagar asking whether this was primarily to manage the conference funds. The Treasurer responded that, while a significant sum of money was generated by the conference, there is also more management of funds required for activities such as copyright fees for the journal, the management of the enlarged cash flow from the journal generally and also the implementation of a new system for managing the cash flow of the organisation. Doug Williams asked whether a motion on this issue was required and Annie Ross advised that it wasn't. Luke Godwin commented that, given the significant size of the budget of the Association currently, it might be appropriate for lawyers to look at the wording of these motions to ensure that everything is in order and that the words used are reflective of what the organisation is trying to achieve. The Treasurer responded that he had spoken with the auditors, that an Assistant Treasurer was appropriate and that he was happy with the wording. Jo McDonald asked whether it might be necessary to pay a stipend to a part-time bookkeeper. The Treasurer responded that he had investigated this option but that the cost was prohibitive (ca \$10,000–\$15,000) given the small profits of the Association. Sean Ulm raised the point that the title of this position needed to be explicit with regards to the Constitution, in particular with regard to the signing of cheques. The Treasurer advised that the new position would be purely an assistant role and would not have the authority to sign cheques. It was agreed by the meeting that no motion was required with regard to the appointment of an Assistant Treasurer.

In response to the Treasurer's proposal that a motion be passed that ordinary, institutional and overseas membership be increased, Ken Mulvaney asked whether we need a glossy colour journal, as he felt the function of the Association was to keep fees relatively low. Lynley Wallis responded that the response to the newer format of the journal has been positive, with increased take-up rates. She further noted that the journal is also larger and that, while it doesn't cost more to send out, the Association is now sending out approximately 1000 copies rather than 800 which accounts for some of the increase. Lynley Wallis also commented that, as the journal

is the Association's main activity in terms of promotion of the organisation, the improved quality is important. Luke Godwin commented that the proposed increase per week is insignificant. Matthew Spriggs asked whether the overseas membership costs are actually \$40 a year more than domestic membership. Lynley Wallis responded that they were, that it was especially expensive to send to North America, and that many international members are from the US and Canada. Sean Ulm questioned whether a business case existed to increase membership fees given the profit noted in the Treasurer's report. He further noted that overseas memberships are a vital part of the Association's membership and he would not like to see them squeezed out. The Treasurer responded that, while the Association shows a profit now, it is not possible to be sure that the current level of memberships will continue and that it is prudent to have money in the bank in case of change. He further noted that the overseas membership increase was to cover the increased postage costs and that the Association suffers a loss on each international membership, on top of losses also made on student memberships. Lynley Wallis pointed out that the Association is involved in the WAC Global Libraries programme sending out 50 volumes free to libraries around the world. Jacqueline Matthews made the point that there will be an international student rate that will not be increased. Esme Webb asked whether it is possible to have an electronic journal format and could the journal be offered electronically to North America. Lynley Wallis advised that this was an idea the Editors would like to investigate in the coming months but that it is a complicated process. Jeanette Hope commented that often all membership costs increase at the same time and that people will have to make decisions about which memberships they continue with. She further noted that the high membership of AAA may be because the fees are still quite low but as fees increase people will opt out. The Treasurer noted that significant discussion within the Executive had taken place on these issues as they shared these concerns regarding increasing fees which was why only the standard, institutional and overseas members will be raised. Stephen Nichols asked what the breakdown between ordinary membership and student membership was, with a view to determining whether it would still be possible to support subsidised student membership with only a \$10 increase for ordinary memberships. Jacqueline Matthews replied that there are 674 ordinary members and 230 student members. Stephen noted that a \$10 increase would result in extra revenue of \$6500. Tom Sapienza asked whether, instead of subsidising North American memberships, North America be separated out as a separate category of membership and then the Association could subsidise elsewhere, for instance developing countries. Lynley Wallis advised that the posting out of the journal is complex and that another category for North America would add further complexity. She also noted that, although the last few conferences have run at a profit, this has not always been the case; if there is a conference that breaks even or loses money then the Association could go backwards; and that the small proposed increase provided a buffer against this, especially with regard to upcoming expenses such as the 40th anniversary edition of the journal in 2014. Carney Matheson made the point that with only 10 North American members, the subsidy

is covering only a small number of members. Peter Veth encouraged the Editors to look at the electronic journal model but noted that, compared with SAA as an example, the AAA journal is still very cheap. Fiona Hook commented that if rates are not increased for a long period, the Association will fall behind the CPI. The Treasurer agreed, saying that not cutting too far into the profits of the Association not only allows AAA to have the flexibility to achieve our aims but also maintains the Association's operational liability. A comment was made with regards to whether the Committee had looked at linking the fees across the board to the CPI, potentially on a yearly basis. The Treasurer responded that this would be a complex process and that for the moment the Association is happy to keep covering the costs as they stand. He further noted that it is not the aim of the Association to make large profits but rather to have money in reserve to allow the Association the flexibility to continue funding projects. Scott L'Oste-Browne commented that he has no problem with the \$10 increase but would not be in favour of a yearly increase. Jordan Ralph asked whether it would be possible to have a part-time student rate as well. Jacqueline Matthews advised that this is at the discretion of the Membership Secretary and that part-time members need to contact the Membership Secretary or Student Representative if they are having difficulty paying the full student rate.

Motion: 'That membership fees be increased: ordinary to \$80, institutional to \$180, overseas to \$120, overseas student to \$80. Student and retiree fees will remain as current at \$40 per year'. Moved: Annie Ross. Seconded: Doug Williams. Motion carried.

5.4 Membership Secretaries' Report (Jacqueline Matthews and Xavier Carah)

Announcements for 2012

During 2012 the AAA membership base reached and surpassed the milestone of 1000 members (currently 1068, see Figure 1). This is a significant event in the Association's history and is a continuation of the unprecedented growth we experienced in 2011. Surpassing 1000 members for 2012 highlights the increased significance and relevance of AAA within the archaeological community of Australia and abroad. The second major event was the creation of the new AAA website. The website now hosts the membership database of AAA and is a vast improvement on our previous online and offline systems, allowing members to edit their own contact information and being directly linked to the online payment system. We expect that with the automated systems of the new website, the workload for Membership Secretaries will start to decrease.

Membership Base

As per previous years, ordinary members dominated the membership for 2012, with a modest increase of 7.2% on last year (Table 1). The major increase has come from students, with an increase of 25% (230 members). This is the most substantial increase of any of our membership categories and highlights the importance of students to the Association. We can identify three reasons why student memberships may have increased this year. Firstly, there is the continuation and success of previous initiatives of targeting students by

engaging university lecturers to promote AAA membership. Secondly, the appointment of Jordan Ralph to the revitalised Student Representative's role at last year's AGM has increased the visibility and relevance of student participation in the Association. Thirdly, the phenomenal success of 'Meet the Graduates' at the Toowoomba 2011 conference has highlighted the benefits that AAA membership provides to students as they move from study into the workplace.

A breakdown of memberships across the states demonstrates the continued importance of the mining boom to our discipline. The increase in membership numbers is not confined to the 'mining states' and therefore may represent the growth of a fly-in/fly-out cultural heritage population. NSW continues to dominate the states, with 253 individual members this year (Figure 2).

Initiatives and Membership into the Future

In 2011 we listed a range of initiatives designed to continue the growth in membership experienced last year. Overall these initiatives have been a success, with an increase in new and old members returning to AAA.

The redevelopment of the AAA website has increased the incentives for members to maintain their membership and to renew early in the year. For this we are sincerely grateful for Mick Morrison's efforts as Webmaster. The new website allows us to provide members with 'premium content', including more journal content, job offers and seminar/conference information exclusive to current members.

We have worked hard throughout the year to encourage all members to renew their AAA membership early in the year. Membership renewals received throughout the year create extra work for both the Membership Secretaries and Journal Editors, and cost the Association through increased postage cost. In 2013 we will continue, as we did during 2012, to offer free memberships at the early milestones of 100th, 200th, and 300th member. This initiative was a huge success in 2012, with the first journal mail-out (mid-June) including 828 individual members.

We realise that the unprecedented growth experienced in membership numbers over the last few years is not exponential. The second half of 2012 has seen job cuts in both the private and public sector across the country. These cuts

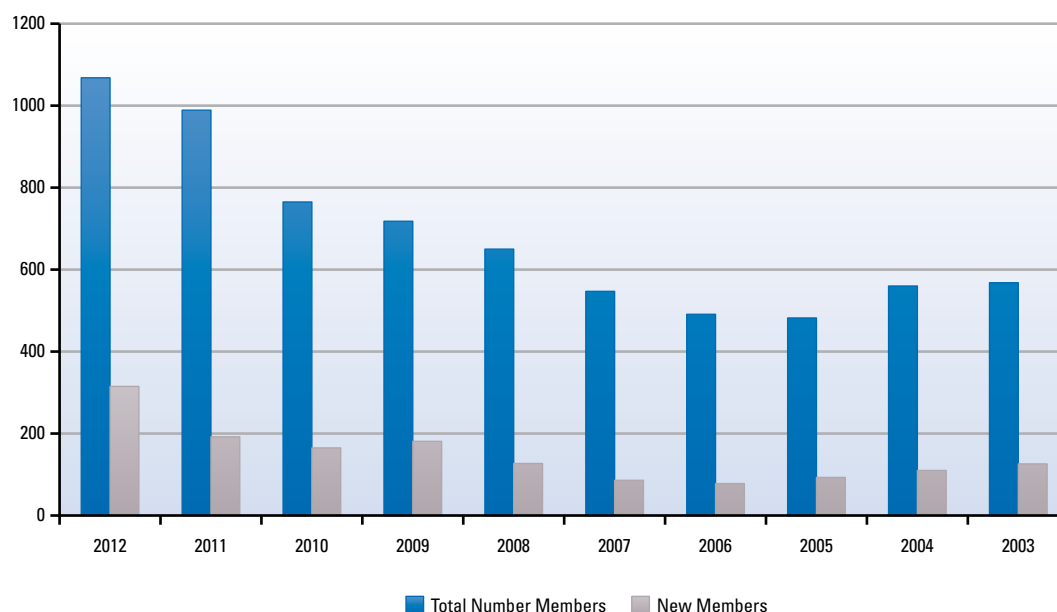


Figure 1 Total membership base and number of new members from the past 10 years.

Membership Categories	2012	2011	2010
Secondary student	2	0	0
Teacher	3	4	0
Institutional	65	70	69
Life member	17	14	13
Non-member (journal only)	1	2	0
Ordinary	674	629	484
Overseas	27	27	22
Retiree	49	59	40
Student	230	184	137

Table 1 2012 membership breakdown compared to 2011 and 2010. Note that the increase in lifetime members includes companies that index *Australian Archaeology* and memberships required to fulfil legal obligations, not just those awarded to outstanding members (awarded life memberships = 11).

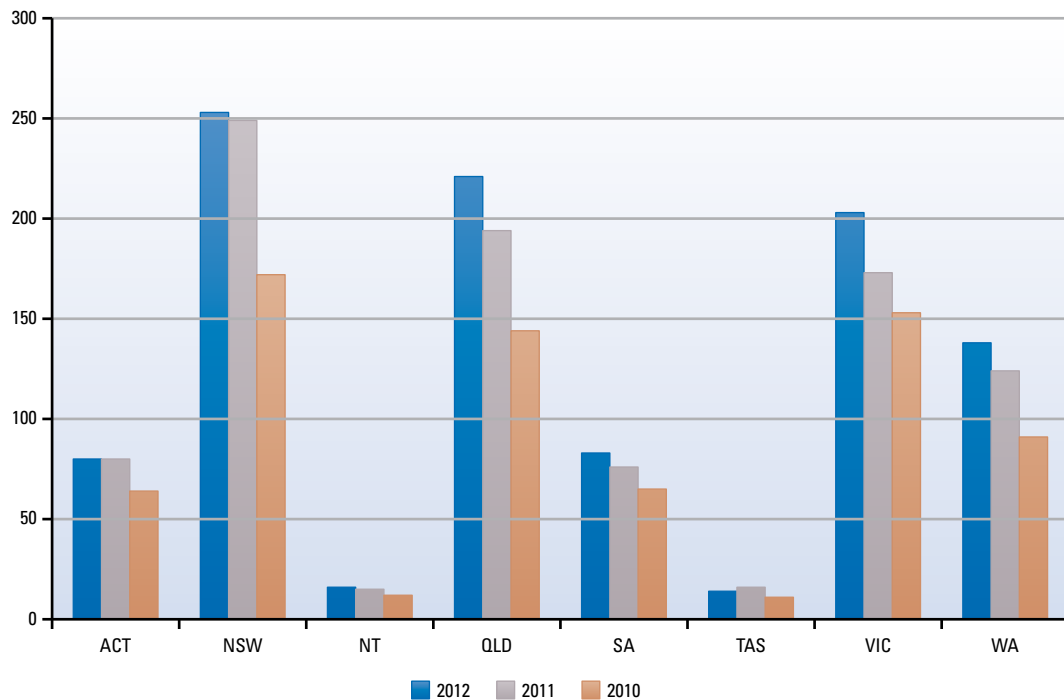


Figure 2 Membership breakdown per state.

will undoubtedly have an impact on our membership base over the next few years as people move out of the industry. The Association will endeavour to maintain a healthy membership base through developing new initiatives and creating more benefits for our members.

Acknowledgements

We would like to thank Mick Morrison, Lynley Wallis, Heather Burke and Patrick Faulkner for their support throughout the year and all of the members who responded to our continued reminders to renew and who helped us reach the 1000 milestone by advertising AAA membership to their friends, colleagues and students.

This year is my (Jacq's) last as Membership Secretary and I would like to take the opportunity to thank all of the members of AAA with whom I've had contact with over the past 2.5 years, your support and encouragement has made my time in this role much more enjoyable. I am also very proud to have been a part of the membership team that brought AAA to its milestone of 1000 plus members and look forward to seeing the Association grow into the future. I would like to thank my previous co-Secretary Dan Rosendahl for his enthusiasm and support. I would also like to thank Sean Ulm, Lynley Wallis and all of the Executive members who I have served with for their encouragement and mentorship over the years. And finally I would like to wish the incoming and continuing Membership Secretaries all the best for the coming year.

Discussion Arising: Patrick Faulkner formally thanked Jacqueline Matthews for her hard work during her 2.5 years as Membership Secretary. Andrew Fairbairn asked whether there is an option for automatically paying membership fees from your bank account. Jacqueline Matthews advised that this is

possible with the new online payment system running through PayPal. Roarke Muhlen-Schulte commented that everyone should be aware that problems exist with PayPal. Lynley Wallis advised that the use of PayPal was related to the set-up of the new website. The Treasurer advised that he is aware of the PayPal issues and monitors it, but that it is still one of the more secure options. He further noted that the Association still accepts cheques. Stuart Rapley commented that, if someone would prefer not to use PayPal they could still use a credit card with PayPal. Luke Godwin asked whether a penalty could be introduced if membership fees are not paid by a set deadline. Lynley Wallis advised that this has been discussed but that the membership sign-up has been strong. She noted that it was hoped that this would continue but the option of the late fee penalty could be implemented through the website in future if necessary.

5.5 Editors' Report (Heather Burke and Lynley Wallis)

During 2012 Numbers 74 (June) and 75 (December) of *Australian Archaeology* were published; AA74 was posted in mid-June and AA75 in early December.

This year was our first as Editors and we set ourselves the modest goals of learning the ropes and attempting to maintain the high standards set by our predecessors; after a few hiccups we think we've nearly got the hang of it. With the changeover of Editors came a change in the Editorial Committee, and we offer our thanks to Sean Winter (Short Report Editor), Alice Gorman and Jane Lydon (Book Review Editors) and Tiina Manne (Thesis Abstract Editor) for their efforts. After a very hectic first six months, we were extremely grateful when professional editor and current Masters student Susan Arthure

joined the team as our Editorial Assistant, allowing us to focus on other aspects of the journal. Upon advice from the previous Editors we also took the opportunity to make some changes to the Editorial Advisory Board, allowing some long serving members—who had originally signed on for a two year term and found themselves still in the role after five—to step down and reclaim some of their time to achieve other goals. Thanks to former EAB members Martin Gibbs, Lynette Russell, Meg Conkey, Chris Gosden, Andy Fairbairn, Simon Holdaway and Luke Godwin for their input and advice in previous years. In their place we welcomed Alistair Pike, Huw Barton, Oliver Brown, Joe Flatman, Sven Ouzman, Nancy Tayles, Michael Williams and Scott L'Oste-Brown to the EAB and thank them and the other continuing EAB members for their support and advice through the year.

Rather than implementing any major changes to the highly successful journal format and style, we looked in our first year to make minor modifications to improve the format, content and production quality of the journal. Recognising the value of informed debate on topical issues, we have brought the Forum section forward in the journal to profile it. Bearing in mind the current financial situation of the Association, record high membership levels, the rise in submissions and our desire to publish accepted manuscripts as rapidly as possible, we made the decision to increase the length of the journal. Full-colour printing has continued, affording authors the opportunity to present more engaging visual material. And with the new AAA website being launched, we are slowly working through the process of uploading old content and adding colour images from earlier issues to the website. We're also excited to be announcing the winner of the inaugural Ulm-Ross Prize for the best paper in AA at the Conference Dinner, a new prize to recognise the efforts of previous Editors Sean Ulm and Annie Ross in raising the profile and standard of the journal.

In their Report for the 2011 AGM, the former Editors highlighted some challenges for the journal that we have looked to address. Despite an even representation of men and women in the workforce, women have tended to be underrepresented as authors, referees and book reviewers in the journal. We have proactively sought out women to serve as referees and book reviewers, and worked behind-the-scenes with particular authors to provide additional guidance to them in preparing and fine-tuning their manuscripts; a future editorial will provide some descriptive statistics on the current situation.

Finding appropriate referees who are able to respond in a timely fashion is another aspect of the journal production that we were advised could prove challenging. As such, we've been encouraged by the near-universal positive responses we have received in response to our requests to potential referees, a list of whom are included in AA75. Although some declined to be listed in our annual referee list, the thorough and thoughtful reviews submitted by both our Australian and international colleagues makes our jobs much easier, and is of great benefit to authors. We encourage anyone interested in serving as a referee to send us an email letting us know the key areas in which they feel they could make informed comment so that we can utilise their expertise in the future.

To Grant Woolard (Hyde Park Press) and John Reid (Lovehate Design), thanks for your support and professionalism,

and putting up with our seemingly endless tweaking—we're sure when the time comes to hand the reins to a new Editorial team we may have just got the hang of it. Thanks also to the students of the Flinders Archaeological Society for helping with the mail outs, and finally, thanks to all those who have offered papers, short reports, book reviews and other material to the journal, without which we'd be out of a job!

Discussion Arising: Lynley Wallis noted further to the report that, as part of attempts to increase the outreach of the journal, each article in every future issue of the journal will have an accompanying plain English language blog so as to better disseminate information to the general public. Jacqueline Matthews has been seconded to take on the role of writing the blogs and Michelle Langley offered to assist her with this work; it was agreed that both Jacqueline and Michelle would undertake these roles until further notice. Lynley Wallis further noted that the new website provides a platform for these attempts to reach the broader community, with the new initiatives also including the Facebook page and other social media. She noted that the Facebook page now has 1000 'likes', more than half of which are non-members, so this approach seems to be successful.

5.6 Indigenous Liaison Officer's Report (Christopher Wilson)

This year, my role as ILO slightly diversified providing greater opportunity for Indigenous engagement across the AAA Executive, its membership and activities.

In 2012, there were three activities for which I was invited to provide advice and support. In February, I was contacted by Belinda Liebelt (SA Representative) to provide comment on her response to the Review of the SA Aboriginal Heritage Branch (AHB) draft guidelines regarding the recording of sites of significance according to Aboriginal anthropology or tradition. Although I was not in a position to provide extensive feedback, generic comments related to 'respecting Indigenous values and cultural heritage' were considered. Further information can be found in the SA Representative's report.

During the middle of the year, Sean Ulm extended a membership invitation to ANCATL. I accepted this position as ILO, with an expectation of developing strategies and mechanisms for increasing the engagement of Indigenous members in AAA. This has not been explored to date, however it is a key issue that I would like to explore in 2013.

In July, I was also asked by Pat Faulkner to provide advice on public relations issues regarding an open letter titled 'Unethical proposals and false claims, resulting in extreme Aboriginal violence and harassment of non-Aboriginal artists and archaeologists'.

In addition, I was also a member of the AAA Conference Organising Subcommittee as the contact for Indigenous Participation Funding for the AAA Annual Conference in Wollongong. In late July, a call for eligible applicants was distributed by conference organisers for which seven applications were received and reviewed by the committee comprising Richard Fullagar, Lynley Wallis and myself. As a result, all applications, comprising 19 Indigenous participants, were determined successful!

Finally, I put forward a suggestion to the Executive to co-opt another ILO to increase more engagement of Indigenous

people. As a result, Kellie Pollard (Flinders University) was accepted as the second ILO for AAA. Congratulations!

5.7 Media Liaison Officers' Report (Alice Gorman and Iain Davidson)

In 2012 our activities have included:

- Circulating stories about the activities of AAA members to relevant lists and Google groups;
- Continuing to develop the AAA presence in social media such as Facebook and Twitter;
- Creating an online media policy;
- Media releases; and,
- Developing closer relationships with several journalists.

Proposals for 2013 activities include:

- Development of a media kit available on the AAA website; and,
- Development of a biography database for prominent members of AAA.

Social media have proved to be effective in raising the profile of the AAA. For example, in September, in response to the loss of cultural heritage jobs in Qld, we issued a media release; ABC News in Qld published an online story in response to the release. When the story was tweeted, it was circulated to at least 2000 people (according to the available statistics).

At last year's AGM, it was proposed that we subscribe to a service that distributes media releases to journalists for a start-up fee and a fee per release. In light of our current needs, and the continuing development of our online presence, this no longer seems to be the most effective method of circulating information.

In October, AAA was alerted by our insurers that the lack of an online media policy made us vulnerable. The AAA Facebook and Twitter accounts were de-activated while a policy was established. Thanks to Xavier Carah, Nathan Wright, Jacqueline Matthews, Mick Morrison and others for their contributions to formulating a policy.

The sad passing of Alan Thorne in May highlighted a new issue. The time required in order to write an appropriate and accurate tribute meant that we missed the narrow window in which this was still news. In discussion with members of the Executive, we have started to put in place measures which will enable us to respond immediately in future situations of this kind.

We also propose to develop a media kit to be available on the website. The purpose of a media kit is to capture the media's attention by communicating information in a strategic way designed to encourage newspapers, radio shows, magazines and television to cover our stories. It might include:

- Background with historical information on the organisation;
- Fact listing specific features, statistics or benefits;
- Copyright-free images for use in print and online stories;
- Interview topics with proposed questions and answers;
- Quotes;

- News angles;
- Case studies; and,
- Collateral advertising material, such as posters, fliers and brochures.

Thank you to everyone who assisted in media activities this year.

Discussion Arising: The President advised that Iain Davidson will be stepping down as one of the Media Liaison Officers and Elspeth (Ebbe) Hayes will fill that role in 2013.

5.8 Webmaster's Report (Mick Morrison) Website Redevelopment

2012 saw the official launch of a new website (<<http://australianarchaeology.com/>>) which has now replaced the earlier website run by Sam Bolton, the former Webmaster. I would like to take this opportunity to thank Sam for her hard work on the old site, as well as for her assistance and support with the transition. I would also like to thank members of the former IT Subcommittee, and in particular Lynley Wallis (Chair), for their efforts and assistance with establishing the new site.

One underlying aim of the redevelopment was to update the look and feel of the site, as well as to introduce a range of new services so as to allow the site to serve the purposes of the AAA and its members better. One of the unique aspects of AAA is the broad range of professional roles that our membership are involved in, both in Australia and internationally. Our new site is designed to foster greater communication between members and non-members with either a passing interest or an active involvement in archaeology and cultural heritage management. Key to achieving this was to establish the site with the necessary functions to allow for the distribution of content created by members, and to establish new ways for the Association to share this content with members and the interested public (social media, web feeds and email subscription). All of this was built onto the core structure of the old site where content changed irregularly. This includes information about study options, back issues of AA, conferences, awards, posters and so on.

A second key aim of the site was to build in membership management functions to allow both the AAA Executive and members to easily access, update and edit membership data, as well as easily renew or join the Association. At present, membership primarily provides access to electronic versions of both the current issue of AA as well as the last four back issues, with earlier material managed via JSTOR. In addition, only current members are able to submit news and announcements to the site for posting, though, in time, we anticipate restricting more content to current members.

The new site was launched mid-year and we have experienced our share of teething problems through late 2012, which largely emerged for two key reasons. First, the new functionality for publishing available through the site created some uncertainties about how and where particular kinds of information should be packaged and distributed. To address this, the newly formed IT Subcommittee is in the process of finalising a series of policies that will guide AAA website and social media activities. These policies will allow us to develop a more consistent approach to posting dynamic content.

The second key issue we have faced has related to uploading the broad range of content from the old site. While the web design team have incorporated much of the earlier content, there remains a range of materials, including past AAA conference posters and back issues of *AA*, that are yet to be uploaded to the new site. To address this, the Executive have recently approved funding to employ an assistant to upload and edit this material early in 2013.

In November, a new IT Subcommittee was formed which includes the AAA Webmaster (Chair), Secretary, Treasurer, Media Officers, and Journal Editors, as well as Jacqueline Matthews and Susan Arthure. This Subcommittee will make major decisions about the direction and scope of the website as well as policy, moderation and so on, in consultation with the AAA Executive.

Usage

Usage statistics for the period 1 June to 30 November 2012 are summarised in Tables 1–4. Tracking code installed on our site only began to collect meaningful data from June, however, despite this, some meaningful trends can be seen and these are outlined below.

Overall, the site saw 14,501 visits during this period and new visitors represent on average around 59% of visitors in this time (Table 1). Visitors used an average of 2.8 pages per visit and average visit time for this period was 2:39 minutes. This suggests that the website is primarily being used for short visits by people seeking out specific content, with limited ‘click throughs’ to other parts of the site. This is a trend that is likely to continue, due to our focus on publishing and promoting short (<300 word) blog-like pages that are easily distributed via email, social media and so on.

Table 2 illustrates major visitor sources. In terms of understanding key sources of website traffic, those visitors who were automatically redirected from the former, longer AAA website URL can be disregarded, since they originate from a range of sources that are beyond the gaze of our tracking cookies. Google searches represent approximately 19% of visits, while all other traffic sources are relatively low (<0.05% of overall visits). More meaningful traffic source data should be available in 2013 as search engine indexes, web links and user bookmarks are updated over the coming year.

Search engine keywords provide a good indication of the specific kinds of content that users generally seek out,

Month	Visits	% New Visits	Average Visit Duration	Pages per Visit
June	1429	72.0%	0:03:55	4.11
July	2151	65.9%	0:03:20	3.51
August	2622	60.8%	0:02:32	2.64
October	2813	56.2%	0:02:25	2.44
November	3091	52.8%	0:02:22	2.53
Totals	14,501	59.2%	0:02:39	2.80

Table 1 Website visitor statistics, 1 June to 30 November 2012.

Source	Visits	Pages/Visit	Average Visit Duration	% New Visits
Automated redirect from former website URL (.com.au)	6520	3.08	0:03:03	57.4%
Google organic search results	2927	1.78	0:01:19	68.0%
Direct visit (no referral)	2814	3.34	0:03:19	64.9%
facebook.com referral	475	2.63	0:02:56	49.3%
m.facebook.com referral	121	1.44	0:00:37	70.2%
Twitter referral	73	2.95	0:03:07	50.7%
Yahoo mail referral	51	5.47	0:06:05	54.9%
australia.icomos.org referral	38	1.55	0:01:27	76.3%
bing organic search results	38	2.55	0:02:29	71.1%
Totals	14,501	2.80	0:02:39	59.3%

Table 2 Website traffic sources, 1 June to 30 November 2012.

Keyword	Visits	Pages/Visit	Average Visit Duration
not provided	928	1.84	0:01:41
archaeology jobs australia	95	1.58	0:01:12
archaeology jobs	70	2.04	0:01:30
australian archaeological association	26	2.69	0:02:22
australian archaeology jobs	25	1.76	0:00:49
australian archaeological association code of ethics	18	1.83	0:00:46
archaeology jobs in australia	15	1.80	0:02:13

Table 3 Top search engine keywords (>15 visits), 1 June to 30 November 2012.

and data for keywords that attracted more than 15 visits are summarised in Table 3. While a large proportion of key words are not recorded owing to user privacy settings, it is clear that employment related searches are the key source of search engine traffic.

Finally, data on usage statistics for those pages with most page views over the data collection period are summarised in Table 4. If the home page and member login pages are disregarded, it is clear that there is a strong interest in employment-related content on the site, as indicated by pageviews on the *Job Announcements* page (2332), the *Study Options* page (1365) and the *Work Experience* page (1107).

2013

The ongoing focus of work on the site into 2013 is to ensure that new content is regularly uploaded and made available to members. We are particularly interested in member-contributed content, such as posts about topical issues, research results, media announcements and so on. To help encourage this, and to promote the content within future issues of AA, the Journal Editors have begun to commission blog posts about papers and short reports published in the journal; these will regularly feature on the front page of the site. The second key aim in 2013 will be to ensure that content from the old site is fully incorporated and made available to users with the assistance of a short-term paid employee. Finally, early in 2013 the conference website will be formally incorporated into the new site and will serve as the home for AAA conferences in future years.

In closing, I would like to take this opportunity to encourage Office Bearers, committee members and others actively involved in the Association to review pages within their interest areas with a view to updating or expanding our existing content. Members are also encouraged to contact us with any possible news items that we can run on the site. Finally, I would also like to thank Jacqueline Matthews, Anne Dighton and Lynley Wallis for their hard work on various aspects of the site since launch, as well as the team at Twenty4 who designed the new site and who have provided ongoing support.

Discussion Arising: The President noted that the Webmaster had requested that members increase their use of the website, especially in regard to providing content. Any information from members on jobs, new research, posts from fieldwork would be most welcome.

5.9 Australian National Committee for Archaeology Teaching and Learning (ANCATL) Report (Sean Ulm)

In 2012 ANCATL embarked on three major projects. The first project aims to build an Australian Postgraduate Archaeology Network (APAN). This new initiative emerged from discussions with the Australian Academy of the Humanities in 2011 about the need to create web resources to provide reliable and networked information on the increasing number of postgraduate archaeology programmes available, scholarships, master classes etc., as well as investigating the possibility for self-maintained profiles for current postgraduate students and potential supervisors, including links to social networking sites etc. ANCATL has recently completed an extensive consultation phase for this project, involving contributions through an online survey from 235 students, supervisors, professionals and professional bodies. The next phase will be to finalise the design of the web platform for the network. ANCATL requests that the \$15,000 allocated last year for this project be carried forward to 2013 to allow development of the web platform.

The second project involves a review of the effectiveness of the Register of Archaeology Work Experience Partners (<http://www.australianarchaeologicalassociation.com.au/work_experience>), which was created to provide opportunities for Work-Integrated Learning in archaeology. Online surveys have been finalised for release targeted at both employers listed on the Register and student/graduate users of the Register.

The final major project is to publish papers from the 2010 teaching and learning conference session at the Batemans Bay conference. Papers from this session will be published in the 2013 volumes of *Australian Archaeology*. In addition to these major initiatives, ANCATL has made submissions on a range of government proposals during the year.

Motion: 'That AAA carry forward the \$15,000 allocated in 2012 for the Australian Postgraduate Archaeology Network (APAN) project in 2013 to allow development of the web platform'. Moved: Sean Ulm. Seconded: Nathan Wright. Motion carried nem. con.

5.10 Awards and Prizes Subcommittee Report (Annie Ross)

Awards and Prizes will be presented at the Conference Dinner, and winners will be published in the June 2013 volume of AA.

Page Title	Page Views	Unique Page Views	Average Time on Page
Home	4644	3564	0:01:18
Member login	4010	2158	0:01:05
Job opportunities	2332	1961	0:01:50
Study options	1365	1043	0:03:14
Membership details	1285	953	0:01:36
<i>Australian Archaeology</i> 74	1251	973	0:01:16
Work experience	1107	935	0:01:26
Join	1071	838	0:02:36
Web links	1027	957	0:02:57

Table 4 Usage statistics for the most frequently visited website pages, 1 June to 30 November 2012.

5.11 Code of Ethics Subcommittee Report (Richard Fullagar)

During 2012, Chair of the AAA Code of Ethics Subcommittee received requests for comment on a range of issues, including one complaint.

A specific complaint, first raised over a year ago, alleged that a member of AAA had breached the AAA Code of Ethics; however, the matter was not investigated because of related legal action which must be completed before the Subcommittee can properly assess the details. The complainant was advised accordingly. The matter was raised again, and a response was sought and received from the AAA member. No breach of ethics could be demonstrated. The Ethics Subcommittee Chair recommended that it was outside the capacity of the Subcommittee to evaluate or intervene in matters that were currently within the jurisdiction of courts or tribunals. The Ethics Subcommittee Chair also advised that it was outside the capacity of the Subcommittee to adjudicate on commercial contractual arrangements between employees and employers. The complaints against a member were dealt with, and allegations of breaches of AAA Code of Ethics could not be substantiated. No action was taken against the member.

5.12 NAW Subcommittee Report (Helen Nicholson)

NAW events and activities occurred in all states and territories in May 2012. The engaging range of events on offer showcased the work undertaken by archaeologists in Australia to the public. It is not feasible to list everything, but the diversity and scope of what was on offer included hands-on archaeology, walks led by archaeologists, and workshops, seminars, lectures and talks in universities, museums, heritage offices and pubs throughout Australia. NAW allows the public the opportunity to actually meet an archaeologist and experience archaeology.

At present NAW has a Facebook page that was set up in May as the hosting of the NAW website is unresolved. I investigated various sources of funding in order to cover the costs of this but NAW is ineligible to apply for grants.

In the long-term a NAW website could include a national calendar of archaeology events throughout the year using a program like Google calendar. The rolling out of the Australian Curriculum across the country and demand for professional development by teachers and new resources for schools is a niche that NAW could fill with funding from a grant.

Finally, thank you to everyone who made NAW 2012 a great success and helped spread the word, especially by the NAW State committees. There is a wealth of passion and dedication out there.

5.13 State Representative Reports

5.13.1 Victoria (Harry Webber)

Archaeological studies in Vic. continue to be dominated by consulting work, and mainly involve Aboriginal archaeology. Significant investigations have focused on Melbourne's southeast, where Pleistocene-aged sand deposits are the focus of archaeological attention because of urban development, and a new train-line has resulted in some detailed assessment

of the Werribee River terraces. However, activity in this area is reducing with the economic slowdown.

The tertiary sector has hit hard times, but still has a few interesting projects going on of note, investigations in the Budj Bim heritage landscape and at Neds Corner. Government work remains focused on legislative systems, with both historical and Aboriginal heritage legislation under review this year.

- No letters
- No complaints
- No correspondence
- No actions
- No problems

Discussion Arising: None.

5.13.2 Queensland (Dee Gorrington)

A number of activities have been undertaken in Qld during 2012.

Submission: Inquiry into the Aboriginal and Torres Strait Islander Land Holding Bill 2011

This submission was prepared by Anne Ross and Dee Gorrington on behalf of the AAA Executive; however, owing to very tight timelines a broader review by the Association was not possible. Our concerns regarding the extremely short timeframe for such a complex issue were included in the submission.

The submission focused on several key points in relation to the *Aboriginal and Torres Strait Islander Land Holding Bill 2011* (hereafter 'the Bill'), which includes amendments to the *Aboriginal Cultural Heritage Act 2003* (ACHA), proposed in Part 11 of the Bill. The submission dealt with these proposed amendments.

In brief, the principal conclusions drawn by the AAA about the Bill were:

1. It does not appear to bear any relationship to the ACHA or to the *Torres Strait Islander Cultural Heritage Act 2003*, and the placement of substantial amendments to these two Acts within the provisions of the Bill requires serious reconsideration.
2. The proposed amendments to the legislation make no substantive changes to the management of cultural heritage in Qld. These amendments have the potential to make cultural heritage management in Qld an adversarial process.
3. AAA urges the government to undertake a full and complete review of the Indigenous heritage legislation in Qld.

The Association wrote to the Minister for Aboriginal and Torres Strait Islander and Multicultural Affairs (DATSIMA), the Hon. Glen Elmes, in November 2012 seeking information regarding the progress of the legislative and non-legislative changes to these Acts.

The Draft Terms of Reference (ToR) for the Wongai Project Cape York

The Draft ToR for the Wongai Project Cape York was released in June 2012. The Wongai Project involves an underground

coal mine and an export facility (port) bordering on Cape Melville National Park and Princess Charlotte Bay and Great Barrier Reef Marine Park. The region has very high natural and cultural heritage values including an important coastal and island zone of Aboriginal rock art (first recorded by King in 1837). Archaeology includes Beaton's coastal and littoral research.

Noelene Cole asked if it was possible for AAA to provide official feedback to the government on the ToR, as this is a significant and new type of development project for Cape York Peninsula, with major heritage implications.

Nicky Horsfall prepared a submission which included the follow issues in relation to the ToR:

- There is a considerable body of Aboriginal cultural heritage in the region, yet the ACHA is not included in the list of legislation informing the development review.
- There is a requirement to commit to effective environmental management, and reference to discussion of cumulative impacts in relation to social, economic and environmental factors, but cultural heritage factors are not mentioned. There is no mention of good cultural heritage management practice.
- There is no specific mention of impacts on cultural heritage, and the need to avoid, manage or mitigate them.
- Indigenous and non-Indigenous cultural heritage are listed last in this section, as if they were quite a separate issue to the natural environment, whereas they are likely to be as impacted as the natural environment by proposed development activities. This is especially the case for Aboriginal people, who see little separation between cultural and natural values.
- The TOR properly expects the appropriate Aboriginal people to be involved in the identification of cultural heritage values. There is no recognition of the need for specialist input.

Redundancies in Heritage Positions throughout Queensland

During September a number of senior heritage positions were made redundant in Qld by the State Government. A joint (AAA and ASHA) letter written by Presidents Pat Faulkner and Jon Prangnell, respectively, was sent to the Premier regarding these losses.

The letter stressed that the cumulative effect of losing so many heritage professionals would effectively remove any capacity for the Qld Public Service to make a responsible commitment to the management of cultural heritage in the State, and would have a major impact on the Government's commitment to 'Closing the Gap' in Aboriginal and Torres Strait Islander communities via the promotion, management and involvement of Aboriginal and Torres Strait Islander cultures in cultural heritage.

Copies of this letter were sent to the AAA Secretary and Media Officers, and to all AAA members who were encouraged to write to the Premier personally.

A media release was also prepared by Alice Gorman on 23 September 2012.

Discussion Arising: None.

5.13.3 Tasmania (Denise Gaughwin)

A number of archaeological positions have been lost in the Tasmanian Government including:

- Senior Archaeologist and Senior Aboriginal Heritage Officer at the Forest Practices Authority; and,
- Archaeologist at Heritage Tasmania.

These positions have effectively been abolished, leaving no archaeological expertise in-house and decision making delegated to staff without qualifications or experience. This trend appears to be widespread across the country, as was noted by ASHA at its AGM recently held in Fremantle.

Recommend that a discussion be held to ascertain the degree of loss of positions and determine a strategy.

- The University of Tasmania is cutting the Arts programme, and the Aboriginal Studies course is at risk.
- The University of Tasmania is still not considering an archaeology course.

Recommend that AAA write to UTas to ascertain the status of the Aboriginal Studies course.

Recommend that AAA write to UTas outlining why a heritage/archaeology course would be a valuable addition to the state.

The Government has just released the draft *Aboriginal Heritage Protection Bill 2012* which should include input from AAA. The media is reporting that Michael Mansell and the Tasmanian Aboriginal Centre are not in support of the Bill (<<http://www.dpipwe.tas.gov.au/inter.nsf/WebPages/LBUN-8G4VUM?open>>).

Recommend that AAA set up a subcommittee including some, but not all, Tasmanian members to prepare a submission.

Discussion Arising: None.

5.13.4 New South Wales (Maria Cotter)

No report submitted.

5.13.5 South Australia (Belinda Liebelt)

This year has been relatively quiet in terms of matters that may concern the Association, although affiliated archaeologists around the state are involved in many interesting and exciting archaeological projects, in both consulting and academic arenas. In February, the Association was involved in writing a submission to the AHB within the Aboriginal Affairs and Reconciliation Division. This submission was in response to an invitation from the AHB to comment on draft guidelines regarding the recording of sites of significance according to Aboriginal anthropology or tradition—called the 'Cultural Site Recording Guideline'. The AHB were seeking comments on the clarity and 'readability' of the document in the context of its future use as a guideline for Aboriginal groups and practitioners within the disciplines of anthropology and heritage consultancy. As requested by the AHB, AAA provided comments compiled as a combined effort between myself, the AAA ILO (Chris Wilson) and AAA President (Pat Faulkner). We later heard from the AHB that these comments were highly appreciated.

As the State Rep. for AAA I have also been monitoring the *Aboriginal Heritage Act 1988* review, a process which begun in 2008 and is ongoing. Although we have been expecting outcomes in 2011, there were no new announcements throughout the year. We have, however, heard from the Acting Manager of the AHB that a draft bill is anticipated for release next year. The draft bill is also expected to address concerns that were put to the AHB by the then President, Lynley Wallis, on behalf of the Association in 2011, regarding delays and unusual consultation requests for research projects. Thus, we look forward to the release of the draft bill in the year to come.

Discussion Arising: None.

5.13.6 Western Australia (Sam Bolton)

In June 2012, AAA wrote a letter to the Chief Heritage Officer, WA Department of Indigenous Affairs (DIA) in support of the submission on proposed changes to the *Aboriginal Heritage Act 1972* (WA) made by AACAI. AAA and AACAI have a number of concerns about the proposed changes, which were raised in this submission. The proposed changes and submissions, including the one by AACAI, are available on the DIA website (<<http://www.dia.wa.gov.au/en/Heritage-and-Culture/Heritage-Act-Reform>>), although the AAA letter of support has not posted. This has been raised with the DIA, and will be followed up again. To date there has been no response from the DIA regarding the proposed changes, and any further consultation of the reform of the *Aboriginal Heritage Act 1972*. We will continue to follow this issue in 2013. There was no other correspondence.

Discussion Arising: None.

5.13.7 Northern Territory (Trish Bourke)

No report submitted.

5.13.8 Australian Capital Territory (Sally May)

This year has been busy for archaeology in the ACT and I will not attempt to summarise all of these activities in this brief report. The ACT continues to play host to a number of archaeology lecture series, including those run by the ANU Centre for Archaeological Research and the Canberra Archaeological Society. During 2012 this included lectures by international visiting researchers as well as local ANU-based archaeologists. There have been new academic appointments in archaeology, great ARC success stories, and a number of collaborative archaeology/heritage symposia involving different heritage organisations in the ACT. I am pleased to say that the ANU undergraduate archaeology society has been revived and student representatives are currently in the process of organising activities and events for 2013.

As the ACT representative for AAA I have fielded calls and emails on a range of issues, often relating to membership and the 2012 conference. I also received a number of emails from members of the general public asking about courses in archaeology, the existence of pyramids in outback Australia, and dinosaurs.

Finally, AAA sent a representative to the CHASS National Forum, 'The Human Dimension: Humanities, Arts and Social Science Disciplines in Australian Lives' held in Canberra from

25–26 September 2012. Mirani Litster represented AAA on this occasion and she has provided a separate report on the event.

Discussion Arising: None.

5.14 Student Representative's Report (Jordan Ralph)

The majority of queries I have received this year were from student members seeking funding to subsidise their attendance at the annual conference. At present AAA does not routinely offer conference bursaries to students; however, students who present a paper or poster are reimbursed a portion of their expenses from conference profits should there be any. In 2011, all student presenters were reimbursed ca \$500 each from conference profits.

During the 2011 AGM, Peter White suggested (with popular support) that the interest from one of AAA's accounts should be used to fund 'conference attendance and research and/or dating' for students at honours level and above. The motion to establish a subcommittee to set up the new Student Research Grant Scheme was carried nem. con. The total amount for this scheme is around \$3200 at present and by June/July next year this will mature to around \$5000. I can see potential to combine the reimbursement scheme from last year with the Research Grant Scheme.

My recommendations for the Student Research Grant Scheme are:

- Rather than setting up another subcommittee, this scheme should be overseen by the existing Prizes Subcommittee and the AAA Student Representatives.
- That it be open for student members of AAA to seek assistance with their research (honours level and above) on a competitive basis and for subsidies towards resources (dating, specialists etc.) and fieldwork costs (equipment/vehicle hire, flights etc.) involved in their research.
- That the award be used to subsidise, or fund entirely, student members (honours level and above) to attend the annual conference.

Discussion Arising: Annie Ross commented that prizes tend to be managed at the conference itself, rather than being a separate matter through the Awards Subcommittee and that this was a grant rather than an award or prize. The President noted that this would be discussed further with Annie Ross, the Executive and the AAA Student Representatives.

5.15 Report on the Inaugural CHASS National Forum, 'The Human Dimension: Humanities, Arts and Social Science Disciplines in Australian Lives', 25–26 September 2012 (Mirani Litster)

CHASS held the inaugural 'Human Dimension' forum at the University of Canberra on 25 and 26 September. The major aim of the forum was to stimulate cross-disciplinary discussion across the humanities and social sciences aiming to recognise common themes and issues needing public advocacy. In addition, the forum aimed to examine the role of communities in both promoting change and addressing oncoming global and local challenges. I attended on behalf of AAA this year.

The forum opened with a message from Prime Minister Julia Gillard, who stressed the significance of the humanities, arts and social sciences in providing us with a 'better understanding of ourselves, each other and the world in which we live ... in addition these disciplines play a critical role in our national identity and underpin the development of a fairer and more inclusive society'. In addition to this, among many highlights was the very eloquent discussion by Waleed Aly on the topic of war and co-existence, and the keynote addresses by Lars Kluver, Director of the Danish Board of Technology and Harsh Shrivastava, a consultant at the Planning Commission of India.

A total of 14 sessions were held. Themes included 'Equality, innovation and resilience: Building societies of the future', 'Australia in the Asian century', 'Transforming the human person', 'Foreign language education for a sustainable society', 'What makes us human? Technology, arts and the human-dehuman divide', 'Who decides the public good? The role of communities, business and government', 'Integrating knowledge to influence public policy', 'Indigenous policy research' and 'Talking back to science'.

Whilst the CHASS forum did not include any specific reference to archaeology, the outcomes of the forum were overarching. The session 'Integrating knowledge to influence public policy', stressed the requirement for better communication between academics and policy makers, which would engender a translation of research into practical terms for policy development. Misha Ketchell, Editor of *The Conversation*, also raised stimulating discussion regarding the transparency of the presentation of research in the media and the increasing need to publish an unbiased and informed account of such research. The final plenary session, 'Talking back to science', underlined the growing need for a stronger dialogue between academics and the wider community, emphasising the importance of moving away from conducting research for the sake of research. The outcomes of the forum were numerous across the diverse range of session topics presented during the two days, but it was clear throughout that there was a greater need for a raised public awareness of academic research and research strategies.

Discussion Arising: None.

5.16 Report on Science Meets Parliament, 17–18 September 2012 (Birgitta Stephenson)

The 13th annual Science meets Parliament took place on 17 and 18 September 2012 in Canberra. The event brought 200 working scientists into the Australian Parliament and provided an opportunity for them to showcase their work and explain how the outcomes are addressing major issues facing the nation. Science Meets Parliament also provided an opportunity for parliamentarians to better understand the relevance of scientific endeavours to Australia economically, socially and politically. This year AAA sponsored me to attend and to communicate a number of important AAA platforms to scientists and politicians alike, and to espouse the great work of Australian archaeologists in general.

The two day programme integrated seven sessions, a working lunch, a breakfast forum, a gala dinner and a National Press Club address. Speakers included Prof. Michael

Holland (President of STA), Prof Graham Durant (Director of Questacon), Sophie Mirabella MP (Shadow Minister for Industry, Innovation and Science), Senator the Hon. Chris Evans (Minister for Tertiary Education, Skills, Science and Research) and a media panel led by Steve Howard (former Editor at News Ltd). The addresses, workshops and interactions were designed to provide scientists with the skills to better communicate science to the media, policymakers and to politicians. The underlying theme was that science thrives on the creation of networks, and the event was designed as an opportunity to begin or enhance networks between working scientists and the wider community, with particular focus on politicians and the media.

The gala dinner was sponsored by ANSTO and was held in the Great Hall of Parliament, with guest speaker the Hon. Chris Evans. The gala evening provided a platform to publicly launch the Parliamentary Friendship Group for Science which is a bipartisan organisation with three key goals:

1. To enable a meaningful dialogue between scientific leaders and parliamentarians about the science that underpins policy and to inform political debate;
2. To provide a forum for eminent Australian and visiting scientists to engage with parliamentarians; and,
3. To provide a mechanism for parliamentarians to seek expertise from scientists in relevant disciplines.

The goals are pertinent to the archaeology discipline and the co-chairs of this group are the Hon. Richard Marles MP and Karen Andrews MP. An additional notable function was the National Press Club address by Prof. Brian Schmidt, 2011 Nobel Laureate (Physics). Prof. Schmidt is well known for his work as an astronomer and as a strong champion for science.

Meetings with parliamentarians were scheduled during the second day, with delegates required to prepare individual presentations to parliamentary members and senators. While most delegates had only one engagement, AAA was fortunate enough to be scheduled for two meetings. These were with Karen Andrews MP (co-Chair of the Parliamentary Friendship Group for Science) and the Hon. John Cobb MP. These meetings provided an opportunity to formally outline and discuss AAA's concerns and stand regarding AIATSIS and the cancelling of AIATSIS funding. Both parliamentarians were receptive to AAA's concerns on this issue and the matter is currently being actively followed up by the members within their respective parties. Likewise, the need for the introduction of a school-based national cultural heritage programme was a prioritised agenda topic which met with favourable approval. The opportunity to work towards this goal may be assisted by Peter Doherty, a fellow delegate who is Program Manager for the 'Atlas of Living Australia'. Peter Doherty represents an important network link for AAA with a shared agenda which will hopefully produce a positive outcome in the near future.

Another encouraging outcome of the event was the organisation of a visit by Karen Andrews MP to tour the archaeological teaching and research laboratories in the School of Social Science at UQ. A visit to the Anthropology Museum's 'In the Red; On the Vibrancy of Things' exhibition, and a behind-the-scenes look at the collection was also included.

This afforded Karen the opportunity to meet with Patrick Faulkner. Karen toured the facility with Marshall Weisler, Patrick Faulkner and Birgitta Stephenson. This provided an opportunity to reiterate many of the issues that AAA raised during the meetings in Canberra and further strengthen the links and relationships forged over the two days in September.

The 2012 Science Meets Parliament allowed AAA to communicate directly with policymakers, researchers from a broad range of disciplines and decision makers on a national level. Building upon the links forged in 2012 by continuing to interact and inform delegates and parliamentarians will undoubtedly unlock a number of doors and provide AAA with direct and strong links with the Australian Parliamentary system. I would like to thank AAA for providing the opportunity to mingle with some of the brightest scientific minds of the nation and hope that the bonds that have been forged for AAA with the Australian Parliament continue to strengthen.

Discussion Arising: None.

5.17 FAIMS Workshop Report (Xavier Carah)

I was sent as AAA's representative to the FAIMS stocktaking workshop. Held at the University of NSW from 16 to 19 August 2012, the workshop sought to lay the foundations for the FAIMS project—AAA is a 'Supporting Organisation' of this endeavour.

Funded through the Australian Government National eResearch Collaboration Tools and Resources (NeCTAR) initiative, FAIMS' key objective is to build 'a comprehensive information system for archaeology'. Across the three days participants explored the potential usefulness of standardised recording forms for tablets and how these could be integrated with current regulatory requirements.

Participants also discussed the creation of an open source depository where archaeological data and reference materials could be stored and shared. AAA encourages all of our members to lend their support and, in time (fingers crossed), their data with this initiative. FAIMS is run by Shawn Ross (UNSW), along with Adela Sobotkova (UNSW), Penny Crook (La Trobe) and Brain Ballsun-Stanton (UNSW). More information can be found at <http://fedarch.org/wordpress/?page_id=9>.

Discussion Arising: None.

Motion: 'That all of the reports as tabled and presented are accepted as read'. Moved: Annie Ross. Seconded: Matthew Spriggs. Motion carried nem. con.

6. Election of Officers of the Committee.

The following individuals nominated for the National Executive in 2013:

- President: Patrick Faulkner (continuing)
- Treasurer: Nathan Wright (continuing)
- Secretary: Tiina Manne
- Membership Secretary: Xavier Carah (continuing) and Cemre Ustunkaya
- Journal Editors: Lynley Wallis and Heather Burke (continuing)

Motion: 'That the individuals named are elected to the positions as nominated'. Moved: Matthew Spriggs. Seconded:

Jacqueline Matthews. Motion carried nem. con.

The following individuals nominated for the General Executive in 2012:

- Public Officer: Sally Brockwell (continuing)
- Media Liaison Officers: Alice Gorman (continuing) and Elspeth Hayes
- Webmaster: Mick Morrison (continuing)
- Indigenous Liaison Officers: Chris Wilson (continuing) and Kellie Pollard
- Assistant Treasurer: Reiner Mantei

Motion: 'That all the officers nominated be elected'. Moved: Nathan Wright. Seconded: Matthew Spriggs. Motion carried nem. con.

The following individuals nominated and agreed to serve as State Representatives in 2012:

- Queensland: Dee Gorrington (continuing)
- Victoria: Harry Webber (continuing)
- New South Wales: Alan Williams
- Western Australia: Sam Bolton (continuing)
- South Australia: Belinda Liebelt (continuing)
- Tasmania: Anne McConnell (continuing)
- Australian Capital Territory: Sally May (continuing)
- Northern Territory: Malcolm Connolly
- Student Representatives: Georgia Roberts and Lucia Clayton-Martinez

Discussion Arising: Ken Mulvaney noted that, as WA is a large state, two state representatives be appointed—one for the north and one the south. Stuart Rapley agreed, commenting that when he was State Representative for WA based in Perth, he was only able to get Perth information and didn't receive anything from the north. The President noted that this was something that could be discussed further with the Executive.

7. Appointment of Auditor

Motion: 'That the same auditor be used from the 2011–2012 financial year'. Moved: From the Chair. Motion carried nem. con.

8. Other Business

8.1 AUSTag

Peter Veth advised that the launch of the 'Theory in Australian Archaeology Group' would be taking place at the conference. There will be short presentations during the launch given by Martin Porr, Michael Lever and Annie Ross.

8.2 Parallel Sessions

Richard Fullagar noted that parallel sessions at the conference are only allowed to be held on one day. He further noted that parallel sessions are happening on more than one day at the 2012 conference and that this should be regulated as it is against the organisation rules. He commented that parallel sessions are essential with a membership of this size. Ken Mulvaney commented that by running concurrent sessions you miss the opportunity to be involved in all sessions and this

is why it has been voted against in the past. He further noted that the quality of the papers are high and that he wished he could have attended more but due to the concurrent sessions was unable to do so. Ken Mulvaney urged that we reconsider having concurrent sessions. Lynley Wallis noted that parallel sessions have been considered in the past as many people can't secure funding to attend the conference unless they present. She noted that the parallel session program was well done this year, with rooms close together and sessions run to time. Colin Pardoe agreed. Annie Ross made the points that the organisation is too big to deny the opportunity to have concurrent sessions but that it wasn't necessary to have eight keynote speakers. Having only one or maybe two keynote speakers would allow minimisation of concurrent sessions. Luke Godwin noted that six to eight hours of keynote speakers extended the conference by a day, which made it difficult for those who work. Robin Torrence suggested the Association adopt a mix of these in addition to increasing the poster sessions, which would cut down on the number of papers presented. This would also allow more time in larger paper sessions for discussion and debate. Jo McDonald commented that the SAA's have 45 to 60 concurrent sessions. She further noted that the conferences used to be held over the weekend to cut down on loss of work days. Richard Fullagar noted that the five very different views expressed support for the motion put. Matthew Spriggs acknowledged the diverse views on the topic but that the point to the motion is that it gives the organisers the choice.

Motion: 'That it be left entirely up to the AAA conference organisers whether to have parallel sessions during the course of AAA conferences or not.' Moved: Matthew Spriggs. Seconded: Richard Fullagar. Motion carried.

8.3 Academia

Michelle Langley asked whether AA has a profile on Academia. Lynley Wallis advised that as the journal now has an Editorial Assistant, this will be carried out by her in the new year. Michelle Langley noted that having a profile on Academia greatly increases visibility.

8.4 Thanks

The President moved a motion of thanks on behalf of AAA to the Conference Organising Committee—principally Richard Fullagar, Bert Roberts and Lynley Wallis. Moved: From the Chair. Motion carried by acclaim.

9. Close of Meeting

Patrick Faulkner thanked the members for attending the meeting and for keeping to the time limit. The meeting was closed at 7.20 pm.