

Minutes of the Annual General Meeting of EXARC

Held at the Terramara Montale Archaeology Park and Open-air Museum, 14 April 2012

Members present

Clara Masiera Esquerra (Ciudadella Iberica Calafell)
Rüdiger Kelm (Archaeological-Ecological Centre Albersdorf)
Lara Comis (Individual member)
Linda Hurcombe (Exeter University)
Björn M Buttler Jakobsen (Foteviken Museum)
Michele Lupoli (Individual member)
Lavinia Loreni (Radicofani Heritage Centre)
Barrie Andrian (Scottish Crannog Centre)
Nick Dixon (Scottish Crannog Centre)
Johanna Niederkofler (ArcheoParc, Val Senales)
Roberto Deriu (Individual member)
Susanna Gasparini (Archeotravo)
Simone Pedron (Parc Archeologico Del Livelet)

Board Members present

IP: Ilaria Pulini (Chair), JV: Jack Veldman (Treasurer), SB: Steve Burrow (Secretary)

Apologies from Board Members

Peter Vemming (Vice Chair), Hans Reschreiter (Member), Geir Sør-Reime (Member)

Members of Secretariat present

RP: Roeland Paardekooper (Director)

Additional attendees

Thom Koot (Accountant to EXARC)

1. Opening

The meeting was opened by the Chair (IP) at 18:05

2. Establishing if the AGM was able to take decisions

The Director (RP) confirmed that all necessary procedures had been followed.

3. Verifying that the meeting was called early enough

RP confirmed that the requirements of the by-laws had been met.

4. Verifying that the agenda for the meeting had been agreed.

This was confirmed by RP.

At this point IP handed the management of the AGM to RP.

5. Change to the by-laws

RP introduced the Board's proposal that subscription rates be reduced for those applying in the final months of the year. Following discussion among the members it was agreed that the existing by-laws should be retained since prospective members could plan the timing of their application for themselves in any case.

6. Annual and financial reports

RP introduced the annual report, focusing on the rapid increase in membership, particularly since the start of 2012 when the website was relaunched. The current composition of the Board and Secretariat was also summarised.

The Treasurer (JV) introduced the financial report, drawing attention to the registration of EXARC in the Netherlands and the consequent reorganisation of the finances to comply with Dutch company law. The scale of work on the journal and corporate identity was also noted.

7. Auditors' Report on the previous year's finances

The Auditor (Barrie Andrian) confirmed that the financial reports were in order and the meeting agreed that the Board could be dismissed.

8. Appointing new Board Members

RP summarised the proposed composition of the new Board. This included two changes from the information provided in the agenda, caused by late or incomplete candidatures - Javier Baena Preysler was standing, and Anda Vilka candidature had been withdrawn.

Since the number of candidates was equal to the number of places on the Board no elections were required, but RP asked the approval of the members for the following Board composition:

Peter Vemming (Chair) 2012 - 2013
Steve Burrow (Vice Chair) 2012
Jack Veldman (Treasurer) 2012
Geir Sør-Reime (Secretary) 2012

Barrie Andrian 2012 - 2014
Hans Reschreiter 2012 - 2013
Ilaria Pulini 2012 - 2013
Björn Jakobsen 2012 - 2013
Javier Baena Preysler 2012 - 2014

The composition of the 2012 Board was approved by the members.

9. Appointing of new Auditors

The movement of Barrie Andrian to the Board and the end of Arwo Pajusi's term of service opened up a position as auditor to EXARC. The position was accepted by Rüdiger Kelm.

10. Presentation of the plan for the forthcoming year

RP summarised the plan which had been distributed to the membership and offered apologies for its brevity. He noted the intention to make the elaboration of the EXARC forward plan a central item for discussion at the Board's May meeting in Denmark. The existing plan was accepted following a call for comments from the membership.

11. Adoption of the budget for 2012 / 2013 and setting of the membership fee

JV summarised the budget that had been presented to the membership, noting in particular the high cost of Board travel in 2013, caused by the need to attend the ICOM conference in Rio. The possibility of a change in the Dutch VAT rate was also noted and its implications for the budget would be monitored.

Members comments on budget:

Clara Masriera Esquerra queried the notice of non-payment by a member from Scotland (under membership fees) and RP explained that this former member had not paid their outstanding fees, and that it was therefore necessary to record this item within the accounts.

Ilaria Pulini requested that any outstanding financial or administrative issues from her time as Chair be resolved as soon as possible. RP noted that there were no issues outstanding.

Johanna Niederkofler queried the need to include EU project money within the EXARC budget. RP and JV explained that this increased the scale of EXARC's accounts, enabling the organisation to apply for additional grants at a future date. The strategy had been agreed and adopted by the 2010 Board. The risks of this strategy were discussed but it was agreed that the current approach be continued.

Clara Masriera Esquerra suggested that in future personal names should be removed from the budget, and all transactions should be listed under job title, or organisation name. This was agreed.

JV asked the membership to approve the budget and approval was received.

Members comments on membership fees:

Linda Hurcombe queried the proposed increase in fees for those members taking part in EXARC organised EU projects. Following discussion this proposal was dropped.

Johanna Niederkofler noted that in future fees should be approved before the budget was drawn up rather than the budget being issued before approval of the fees.

JV asked the membership to approve the new fee structure and approval was received.

12. Any other business

Lara Comis asked that the application procedures for new members be clarified in future and it was agreed that this was a timely suggestion.

Johanna Niederkofler noted that it would be helpful if future AGMs could be held at locations which would make it easier for a more international membership to attend.

Johanna Niederkofler asked if in future a separate notice of the AGM could be emailed to the membership, distinct from the current EXARC news. The merits of this proposal were agreed and RP was tasked with investigating the technical implications.

Linda Hurcombe suggested that the Board should address the question of non-paying members more closely within its procedures. This was agreed.

The vice-chair (SB) noted that these and the other procedural matters noted during the meeting would form the subject of a review of our by-laws to be undertaken by the new Board.

Johanna Niederkofler queried the process by which new members were nominated. RP noted that EXARC was bound by the requirements of Dutch law and that the procedures were in line with these requirements.

13. Closing

The meeting was brought to a close at 7:07PM.