

NAPA Committee Reports

March 2013

Contents

| | |
|---|----|
| Treasurer's Report | 2 |
| Secretary Report..... | 6 |
| Communications Committee Report..... | 7 |
| Membership Committee Report..... | 8 |
| Mentor Committee Report | 10 |
| Volunteer Coordinator – LPO Liaison Report..... | 11 |
| Workshops Committee Report..... | 13 |
| Student Representative Report..... | 15 |
| Ethics Committee Report..... | 16 |
| Organizational Relations Committee Report | 17 |



Treasurer's Report to the Governing Council
Spring 2013

Treasurer: John Massad

Accomplishments: Timely management of the NAPA finances.

At the Fall 2012 meeting, the GC voted to reduce the turnaround time for travel reimbursement submissions to 21 days. This will significantly streamline the work of the Treasurer and assist the AAA Controller in ensuring the reimbursements are received by those requesting in a more timely fashion.

Continued to work with the OT Field School management team in utilizing an expense/revenue tracking methodology to ensure highly accurate and seamless tracking and reporting of both to NAPA and the AAA Controller. They successfully conducted budgeting activities prior to the Summer session in 2012, tracking costs and revenues upon return from that session, and budgeting for 2013, using this methodology.

Work in Progress: Working with the AAA accounting officers to explore the possibility of establishing a NAPA "quasi" endowment to generate additional revenue. These endowments cannot be used to cover operating expenses, but they are eligible to fund student awards or scholarships. We will continue to gather information on this possible revenue stream to consider whether this is a responsible means of revenue generation, while ensuring the long-term value of our assets.

Am working with an *ad hoc* committee (chaired by Pam Puntteney) exploring the possibility of sponsoring the Arizpe Award and supporting it through a quasi-endowment. We are exploring this possibility with Ed

Liebow (incoming ED for AAA). At this writing, the conversation is ongoing. I expect an update to be provided at the Spring meeting.

Working with an *ad hoc* committee, chaired by incoming president Lenore Bohren, to investigate possible new or enhanced awards that NAPA could support through the quasi-endowment vehicle. This would move the existing Student Awards out of the operating budget, as they would be covered through the earnings from the quasi-endowment. Any new awards would also have to be endowed, either through planned giving by individuals, or through the quasi-endowment vehicle.

Working with OT Field School (OTFS) organizers to continue to streamline accounting procedures with the AAA Controller. In addition to accounting and submission procedures, we are sequestering the OTFS budget within the NAPA budget to assist organizers and the Treasurer in both tracking expenses and assuring that the OTFS budget is self-sustaining. To date, this includes separate tracking of OTFS revenues and expenses. Any surplus/deficit will be included in the overall NAPA budget surplus/deficit, but tracking systems are in place to analyze the OTFS budget as if it were a separate entity.

Problems Encountered
and Recommended
Solutions:

At the NAPA Spring 2012 meeting, the GC approved a change in policy regarding travel reimbursements to remove eligibility for meal reimbursement for all GC members, except the Student Representative, at the recommendation of an Ad Hoc Committee that the Treasurer chaired. This policy was implemented at the Fall 2012 meeting. There were substantial savings in the travel expenses as a result of this change. However, much of those savings were offset by the additional expense of providing a luncheon to the GC in exchange for total meal reimbursement. We will need to consider this effect after the Spring 2013 meeting.

We are now able to predict that the NAPA budget will produce increasing deficits in coming years, due to the reduction in profit-sharing with the EPIC Conference under the new Memo of Understanding with AAA. Unfortunately our enrollment continues to fluctuate, making revenue predictions increasingly difficult to rely upon in the budgeting process. As a result, it is clear

that we will need to look for budgeted items in the 2013 budget that have not been actually utilized, historically (such as postage and phone); however, this will not close the budget gap significantly as they are, together, a small percentage of our proposed operating costs on a yearly basis.

We continue to need more timely reporting of estimated costs by committee chairs for incorporation into the 2014 budget, to be developed starting in May, 2013.

Issues / Motions for Board Resolution:

No Motions.

We should consider cost-cutting measures and revenue-enhancing measures to ensure the long-term fiscal health of the association.

Major Objectives/Goals to be accomplished:

Continuing to explore the use of quasi-endowments, their financial impact, the potential benefits, and the proposal and accounting processes attendant. This will significantly impact the work of the incoming Treasurer, so we need to ensure that we are fully informed before moving forward.

Continuing to review and adjust the NAPA budget template to ensure that linkages are clear to the AAA budget lines, and to better communicate how the budget items interrelate for the AAA Controller.

Working to operationalize travel expense estimates, where significant overages and underages in the past have presented challenges.

Budget balance for 2011:

Our most current financial statement available from the AAA is for the end of November 2012 (due to the AAA audit being conducted at this writing). I hope to have additional updates from them to be reported at the Spring 2013 meeting.

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| Net Assets at Beginning of Year | \$118,711.39 |
| Revenues to Date | \$43,978.65 |
| Expenses to Date | \$39,448.59 |
| Change in Net Assets | \$4530.06 |

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| Net Assets at End of Period | \$123,241.45 |
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The 2014 budget will be developed beginning in May, 2013.

Secretary Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Lisa Henry

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| Committee Members | Lisa Henry Jo Aiken |
| Accomplishments | <ul style="list-style-type: none">• took meeting minutes during Fall GC meeting in San Francisco 11-15-12• took meeting minutes during Fall Business Meeting 11-16-12• At the Fall GC meeting we discussed issues with the AN online, AN print, and NAPA Notes overlap. We decided that NAPA Notes should be used for more newsy type information to members and that AN online and AN print should be used for columns that highlight the work of our members. I recruited Jo Aiken, UNT graduate student, to be co-contributing editor to help with AN submissions. She has agreed to help me this year and take over the main responsibility of AN online and AN print in the years to follow. Jo and I had an email exchange with Leni and Terry to discuss coordinating the AN NAPA Section News print, AN NAPA Section News online, and NAPA Notes. We have created a chart with ideas for AN print columns 3 times per year and AN online columns once per month.• NAPA Section News print – edited and submitted 2 columns for AN print• NAPA Section News online – edited and submitted 3 columns for AN online |
| Work in Progress | <ul style="list-style-type: none">• continuously working on NAPA Section News for AN print and online with Jo Aiken. |
| Problems Encountered and Recommended Solutions | <ul style="list-style-type: none">• so far so good! |
| Issues / Motions for Board Resolution: | none |
| Budget Request (Items and cost) | none |
| Comments: | none |

Communications Committee Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Terry Redding

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| Committee Members | Charlotte Noble, Janelle Christensen (Facebook); Nancy Gillis (Twitter); Tess Poat (Linked In); Kristy Keller, Nicole Conand (Linked In interview series); Corinne Wilder (website career section); Dan Jordan (website blog); Emily Altimare (newsletter); Ann Pitts; Terry Redding (chair) |
| Accomplishments | Maintained website; regular postings to three social media outlets and continued to build membership; brought on four new volunteers |
| Work in Progress | Linked In interview series; NAPA Notes newsletter; website content development. |
| Problems Encountered and Recommended Solutions | Have been working with Lisa Henry to better coordinate AN and CommComm content; Annual plan has been fleshed out. |
| Issues / Motions for Board Resolution: | Need to discuss when to post committee reports to website. I suggest immediately after SfAA meeting. |
| Budget Request (Items and cost) | Nothing right now. |
| Comments: | |

Membership Committee Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: [Nancy Gillis]

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| Committee Members | Nancy Gillis Jocelyn Huelsman |
| Accomplishments | Nancy has recently been appointed the Membership Chair position as of January 2013. |
| Work in Progress | <p>Currently appointing committee members.</p> <p><u>Assessing Needs of Students and Practicing Anthropologists</u> The Membership Committee plans to gather information from current graduate students and practicing anthropologists about their needs and attitudes of organization memberships and how NAPA can better serve their current and prospective members.</p> <p><u>Welcome New and Renewing Members</u> New members do not receive a letter or welcome packet. The Membership Committee would like to begin distributing a letter to new members communicating the benefits and incentives to membership.</p> <p><u>Member Outreach</u> The Membership Committee will begin contacting faculty members of applied anthropology programs to provide information about NAPA to students.</p> |
| Problems Encountered and Recommended Solutions | <p>Membership is declining. Previous general meetings have discussed the need to make NAPA more “cutting-edge.” Practical strategies to achieve this goal need to be discussed.</p> <p>What are the incentives to membership? What more can we offer?</p> <ul style="list-style-type: none">o How can we attract students? Recent PhDs?o How can we attract “veteran” anthros? |

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| Issues / Motions for Board Resolution: | |
| Budget Request (Items and cost) | none |
| Comments: | |

Mentor Committee Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Niel Tashima

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| Committee Members | Elizabeth Briody, Sarah Cote, Tara Eaton, Tom Greaves, Bill Roberts, Niel Tashima |
| Accomplishments | FAQ Draft is completed and being reviewed by the Committee. |
| Work in Progress | Continued work on FAQs and design for NAPA website of both FAQs and mentor matching process. Continued Mentor/mentee matches |
| Problems Encountered and Recommended Solutions | None |
| Issues / Motions for Board Resolution: | FAQs will be ready for Governing Council review and comment. Final FAQs will then be ready for posting to NAPA website. |
| Budget Request (Items and cost) | None |
| Comments: | |

Volunteer Coordinator – LPO Liaison Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Jason Lind

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| Committee Members | Jason Lind |
| Accomplishments | The Volunteer Coordinator / LPO Liaison position officially changed hands in January, 2013. Jason Lind took over the volunteer coordinator position from Ellen Puccia who took over as NAPA program director. |
| Work in Progress | My transition to this position is a “work in progress” and I hope that attending the SfAA conference will provide much needed experience and networking to ensure that the NAPA table, and organization of volunteers will be successful at the AAA conference in 2013 |
| Problems Encountered and Recommended Solutions | None so far! |
| Issues / Motions for Board Resolution: | A suggestion was brought up by Courtney Dowdall (Professional Fellow at AAA) concerning whether NAPA would be interested in providing anthropology students mentoring opportunities at the AAA Career Center during the conference. Student mentoring would be advertised through University based Anthropology Clubs and list-serves and would potentially focus on alternative academic career opportunities. This would involve the volunteer coordinator position in finding suitable mentors. This concern should be addressed by the GC. |
| Budget Request (Items and cost) | <p>The cost of shipping the NAPA “box” has increased from previous years. Shipping the box is necessary when the volunteer coordinator is not able to attend, or cannot arrive on time to the SfAA or the AAA conference. The current budget for shipping the box is \$80.00. The cost to ship the box from Tampa, FL (the box’s current home) to Denver, CO for the SfAA conference was approximately \$90.00.</p> <p>I request that the budget for shipping the NAPA box</p> |

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| | be raised from \$80 to \$100.00. |
| Comments: | I would like to thank the committee for the opportunity to serve NAPA as the new volunteer coordinator! |

Workshops Committee Report

NAPA Governing Council Meeting
 Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
 Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
 FROM: Sabrina Nichelle Scott

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| Committee Members | Sabrina Nichelle Scott, Sarah Smith, and Priscilla Mensah |
| Accomplishments | <p>November 2012 - The NAPA Workshops Committee completed its fourth and final round (November 1-10) of marketing activities to promote NAPA workshops for the AAA Annual Meeting San Francisco.</p> <p>November 2012 – All ten NAPA sponsored workshops were well attended at the AAA Annual Meeting.</p> <p>November 2012 – The NAPA Workshops Committee Chair was available to check in workshop registrants at most NAPA sponsored workshops during the AAA Annual Meeting.</p> <p>November 2012 – The collaborative workshop with the National Association of Students Anthropologists (NASA) was very successful. The collaboration will be expanded to include two joint workshops for the upcoming 2013 AAA Annual Meeting in Chicago.</p> <p>November 2012 – Workshops evaluations were collected and reviewed.</p> <p>November 2012 – NAPA Workshops photos along with photo release forms were submitted for the NAPA website to Terry Redding, Chair of Communications Committee.</p> <p>November 2012 – The NAPA Workshops Committee description on the NAPA website was approved.</p> <p>December 2012 – Registration and revenue data were requested by Workshops Committee Chair to NAPA Treasurer. These data were requested and received from AAA during the previous year with financial trend data for NAPA workshops.</p> <p>December 2012 – E-mail requests were sent to workshop presenters who had not submitted their workshop evaluations forms. These evaluations forms were received and reviewed by the committee chair.</p> |

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| | <p>All workshops were successful based upon the evaluation forms. Evaluation data suggested that most registrants learned about NAPA workshops from the AAA website!</p> <p>January 2013 – The committee began recruiting former workshop presenters for NAPA workshops in Chicago.</p> <p>January 2013 – Per NAPA Treasurer’s request, the Workshops Committee Chair followed up on requested registration and revenue data.</p> <p>January 2013 – NAPA Treasurer reported that NAPA workshops generated a total gross income of \$6530.00. After expenses, the total net revenue was \$4145.67!!! This was an increase from the previous year!!!</p> <p>February 2013 – The committee continued recruiting former workshop presenters for NAPA workshops in Chicago.</p> <p>February 2013 – The committee recruited new workshop presenters for NAPA workshops in Chicago.</p> |
| Work in Progress | <ol style="list-style-type: none"> 1) The committee is identifying and recruiting workshop presenters for 2013 AAA Annual Meeting in Chicago. 2) New members are being recruited for this committee. 3) The chair of this committee is also organizing the fifth annual NAPA Networking Event for the upcoming AAA Annual meeting in Chicago. |
| Problems Encountered and Recommended Solutions | None |
| Issues / Motions for Board Resolution: | None |
| Budget Request (Items and cost) | None |
| Comments: | None |

Student Representative Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Melissa Stevens

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| Committee Members | Melissa Stevens |
| Accomplishments | <ul style="list-style-type: none">- Created a flyer for the 2013 Student Achievement Award competition (to be distributed at the Denver meetings and emailed out)- Moved the competition timeline up to try to attract more submissions during the Spring semester; new due date is June 1, 2013 |
| Work in Progress | <ul style="list-style-type: none">- I am continuing to build the student rep Google Drive account, so that all information, past emails, contacts, forms, and templates are organized and easily accessible; this will help streamline the transitions between student reps and standardize the Student Achievement Award process and Student Rep responsibilities- I will continue to assist in building the student section of the NAPA website |
| Problems Encountered and Recommended Solutions | <ul style="list-style-type: none">- My two year term officially ended in Nov, but since no new student rep was elected, I am continuing to serve as student rep the best that I can while conducting my dissertation research abroad this year. Because of my restraints, I am just focusing on running the Student Achievement Award competition. |
| Issues / Motions for Board Resolution: | <ul style="list-style-type: none">- I ask that Board members help advertise the 2013 Student Achievement Award (I will email the announcement and flyers out soon) |
| Budget Request (Items and cost) | None |
| Comments: | None |

Ethics Committee Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Chad Morris

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| Committee Members | Steve Pavey Tracy Meerwarth Pester Anne Pfister, student member Robert Rubinstein Niel Tashima Chad Morris, Chair |
| Accomplishments | <p>Steve Pavey, Tracy Meerwarth Pester, Anne Pfister, and Niel Tashima have joined the committee. Though additional committee members may be considered should a clear need arise, at this time we consider the committee to be fully constituted.</p> <p>At November's NAPA Governing Council meeting, there was brief discussion of whether the full minutes, or an executive summary of the minutes, of Governing Council meetings should be placed on the NAPA website. The discussion weighed transparency versus the Council's desire to avoid sharing sensitive information or half-formed ideas with those who visit the website. The discussion resulted in the suggestion that the Ethics Committee consider the issue and make a recommendation to the Council. Upon deliberation, the Ethics Committee has recommended that an Executive Summary of Governing Council meeting minutes be posted online for the benefit of all NAPA members. This decision was communicated to the Governing Council on 1/15/13.</p> |
| Work in Progress | Ongoing familiarization with current ethical issues facing the discipline. |
| Problems Encountered and Recommended Solutions | None |
| Issues / Motions for Board Resolution: | None |
| Budget Request (Items and cost) | Support for committee conference calls on an as-needed basis: \$50.00 |
| Comments: | None |

Organizational Relations Committee Report

NAPA Governing Council Meeting
Spring 2013 Meeting Denver, CO, March 21, 2013 1:00 – 5:00
Report Period: November 2012 – February 2013

This committee report is a public document.

TO: NAPA Governing Council
FROM: Cathleen Crain

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| Committee Members | Cathleen Crain, Chair. Members: Niel Tashima, Keri Brondo (CoPAPIA), and Courtney Dowdell (AAA) |
| Accomplishments | <p>On Friday, November 16, 2012 the 6th Expo focused on careers for new and young anthropologists was held in the Exhibit Hall at the AAA meetings. The Careers Expo featured four communities: Cultural Resources; Public Sector; Non-Profit; and, Private Sector. The community concept allowed attendees to walk through the communities and for those participating in each of the communities to interact with one another. Over 500 people came through the NAPA/AAA Careers Expo to meet and talk with over twenty professional anthropologists about career paths.</p> <p>The Expo had some new features including the engagement of a variety of volunteers who helped to promote the Expo and steer people to the Expo area. Volunteers also conducted random intercept interviews with individuals who had completed touring the Expo. They were asked to respond to three questions:</p> <ol style="list-style-type: none">1. How did you hear about the Expo?2. What was the best thing about the Expo?3. How could the Expo be improved? <p>The overwhelming feedback was that the Expo was an eye opening and extremely valuable event. One young anthropologist commented that the Expo gave her hope for her future. The suggestions for the future from the new anthropologists centered on more and bigger. And, they wanted more time to talk with each of the professional anthropologists.</p> <p>Group tables at the Expo included a NAPA instant</p> |

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| | <p>mentoring table and an EPIC table.</p> <p>Promotion of the Expo was focused on electronic media with a reduced amount of effort given prior to the day of the Expo to the passing of flyers at the meeting. Interestingly, the single most often cited means by which people learned about the Expo was through the flyers at registration and those passed out by committee members and then by volunteers the day of the Expo. This outcome suggests that we cannot stop or reduce our paper media promotion, a direction toward which the Committee was heading.</p> <p>In addition to the work of the committee and the support from AAA, these volunteers proved to be an extremely valuable asset. The Expo continues to receive critical support from AAA staff including Courtney Dowdell, Jason Watkins, and Carla Fernandez. The Expo is also promoted at the AAA Career Center. The following are some of the benefits that NAPA has received through its partnership with AAA on the Expo:</p> <ul style="list-style-type: none">▪ Free booths in the first several years; discounted cost now▪ Staff time to organize logistics of the Expo including brunch, reception, interface with the hotel and appropriate vendors, etc.▪ Access to staff to promote the Expo through listservs, blogs, Twitter, Facebook, etc.▪ Waiver of registration for Expo participants attending the AAA for the day of the Expo▪ Shipping of materials to the meeting▪ Small signage▪ Access to AAA volunteers▪ Personnel support at the Expo▪ Coordination of support from CoPAA (funding of the reception)▪ All costs for the brunch▪ Access to department chairs for promotion of the Expo to students▪ Free promotion of the Expo through AAA venues <p>Finally, the Expo continues to enjoy the support of CoPAA which helps to fund the reception at the end of the Expo.</p> <p>A number of past NAPA presidents attended the Expo</p> |
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| | and most interacted with participants. Having the past presidents active in the Expo would seem to be a good way to promote the engagement of NAPA with new professionals. |
| Work in Progress | Beginning to plan for 2013 |
| Problems Encountered and Recommended Solutions | None |
| Issues / Motions for Board Resolution: | None |
| Budget Request (Items and cost) | The Expo continues to cost NAPA approximately \$2,500. This figure does not account for any costs that might need to be covered should any of the current partners reduce their support. |
| Comments: | |