

# ISAP Annual General Meeting 2017

15<sup>th</sup> September 2017, University of Bradford, Bradford, UK

## Minutes

### *Members in Attendance*

James Adcock, Arne Anderson Starnes, Kayt Armstrong, Graeme Attwood, Alister Bartlett, Christophe Benech, Meriç Berge, James Bonsall, Jarrod Burks, Paul N. Cheetham, Carmen Cuenca-Garcia, Rinita Dalan, Philippe De Smedt, Jörg Fassbinder, Marta Fortuny Torruella, Chris Gaffney, Ashely Green, Duncan Hale, Chrys Harris, Tomasz Herbich, Paul Johnson, Roman Křivánek, Kenneth Kvamme, Karsten Lambers, Lena Lambers, Mike Langton, Neil Linford, Paul Linford, Klaus Löcker, Kris Lockyear, Cornelius Meyer, Yasushi Nishimura, Joep Orbons, Ron Organ, Andrew Payne, Sebastian Pfnorr, Salvatore Piro, Michał Pisz, Finnegan Pope-Carter, Torsten Riese, Apostolos Sarris, Armin Schmidt, Thomas Sparrow, Guglielmo Strapazzon, Joanna Szarkowska, Immo Trinks, Gregory Tsokas, Lieven Verdonck, Jeroen Verhegge, Andreas Viberg and Roger Walker.

(51 out of 239 paid members (paid either in 2016 or 2017) = 21%, hence the quorum of 10% was reached)

Also in attendance were non-voting and former ISAP members: Alois Hinterleitner, Daniel Boddice, Alexander Corkum and Julien Thiesson. In addition the following persons were present: Michael Antonakis, Lionel Darras, Helen McCreary and Igor Murin

- 
- |    |                         |                |
|----|-------------------------|----------------|
| 1. | <b><i>Apologies</i></b> | <u>Actions</u> |
|----|-------------------------|----------------|
- Apologies were received and noted from Hannah Brown and Robert Fry.
- |    |   |  |
|----|---|--|
| 2. | <b><i>Minutes of the Previous Meeting (6 December 2016, London)</i></b> |  |
|----|---|--|
- The minutes had been made available on the web and were accepted as a true and accurate record of the meeting.
- MATTERS ARISING
- As an action point from these previous minutes Chris Gaffney reported on the use of an online abstract submission system for ICAP2017. It had helped with the collection of abstracts and their review, but there were several issues remaining and it was hoped that the developer of the relevant WordPress plugin might improve the system for future use.
- |    |                                   |  |
|----|-----------------------------------|--|
| 3. | <b><i>Financial Statement</i></b> |  |
|----|-----------------------------------|--|
- The financial position of the Society remains stable, details are shown in the appendix. Donations of £13 were received. A bank interest of £9.28 was noted. It was agreed that the accumulated surplus needs to be reduced.
- |    |  |  |
|----|--|--|
| 4. | <b><i>Annual Report of the Management Committee (MC)</i></b> |  |
|----|--|--|
- Studentships and Prizes*
- London Dec 2016**
- Poster (1x £50): Lieven Verdonck
  - Student presenters (5x £20):
    - Alexander Corkum
    - Ashely Green
    - Alexandru Hegyi
    - Michael Lukas
    - Michał Pisz
- Bradford Sept 2017**

- Bursaries for Early Career Professionals (2x £150):
  - Freya Horsfield, Durham
  - Lena Lambers, Leiden
- Supplement to Student Fees (3x £30)
  - Rob Fry
  - Michał Pisz
  - Jorge Blancas Vázquez
- Poster Prizes (3x £50)
  - Duncan Hale (Day 1)
  - Andreas Viberg (Day 2)
  - Jakob Kainz (Day 3)

#### *ISAP Fund and new officer: 'ISAP Fund Secretary'*

Funding in the third round of the ISAP Fund had been awarded to Philippe de Smedt. However, there has been an issue with its award's administration through the University of Ghent, which is under discussion.

The Chair proposed to enlarge the MC temporarily, for two years, by an additional 'ISAP Fund Secretary' to assist with the management of the ISAP Fund. This formal title and membership in the MC is a small compensation for the workload. Paul Johnson had volunteered for the position and by an overwhelming show of hands it was decided to install him.

#### *Terminology: 'ISAP Chair'*

The Chair proposed to change the ISAP constitution to change the term 'ISAP Chairman' into 'ISAP Chair', and similarly for the 'Vice-Chair(man)'. Nobody objected and the proposal was accepted.

#### *ArchaeoLandscapes International*

The Chair reported on ArchaeoLandscapes International (ArcLand Intl, or ALI), a formerly EU funded project that had organised workshops, some small scale research projects, and brought together many different institutions which work on archaeological landscapes. Since the project had ended and EU funding finished, to keep the consortium together and to apply for new funding ALI has been created with the two parenting organisations ISAP and AARG. ALI is trying to obtain new funding in order to run new projects and programmes. Since the 2017 AARG meeting and the ALI AMG unfortunately coincides with ICAP2017, the Chair has updated AARG, via its Chair Rachel Opitz, with a brief statement about recent activities by ISAP.

#### *SEG Competencies*

The US based Society of Exploration Geophysicists (SEG) recently asked the near surface community to help with the so-called SEG competencies programme. For this SEG is compiling a list of competencies in order to define job descriptions for environmental and engineering geophysicist. For these jobs, certain competencies are required at certain levels, e.g. GPR at intermediate level, surveying at advanced level, etc.

The Chair had joined the relevant SEG team in order and is now co-author of these competencies. His aim was to draw lessons for ISAP and it would be

possible to form a small group of ISAP members to define criteria for competency levels in archaeological geophysics. He suggested that the MC would look into this in more detail and evaluate whether it is feasible and beneficial. The findings would be presented to the ISAP membership.

MC

The meeting was asked whether the MC should do this: few votes were in favour, but even fewer against.

Kayt Armstrong stated the importance of commercial operators involved.

The Chair has written the SEG competencies on earth resistance and GPR. Although these are not meant for archaeological but for engineering geophysicists they can be a starting point for archaeological applications. The Chair can make these two competencies available to ISAP members, if desired. For SEG all the compiled competencies will also feed into professional SEG training courses.

Jimmy Adcock reminded the meeting that the Geophysics Special Interest Group of the CIfA has already prepared a competence matrix for archaeological geophysics for the CIfA, which might be useful as a starting point. He will email this to the MC.

JA

#### *ICAP 2021*

So far, one application has been received from Christophe Benech for hosting the ICAP 2021 in Lyon. If anyone else is interested, an application should be submitted to the Chair by the end of November 2017.

#### *ICAP 2019: IT Sligo, Ireland*

ICAP 2019 will take place at the Institute of Technology in Sligo, Ireland, which offers an archaeological sciences degree in Ireland where archaeological geophysics has been taught for the past 12 years. The lead organiser will be James Bonsall, who gave a presentation on Sligo, the venue, origin of the Gaffney brothers, as well as on the cultural programme (Guinness, Whisky, music, Neolithic monuments). The Conference website has already been setup under <https://www.ap2019sligo.com/>

#### *Additional Vice-Chair*

One additional nomination to the MC (see point 5) had been received slightly after the deadline (nominating Chrys Harris). The Chair highlighted the advantage of having as many volunteers as possible helping with the ISAP MC, and therefore it has been suggested to create temporarily an extra Officer's position in the MC; an additional Vice-Chair for two years. For this position Chrys Harris was nominated. The members approved this idea.

#### 5. ***Elections of Officers to the Management Committee (MC)***

Serving October 2017 to Sept 2019

Nominations received:

- Editors: Kayt Armstrong & Hannah Brown (who is being phased out within a year after having already served two terms)
- Chair: Chris Gaffney

- Vice-Chairs: Gregory Tsokas & Chrys Harris
- Honorary Secretary: Armin Schmidt
- Conference Secretary: James Bonsall
- Conference Vice-Secretary: Immo Trinks & Kayt Armstrong
- ISAP Fund Secretary: Paul Johnson

As there were no alternative nominations to these positions, no poll was necessary and all nominees were hence deemed elected by the meeting.

6. ***Next AGM 2018***

It is anticipated that there will be an archaeological geophysics themed NSGG Day Meeting in London on December 4th or 5th 2018 (preliminary dates). If that is the case, then the AGM will be held alongside that meeting.

7. ***Any Other Business***

*Thanks*

The Chair thanked Chris Gaffney and the whole team for organising ICPA2017.

Kayt Armstrong noted the high delegate attendance from the USA and thanked them for coming to the meeting.

*Summer schools*

Immo Trinks asked whether it would be possible to use some of the funds in the accounts to organise summer schools.

The Chair confirmed that this has been done before. It would be possible if the summer school is supporting what ISAP stands for, i.e. promoting archaeological prospection in the wider archaeological arena. An easy way would be to offer bursaries (e.g. five). It would be more tricky to pay an organisation to run a summer school.

Kayt Armstrong suggested that a subcommittee of ISAP members could organise an ISAP summer school with direct funding from the Society. She also stated that a field school like in the US does not exist in UK at the moment.

The Chair mentioned that there had, for example, been field schools run by Kiel University in Germany. Running a full field school is expensive and might be beyond what ISAP can finance.

Rinita Dalan informed the meeting that the National Park Service fee for its training course is US\$ 475 a week, excluding accommodation and travel.

Karsten Lambers suggested that it would be worth supporting the plans of ArchaeoLandscapes International to acquire funding especially for such activities.

Chris Gaffney reminded members that an enormous amount of work goes into organising these fantastic events. ISAP has already supported day schools. If ISAP would like to do something like the National Park Service more money would need to be found.

The Chair confirms that if ISAP members can submit a costed proposal to the MC for a summer school or field school, ISAP might be able to provide some

funding. In the interim, ISAP could support such events run by other institutions.

Immo Trinks confirmed that the Vienna's LBI ArchPro organised a summer school with 25 participants and 10 lecturers in 2016 and had substantial funding of €25k, and that they are now looking for new possibilities to acquire further funding for new events.

The Chair reiterated that it would be difficult for ISAP to pay an organisation, but that student bursaries are no problem. Although the main purpose of the ISAP Fund is to support research and outreach projects, the remit is wide enough to also accommodate proposals for field schools or training events (£1000 max).

Rinita Dalan mentioned that in the US instructors donate their time, and asked whether one could piggyback onto some other fieldwork that someone is doing anyway, and to use ISAP funds to support the attendance of ISAP members as are instructors or students.

Matt Guy explained that there events are taking place at the NSGG Leicester test site (field test of new equipment, exhibitors), that ISAP has supported. One took place in 2017, the next will be in 2019. However, an actual archaeological site would be even better. The EAGE field school he contributed to in Germany was very intensive with 14 hrs for an instructor per day.

Alexander Corkum commented that it would be desirable to teach more than only how to switch on the system; that the science behind should be added.

Paul Cheetham mentioned that he runs a field school every year, where one could piggyback onto and that he would be able to host additional people.

James Bonsall stated that membership has been cheap for years. It might be possible to increase it from 10 to 15 Euros to have more money for such training projects. However, given the previous discussions about the need to reduce the ISAP surplus, such increase may be premature.

Kayt Armstrong suggested that she and Chrys Harris will investigate this and report back in three months time [early 2018] on the mailing list or the newsletter.

KA  
CH

#### *Spending the surplus*

The Chair explained that it may become necessary to give the organisation a recognised legal status, for example as a registered charity. Otherwise there may be issues if ISAP builds up too high a surplus. Until then, decreasing the funds needs to take precedence over increasing fees. The Chair suggested that one could consider raising the annual fees to 10 GBP once the accumulated funds decrease to 10,000 GBP.

The Chair answered a question regarding current membership numbers and explained the difference between people on the list and people who have paid. The number of people who have paid up to now for this year is around 250 [the actual number is 156 by the end of 2017; hence the annual income is approximately 1000 GBP].

The ISAP Fund was set up such that it reduces the surplus annually by 2000 GBP, by funding one proposal in each round. An alternative approach would be to fund *all* eligible proposals until the surplus has disappeared. This was not deemed desirable by the meeting.

It was agreed to use the email list or a poll to solicit ideas from members for what the ISAP surplus should be used for (other than the items mentioned before).

KA  
AS

## *Communications*

Kayt Armstrong stated that the Society should be more active and engage the wider community.

The Chair asked how more members could be engaged in discussions on the ISAP-all email list. It also appears that some people prefer other channels of communication (e.g. Social Media).

Matt Guy asked whether more could be spent on marketing. For example, to design a banner that can be installed when ISAP members attend other events. He states that the EuroGPR banner at the ICAP2017 exhibition area led to good discussions and an ISAP banner could be used in similar events. It could be rolled up and sent to other events. Also printing a brochure could be useful, for example to be sent to archaeology university departments to increase membership numbers. This could be of particular interest in eastern European countries with emerging departments concerning archaeological prospection. Other members reminded the meeting that printing costs can be low in several European countries, for example Poland.

Immo Trinks remarked that during this ICAP2017 we “mainly been preached to the converted”. It is important to reach out to archaeologists in both commercial entities and research groups. At big conferences of the WAC, EAA, SAA, we could establish an information booth.

Chris Gaffney mentioned that engaging with colleagues outside ISAP appears to be a considerable challenge, as shown by attendance at ICAP2017. A booth at the SAA conference in the US was expensive, but it was great to have (as a consequence?) a large group of North-American colleagues attend ICAP2017. Spending on recruiting new members should be part of our outreach activity. All current ISAP members should try to recruit new members when attending other conferences and distribute flyers if they go to other events.

Philippe de Smedt also considered an ISAP booth a good idea as we probably overestimate how much other people know about ISAP. At the recent EAA conference people were discussing that one should setup a working group on the integration of geophysics in archaeology, unaware of the fact that this already exists in form of ISAP. He sees a large potential within the academic and non-academic segment.

The Chair suggested that ISAP members could become organisers of ISAP sessions within their local and regional conference scene. He reminded the meeting that Tomek Herbich has done this very successfully in Poland and that there will always be support from ISAP for such events.

Joep Orbons commented that at the EAA conference there were several sessions supported by ‘organisations’. Hence there could be a session on archaeological prospection supported by ISAP.

Chrys Harris stresses that those ISAP members organising sessions at other conferences should address a theme beyond archaeological prospection, so that new people can be attracted.

The Chair asked for these suggestion to be included on the list of possible items to spend ISAP funding on.

KA  
AS

The meeting was chaired by the outgoing ISAP Chair, Armin Schmidt, minutes were taken by Immo Trinks and accepted by the new Chair Chris Gaffney on 16th March 2018.

## Appendix: Financial Statement 2017

<b>ISAP financial summary</b>		
<b>1 April 2016 to 31 March 2017</b>		
<b>Opening bank balance:</b>	<b>Sterling</b>	<b>Euros</b>
Sterling	£15,523.20	
Euros		€ 686.25
<b>Receipts:</b>		
Subscriptions	£1,268.00	€ 145.00
Donations	£13.00	€ 15.00
Bank interest	£9.28	
Advertising	£40.00	
EAC Guidelines purchases	£393.76	
<b>Total receipts</b>	<b>£1,724.04</b>	<b>€160.00</b>
<b>Payments:</b>		
Bursaries and Prizes	£150.00	
ISAP Fund grants Guidelines printing/postage	£1,000.00	
Web hosting	£844.52	
Repay loan (for bursary)	£189.86	
Bank Charges	£153.13	
	£109.18	
<b>Total payments</b>	<b>£2,446.69</b>	<b>€0.00</b>
<b>Net surplus/deficit</b>	<b>-£722.65</b>	<b>€ 160.00</b>
Closing bank balances	£14,800.55	€ 846.25

<b>ISAP financial summary</b>		
<b>1 April 2017 to 31 August 2017</b>		
<b>Opening bank balance:</b>	<b>Sterling</b>	<b>Euros</b>
Sterling	£14,800.55	
Euros		€ 846.25
<b>Receipts:</b>		
Subscriptions	£355.00	€ 155.00
Donations		
Bank interest	£3.69	
Advertising	£300.00	€ 116.00
EAC Guidelines purchases		
<b>Total receipts</b>	<b>£658.69</b>	<b>€271.00</b>
<b>Payments:</b>		
Bursaries & prizes	£300.00	
ISAP Fund grants Guidelines printing/postage		
Web hosting		
Repaid loans		
Bank charges	£25.24	
<b>Total payments</b>	<b>£325.24</b>	<b>€0.00</b>
<b>Net surplus/deficit</b>	<b>£333.45</b>	<b>€ 271.00</b>
Closing bank balances	£15,134.00	€ 1,117.25