

## **SECRETARY'S ANNUAL REPORT**

**To the Australasian Society for Historical Archaeology Inc**

**July 2010 to June 2011**

**Geraldine Mate, Secretary**

### **SOCIETY ADMINISTRATION**

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#### **Correspondence**

The majority of correspondence with the Society occurred via email in 2010-2011. Correspondence primarily related to membership renewals and publication orders. The difficulties with on-line payment have yielded a particularly high level of correspondence with members this year. A number of claims for missing journals were also received as a result of the delay in publishing Volume 28 of the journal. ASHA continues to receive information from various other societies reporting on their news and upcoming events, including two regular newsletters. General society administration as well as requests for ASHA to contribute feedback and advocacy on legislative reviews and other initiatives is primarily received via postal mail.

#### **Mailbox**

Sadly, the mailbox that the society has held since its inception, PO Box 220 Holme Building, will be closed down in December as the Holme Building is no longer offering this service. Consequently we have sought a new mailbox. We have elected to take an Australia Post mailbox. Although more costly than the mailbox at Sydney Uni, it will allow a fully automated redirect to be established and thus greatly speed up the flow of mail for the Society. Our thanks to the great range of people who have stepped up and cleared the mailbox over the last 12 months, including Martin Gibbs, Sarah Colley and Mac North. Thanks also to Brad Duncan for organising our new PO Box. Two keys will be held by the executive of the society for the mailbox and a spare will be held by the Post Office. The capacity to redirect automatically means that a regular pick up of mail will no longer be required.

Our new mailing address will be:

PO Box 2497  
North Parramatta  
NSW 1750

As a result of our changing postal address all stationery will need to be amended with the new address. Letter heads and forms will be changed progressively over the next two weeks, stickers will be printed to allow us to use the remaining envelopes and stationery, and new stock will be ordered. An audit of the website is currently underway to identify and update all addresses posted there.

## **Admin Officer**

The position of Admin Officer was not filled for 2010-2011. The secretary has carried out the tasks of the Administration Officer through this time. Thanks to our former Admin Officer Cynthia Paterson, who resigned in September 2010, for her work for the Society. A decision on how to best utilise the last part of the federal grant is yet to be made.

## **Recording Keeping**

The online ASHA database and email accounts continue to be maintained and backed up to independent and secure servers associated with SmarterMail (email providers) and The Web Showroom (website and membership database providers).

The archives of the society from 2006 onwards are held with the Secretary and the Treasurer. Records previous to that are not held by the current executive. The current secretary is establishing an archive procedure that will (hopefully) mean that in following years the critical documents such as our Certificate of Registration and Annual Returns for the Department of Fair Trading are clearly linked to the procedures and held in an accessible location and form.

The procedures established by Penny Crook in her time as Secretary and updated by Katrina Stankowski are currently being reviewed and updated again to include additional details related to using our customer database and more irregular tasks. The institution of these procedures has been of great help (Thanks Penny and Katrina).

## **Office of Fair Trading**

At the 2010 Annual General Meeting, the incoming Secretary, Geraldine Mate, was nominated as the Public Officer. It was subsequently found that the Public Officer was required to be a resident of New South Wales. Consequently, at the first meeting of the General Committee, the Committee unanimously accepted Iain Stuart's kind offer to act as Public Officer and the Office of Fair Trading was duly notified.

Although the change of executive has been updated at the Office of Fair Trading, our Annual Return was unable to be lodged as the Statement of Financial Affairs for 2009-2010 was not presented to the Membership at the 2010 AGM. A notice of late lodgement was filed with the Office of Fair Trading. The current Treasurer will be presenting the statements for both 2009-2010 and 2010-2011 at the 2011 AGM and the returns for both years will then be lodged as required.

In December 2010, we received notification from the Office of Fair Trading that we had failed to file returns with them for the years 2003-2005. These annual summaries were somewhat difficult to track down but with the assistance of former treasurers we were able to send in newly-completed forms and the Annual Summary of Financial Affairs for the financial years 2003, 2004 and 2005 together with a cheque for payment of arrears. This exercise highlighted issues regarding Society Archives which the Secretary is addressing.

## **MEMBERSHIP**

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As the outline of membership numbers show, there has been a pronounced decrease in membership numbers for 2010-2011. This is attributed in part to the decision not to send out membership renewals through the year. As a result of ongoing issues with the treasurer's handover and issues with on-line payment, it was felt that it would not be appropriate to send out reminders until renewals could be either banked or processed on-line. Once banking was re-established, notification was put up on the website reminding members how they could

renew off-line. The issues with Treasurer handover, PayPal and bugs in our on-line purchasing facility at Webshowroom extended far longer than anticipated, preventing the issuing of any individual renewal reminders in the 2010-2011 financial year. In addition there continues to be some confusion about renewal dates.

In the 2011-2012 membership year we will be doing a targeted mail-out to all non-financial members to attempt to bring back some of the membership lost in the last two years, particularly those that have only lapsed in the last financial year (see figures for 2010/2011 below). This will include re-emphasising the financial year membership and also giving people the opportunity to "catch-up" their membership.

As of 11th of November 2011 there are 122 renewals for the 2011-2012 Membership year. This is a positive trend given that on-line processing was only just available in early November. An email notification that we are back on line for renewals was sent out on 10th November 2011.

### **2010-11 Membership Renewals**

At the end of the 2010-11 membership year (1 July 10 to 30 Jun 11), ASHA had 229 members (including 20 life members). This includes 16 new members. This number is significantly down on previous years and this is attributed to the lack of renewal reminders and issues with on-line processing of renewals. This year's membership breakdown includes numbers for those who did not renew their membership from the previous year. In total there are 108 recently lapsed members.

<b>Membership Type</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
Individual	203	163	120 (72)
Household	7	11	7 (4)
Corporate	31	31	30 (6)
Student	30	29	26 (16)
Pensioner/Unwaged	10	10	11 (4)
Individual (OS)	7	4	2 (3)
Corporate (OS)	3	6	8 (0)
Student (OS)	0	1	0 (1)
<b>Financial Members</b>	<b>291</b>	<b>255</b>	<b>204 (108)</b>
Life	20	18	20
Copyright Deposit/Reciprocal	4	5	5
<b>Total Members</b>	<b>315</b>	<b>278</b>	<b>229</b>

(#) shows un-financial members, i.e. those whose membership lapsed on 30 June 2010

## Annual Trends

	<b>Renewals</b>	<b>New Members</b>	<b>New Life Members</b>	<b>Total Financial</b>	<b>Total members</b>
<b>2003</b>	195	61	1	257	280
<b>2004</b>	222	71	1	294	318
<b>2005</b>	266	40	0	306	331
<b>2006</b>	295	35	1	331	356
<b>2007-08</b>	301	63	1	365	390
<b>2008-09</b>	275	42	1	384	409
<b>2009-10</b>	236	41	1	255	278
<b>2010-11</b>	192	16	0	208	229

## COMMITTEE MEETINGS

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A number of committee meetings have been held over the last 14 months. Two teleconferences for the general committee meetings were held and a further five meetings of the executive were held in addition to general committee to progress issues with handover.

Teleconferencing has proven this year to be an effective mechanism for General Committee meetings (notwithstanding issues about Daylight Savings in Queensland and co-ordinating time zones from New Zealand to Western Australia).

### Committee Meetings Held

15 <sup>th</sup> November 2010	Executive Committee Meeting
18 <sup>th</sup> November 2010	<b>General Committee Meeting</b>
11 <sup>th</sup> January 2011	Executive Committee Meeting
10 <sup>th</sup> February 2011	Executive Committee Meeting
22 <sup>nd</sup> March 2011	Executive Committee Meeting
12 <sup>th</sup> April 2011	<b>General Committee Meeting</b>
21 <sup>st</sup> July 2011	Executive Committee Meeting

## **PUBLICATION SALES & INVENTORY**

The table below details all publications sales throughout the year. No audit was conducted for publications this year. The tracking module for publication sales within Webshowroom was used to estimate inventory, although the accuracy of this may have been affected by problems with on-line purchasing. For 2011-2012 this will be reviewed to confirm that it is functioning correctly and also to address other issues with automated discount for members.

### **PUBLICATION SALES (1 July 2010 - 30 June 2011)**

<b>Publication</b>	<b>Number Sold</b>	<b>Inventory</b>
An Archaeological Guide to British Ceramics in Australia, 1788-1901	10	10
Australasian Historical Archaeology Volume 27	2	287
Australasian Historical Archaeology Volume 26	0	97
Australasian Historical Archaeology Volume 25	0	76
Australasian Historical Archaeology Volume 24	0	94
Australasian Historical Archaeology Volume 23	1	74
Australasian Historical Archaeology Volume 22	1	96
Australasian Historical Archaeology Volume 21	1	67
Australasian Historical Archaeology Volume 20	1	58
Australasian Historical Archaeology Volume 11	1	129
Australasian Historical Archaeology Volume 10	1	99
Australasian Historical Archaeology Volume 9	1	183
Australasian Historical Archaeology Volume 8	1	75
Australasian Historical Archaeology Volume 6	1	37
Australasian Historical Archaeology Volume 5	1	91
Australasian Historical Archaeology Volume 4	1	22
Australasian Historical Archaeology Volume 3	1	118
Nineteenth Century Salt Manufacturing Sites in Tasmania	0	30
Port Essington: The historical archaeology of a north Australian nineteenth-century military outpost	0	22
The Archaeology of Whaling in Southern Australia and New Zealand	0	101
The Marseilles or French Pattern Tile in Australia	0	12
Ross Bridge	0	5
<b>Grand Total</b>	<b>24</b>	

## **WEBSHOWROOM**

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There have been a number of issues identified with the functionality, usability and reliability of Webshowroom, our back-end of the website, database, and on-line purchasing facility, throughout the 2010-11 membership year. These have included issues with incorrect automatic renewal dates, problems with the on-line forms for new members, problems with automated sending of receipts for membership subscriptions, problems with never-ending loops in on-line forms (particularly for New Zealand members for some reason) and issues with the automatic progressing of PayPal payments. We also have ongoing issues with spam bots creating bogus customers. We have been working towards addressing these issues with Webshowroom as they become apparent.

In the coming year, we will be targeting anomalies in the on-line purchasing module to ensure price updates are carried through, and reliability of group member emails. We will also be assessing alternatives for on-line payment and mechanisms for reducing spam in our database.

## **MEMBER SUGGESTIONS AND QUERIES**

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- Direct Debit facility to pay membership renewals via the website (numerous members).