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Minutes of Board Meeting

A special meeting of the board of was held at the Saturday, January 28, 2006
LaSalle Bank Room, The Oriental Institute, at 3:00P.M.

The meeting was presided over by the president *Dr. Emily Teeter* and the secretary *Sandy Polley* was present and kept the minutes. Also in attendance were the Vice President, *Dennis Kelley* and Treasurer, *Jim Ringenoldus*.

Meeting was called to order at 3:00PM by President, Dr. Emily Teeter.

Treasurer's Report Summary

(Full report available at <http://www.arcechicago.com/pdfs/financialreport012806.pdf>)
Jim summarized the contents of his report that was submitted to the National Office in Atlanta. The report contains transactions from August 1, 2005 through present. The current balance of the chapter account is \$2,316.43.

The major expenditures thus far have been:

- Mark Lehner Breakfast – May 2005
- Honorarium for Farouk Mustofa – July 2005
- Honorarium and travel expenses for Caroline Williams – November 2005

Chapter Income:

- Receipts collected in the amount of \$375 for Lehner Breakfast, Mugs and Totes
- ARCE Grant to offset Mustufo Honorarium
- Minor donations collected in chapter meetings.
- Reimbursement from National for new members and member renewals

Other Treasury Items:

National Reimbursements

Emily asked Jim to find from Candy at National when we recoup program costs.

Shared Chapter Expenses

Dennis reminded Jim to investigate reimbursement on shared travel expenses with John Saar of the Portland chapter for Caroline Williams lecture. Jim replied that he believed the expenses were not to be shared.

Citibank Account

The account is balanced with Checkbook. Citibank is sending statements correctly. The online statements have not been activated yet we will need a user name and password for online banking if we desire to use this feature.

Incorporation

Jim has the forms for us to fill out tonight and finish all the recording. Rick Moran is going to send boiler plat and then this can go to Secretary of State Office. We do need to be incorporated in Illinois before we get tax exempt status with IRS. Emily mentioned that John Adams can assist with Incorporated if necessary.

President's Report

Communication with ARCE Atlanta

Emily inquired whether all Chicago Chapter board members are receiving the emails from ARCE-CHAPTERS@LISTSERV.EMORY.EDU. It was recently posted at all program updates for chapters be sent to Sherry Saunders. She is responsible for updating the National Web Site. Sandy confirmed that she got that message and has forwarded information to Sherry as requested. Dennis appears to be the only board member that needs to be added to this mailing list. In the future Sandy will also send flyers to Chapter Heads to keep them abreast of our programs in Chicago so that they can pass that along to their members when appropriate. Emily will ask the chapter presidents to email board@arcechicago.com their flyers so that we too are up to date on other chapter events.

Fundraising Ideas

Emily offered the following ideas that could generate income for the chapter.

- Provide a donation jar at meetings for members or guests to contribute to our chapter directly.
- Create a raffle for each meeting. The North Texas chapter does this and was the inspiration for this suggestion. Sandy suggested that a possible raffle item may be autographed books by lecturers and other famous Egyptologists.

- Another idea from the North Texas chapter is creating a Crook & Fail Society. This is a member sub group. For an extra donation members receive a pin a newsletter and exclusive opportunities within the Chapter and at sponsored events. The obvious benefit is more income for the chapter but this society has also proven to increase group cohesion.

Format of meetings -Emily suggested we follow the format of North Texas chapters.

- We should go to a certain day per month like third Saturday and the start time should be 4-5PM keeping mind that OI doors lock at 6PM.
- There is no formal meeting prior to lecture or other event.
- There will be a brief chapter meeting of 15 minutes or less to review
- Members will be encouraged to attend the board meeting prior to chapter event if interested in participating in Chapter business.

Honorarium Standards – Emily requested that we decided on a standard rate we will offer to those lecturers who do not have set rates. She suggested \$250.00, Dennis seconded the motion and it was carried. Furthermore, it was discussed that for lodging needs we will attempt to use the Quad Club when available.

Publicity for January Chapter Meeting

Emily reported that she sent press releases or was contacted by the following media sources:

- Metra Mix
- Tribune
- Reader
- Time Out
- Hyde Park Herald

Co-op Advertising & Sponsored Marketing

We openly discussed ways to create more buzz about our Chapter. With a limited budget for advertising we decided that in getting sponsors or co-op advertisers may help with exposure. Emily asked Jim to get the clarification on the rules for ARCE on marketing. Possible suggested

- Breasted Society
 - Chronicle & Maroon
 - Northwestern and other University Campus'
 - AIA
 - ARCH Groups
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Vice President/Programs

Success of Caroline Williams Lecture

We discussed why we had such a low turnout for her lecture. It was determined that having the meeting mid week and in the evening were both contributing factors. Not to mention that apparently Caroline gave two lectures on campus and it was not clear that the one she did for the school was a different presentation than the one she prepared for ARCE/Chicago. That is probably why we did not have the grad school turnout that we expected. Emily noted that for some reason other chapters have also found that Islamic topics tend to have a lower turnout than Ancient Egypt or Pharonic lectures.

Program Calendar

Emily reported that other chapter's program committee plans events for the entire year and the first meeting of the next year in advance – This should be our goal for the 2006-2007 year. Our first year as a chapter 2005-2006 was very organizational so we could not do this but Dennis & Emily have planned events in advance through May. See the Program Supplement at <http://www.arcechicago.com/pdfs/programflyer012806.pdf> They will continue to work on July – December.

Tut Exhibit

Sandy inquired what if anything is planned for ARCE/Chicago that will coincide with the Tut Exhibit. Sandy mentioned that she has held off buying tickets in the hopes that we would have a group event. She would like to see if we can offer group twilight entrance and maybe get Zahi Hawass to do a book signing, lecture or dinner with us.

Jim mentioned that the National Geographic Event with Zahi Hawass for the Tut Exhibit opening on May 23rd at the Field Museum is already sold out. But he will check with Bob Cantu at the Field regarding a lecture room and twilight meeting.

Chapter Activities

When Emily traveled to North Texas and attending a chapter meeting there she liked how they have an ongoing contest called name that place. Prior to the lecture while members are getting seated there is a photo projected on screen and members are encouraged to guess what it is. Emily will structure the notes on how to implement this into our own chapter events.

Chapter Visits

The North Chapter representatives will be in Chicago on Saturday, Sept 16th. Emily & Dennis are working on some sort of small reception for them.

Chapter Letterhead

Dennis pointed out that the letter head is not correct. He asked to remove the University of Illinois Chicago. Correct the zip code it should be 60637. He also asked Sandy to send logo to all board members.

Secretary Report - Sandy reviewed the following items that fall under her responsibilities for membership and communication.

Meeting Responsibilities – The secretary will be located at the door to greet members, maintain attendance records, committee and volunteer sheets. The secretary would like to ask for a volunteer to serve as assistant secretary to take notes and photos during both the board and chapter events. This will be announced in the next meeting.

Committee Membership

An updated spreadsheet was sent from National for members in our Area. Sandy altered the spreadsheet to make it easier to read and print. We are using this spreadsheet as a check in document for meetings.

Web Content – The following updates, changes or additions were performed on the chapter site since the last board meeting.

- The server was migrated to a new host company. This required us to recreate or transfer all accounts and files. We decided to not recreate email addresses for all chapter members since they were not being used we will only create email accounts on a request basis.
- The member forum was pruned to remove all old posts. We are considering eliminating this service due to lack of involvement.
- A RSVP script was added to the site to track interest in programs.
- We may be in the process of creating a repository for Chapter Documents.
- It was suggested that we add an RSS feed for Egyptology news items that would provide members in real time any news story published in this field.

Emailing Members – Sandy proposed that we set a standard for email members on events that would include at least two mailings for each event. One announcing the event at least 4 weeks prior to event and a reminder one week before event it may even be good to add a third notice at the two week mark. It was agreed that is seemed like a good plan.

E-Newsletter & Print Mailings – Sandy motioned that we should create a newsletter on a quarterly basis. Emily seconded the motion was carried. Dennis reminded me to get assistance from those who volunteered for the web committee. Emily specifically mentioned Elane Streets. After reviewing the membership spreadsheet we see that we have only four members that do not have an email address. Therefore, Sandy motioned that we should not go to the expense of sending out print mailings unless specifically requested to do so by members. This motion was seconded by Emily.

Secretary Expenses – Emily inquired if there were any expenses to submit. Sandy explained that any costs incurred in the past to set up the site, host the site, sending the election ballots via regular posts should be considered donations.

Board Meeting was adjourned by Emily at 4:00PM.

Minutes by: Sandy Polley, Chapter Secretary