



**BRITISH ASSOCIATION
FOR
BIOLOGICAL ANTHROPOLOGY
AND
OSTEOARCHAEOLOGY**

MINUTES OF THE ANNUAL GENERAL MEETING SHEFFIELD, 19TH SEPTEMBER 2015

1	Apologies
	Gundula Müldner, Simon Mays, Nicholas Marquez-Grant
2	Minutes of the last AGM Accepted as a true record. To be placed on website.
3	Matters arising Piers Mitchell thanked the Sheffield conference organisers Pia Nystrom, Diana Swales and Jennifer Crangle and all student helpers for organising such an excellent meeting and the BABAO committee for all their work during the past year.
4	President's Report (P. Mitchell)
4.1	Piers Mitchell reflected on the challenges and achievements he experienced in his 3 years as the President of BABAO. The Association comprises a number of different fields within the remit of biological anthropology and each has their own expectations. However, with the amazing help of the Managing Committee it was possible to make a number of relevant changes and he is proud of the achievements made in the last 3 years. For example, BABAO is providing more grants to fund interesting research projects, has a number of useful guidance documents and introduced conference bursaries.
4.2	Conference guidance document: a guidance document was created to help conference organisers with organising a successful BABAO conference. This has already led to a marked increase in the number of conference delegates, which is probably related to the fact that conferences are now even better run than previously. For example, the need of having longer coffee/tea breaks to allow more time to view posters and having the posters in the same room as the coffee/tea breaks makes it a much more rewarding experience for poster presenters.
4.3	Charity status/tax exemption: Thanks to Gundula Müldner's hard work BABAO has now achieved tax exempt status and the paypal account, which had to be frozen to prevent potential accusations of money laundering will soon be functional again.
4.4	Grey Literature Database hosted on ADS: many osteoarchaeology reports are difficult to access; when placed on the ADS database they are still difficult to find due to the way the database is set up and a keyword search is not always successful. However, the new Grey Literature Database will allow relevant keyword searches. The ADS team has run a trial on a subset of reports. It will cost £2,000-3,000 for the initial set-up, but then ADS will fund this project.
4.5	Trends in Biological Anthropology: Previous conference proceedings were published as part of the British Archaeological Reports series, but it had been decided by the previous Managing Committee that the conference proceedings should be published by a more prestigious publisher – Oxbow Books - to ensure better advertisement and better layout. The first volume has been published in June this year and the manuscripts for the second volume are already at Oxbow Books. Each volume should

contain a minimum of eight articles. The advantage of the Trends series is that it allows for a larger circulation number since each paid-up BABAO member receives a copy. In addition, many libraries are ordering copies of the Trends.

4.6 Visibility of BABAO: to enhance the visibility of BABAO it is vital to collaborate with other organisations. The first joint symposium with the Society for the Study of Human Biology (SSHB) already took place, co-organised by Helen Liversidge (UCL) as well as Jo Buckberry and Nicholas Marquez-Grant (both members of the BABAO Managing Committee). The next joint symposium will take place in 2018 on the theme of 'Variation' and Nicholas Marquez-Grant will liaise again with the SSHB.

4.7 London Anthropology Day: BABAO representatives Stef Vincent, Gundula Müldner and Tim Thompson, together with Jelena Beklavac (Museum of London), ran a stall and workshop in July 2015, displaying, for example, casts and 3-D prints of human remains from the Museum of London. Our presence at the LAD ensures that the public is provided with an impartial and neutral view of biological anthropology.

4.8 Advertising BABAO: Rebecca Redfern has commissioned two versions of the BABAO poster from a professional graphic designer. One version shows a skeletonised hand, while the other shows the hand of a primate. At the end of the AGM anyone who is interested to obtain posters to display them on the notice boards of their academic institution is welcome to receive them from Piers Mitchell. A record of who has taken which version and their affiliation will be taken to hold a record of the distribution of advertising material.

4.9 Human Skeletal Remains Database: At the last AGM it was envisioned that the database would be available within a month's time. However, the sheer amount of work that needed to be done together with the necessity of having a full time post made it impossible for the committee member who was tasked to do this to complete the database. However, Rebecca Redfern, Stef Vincent and Simon Mays have now produced a 10-page guidance document that lists the names and contact details of curators of many collections of human remains together with links to relevant websites. This will be available to download from the BABAO website. The Wellcome Trust has been in discussions with the BABAO committee to provide funding for a scoping exercise to gauge how many collections of human remains are in this country. This will form the basis of a larger grant application to complete the work.

4.10 Guidelines to the Standards for Recording Human Remains: Last year Charlotte Roberts has pointed out that the Standards were 10 years old. Subsequent consultation of the BABAO membership has revealed that this document should be updated. It was decided that short 1-2 page updates will be placed on the BABAO website, including updated bibliographies. This will be edited by Piers Mitchell, Megan Brickley and Jacqueline McKinley

4.11 In response to the membership's concern about low professional standards of some osteological reports, Sharon Clough, the representative from a commercial unit, has created a competency matrix for the accreditation of osteoarchaeologists by the Chartered Institute for Archaeologists (CifA). The approval of the CifA is still outstanding but this should happen soon.

4.12 The next BABAO conference will take place at the University of Kent in 2016. If anyone would like to hold the meeting in 2017 or 2018 they should send an email to the new President to allow enough time to plan and organise future meetings. The amount of time needed to organise a conference should not be underestimated.

4.13 Increase of membership rates: Membership fees were last raised in 2011, but due to the higher production costs and increase in postage the Trends series is costing more than anticipated. Student rates stand at £17.50, but one Trends volume costs £16.50, leaving very little money for other BABAO activities. There are several options of how to improve the situation and these have been circulated on the BABAO email list:

1. no increase in fees

4.14	<p>2. have a proportional increase for waged and unwaged members of £40 and £30, respectively, or</p> <p>3. have a disproportionate increase with waged members paying a fee of £40, but unwaged members paying only £25.</p> <p>The President has received no response in favour of keeping current membership rates and all members seem to understand the need to future-proof the Association and fund the Grey Literature Database.</p> <p>The President asked the attendees of the AGM to cast their votes: Nobody voted for option 1 One-third voted for option 2 Two-thirds voted for option 3</p> <p>Thus Option 3 – an increase of £40 for waged members and of £25 for unwaged members - was accepted.</p> <p>The President thanked all outgoing committee members Stef Vincent, GundualMüldner, Jo Buckberry and Tim Thompson for their hard work and professionalism. Finally, the President thanked everyone on the Committee and the membership for supporting him in his role of President of the Association.</p>
5.	Membership Report (S. Vincent)
	<p>Our membership numbers currently stand at 469, which is slightly down from the 500 active members we had two years ago at York, however is one more than last year. We currently have 226 waged members to 204 student and 39 unwaged (retired/unemployed) members. We have had 96 new members join the organisation this year (new members can join for free after the conference, although they do not get a copy of the Trends publication).</p> <p>We have 108 members based outside the UK. The number of non-UK members and their distribution remains steady for the past several years, with the majority coming from Europe, although we also have members from North America and the rest of the world.</p> <p>The Membership Secretary reminded all members who have not renewed their membership due to the unavailability of Paypal that she would soon contacted them to inform them when Paypal would be in operation again.</p> <p>The outgoing Membership Secretary thanked the membership and Managing Committee for having a wonderful time on the Committee.</p>
6.	<p>Publicity Report (T. Thompson)</p> <p>6.1 The Communications and Outreach officer reported that he had received the usual general and members' enquiries with many from undergraduate students asking for advice and references. This clearly should be the responsibility of their supervisors or academic advisers. Many questions concerned career advice and opportunities for field work. One enquiry asked about the possibility of an internship in the BABAO offices, but it was pointed out to them that BABAO does not actually have an office.</p> <p>6.2 BABAO Posters: The new colour posters to advertise BABAO within academic departments have been printed and will be given out at the end of the AGM for members to display on noticeboards at their academic institutions.</p> <p>6.3 London Anthropology Day: Jelena Bekvalac (Museum of London), Tim Thompson, Stef Vincent and Gundula Müldner attended. There were 40-50 people went to the workshop, with several hundred attending the LAD.</p>

6.4 British Science Festival: BABAO's proposal was not accepted, because the organisers prefer traditional talks to our format of a court hearing. BABAO will need to keep an eye on the format for 2016 and engage the organisers early on to ensure that we fit their format.

6.5 Grey Literature Database: The Grey Literature Database is progressing and we have started to populate the database. Tim Thompson suggested that reports suitable to be placed on the database should be sent to the new Communications and Outreach Officer. Jo Buckberry, who completed the pilot spreadsheets, reminded members that they should not overly worry about spending too much time collating the metadata.

Human Remains Database: The Wellcome Trust provides funding for archive material projects. However, their definition of archives relates more to paper-based archives than skeletal collections. We will try to ensure that the Wellcome Trust will open up their definition of what constitutes an archive, and then apply for funding for the Human Remains Database.

6.6 Student Outreach HUB: There is still very little material but the new post holder will continue to update the Outreach HUB with the help of the BABAO membership. A request was made for members to submit suitable material (e.g. YouTube videos and other web links) to the communication and outreach officer.

Tim Thompson thanked everyone on the Committee and the BABAO membership for their help and support while he was in office. He wished the new post holder a successful time in office.

7. Finance Report (G. Müldner, delivered by T. Jakob)

7.1 **BABAO Treasurer's Annual Report Jan-Dec 2014**

Reporting period: 01/01/2014 – 31/12/2014

State of BABAO Accounts on 15/12/2014:

Current Account Balance: £11,375.36

Reserve Account Balance: £10,453.13

Paypal Account: £3,311.04

Total Funds (Statement): £25,139.53

Total Funds 31/12/2013 £15,928.72

Net Change £9,210.81

Income

Members' Subscriptions £7,686.00

Conference Surplus £6,966.87 Bournemouth 2012 surplus

Interest £4.18

Total Income £14,657.05

Expenditure

Charitable Activities

London Anthropology Day -£485.31 incl travel

Festival of Science -£440.00 incl travel

BABAO Grants -£2,716.11

BABAO conference £0.00 Conference bursaries paid out of Durham budget

Total (Charitable) -£3,641.42

Governance Costs

Committee Meeting Travel	-£1,446.50
Website Maintenance	-£360.00
Other	-£98.05 Travel for SSHB conference preparation
Total (Governance)	-£1,904.10
Total Expenditure	-£5,545.52
<u>Income-Expenditure</u>	<u>-£9,111.53</u>

7.2

BABAO Treasurer's Report Interim Report 2015-3

Reporting period: 01/01/2015 – 17/09/2015

State of BABAO Accounts on: 15/06/2015

Current account	£15,814.69
Reserve Account	£10,455.91
Paypal Account	£0.00

Total Funds: **£26,270.60**

Net Change since 31/12/2014 £1,131.07

Cheques not yet cashed	-£324.81
Current Funds (Actual)	£25,945.79

Income

Members' Subscriptions	£7,019.59
Conference Surplus	£8,037.46 York+Durham combined; should be offset with £3,000 start-up money they have received
Interest:	£2.43

Total Income **£15,059.48**

Expenditure

Charitable Activities

London Anthropology Day	-£454.88
BA Festival of Science	-£0.00
BABAO Grants	-£3,355.00 2 academic, 1 commercial grant
BABAO Conference	-£1,500.00 Conference kitty to Sheffield
Trends in Biological Anthropology	-£7,522.40 Production subsidy (£2,000) + Member copies and postage
Total (Charitable)	-£12,832.28

Governance Costs

Committee Meeting Travel	-£1,073.06
Other travel	-£0.00
Website Maintenance	-£0.00
Other	-£64.96
Total (Governance)	-£1,138.02

Total Expenditure **-£13,970.30**

Income-Expenditure **£1,089.18**

Comment: This shows that we are relying on conference surplus in order to produce the Trends. This may not be sustainable in the long-run, since conferences may fail to make a surplus.

8. **Grant Awards (J. Buckberry)**

This year, the BABAO small grants received 13 applicants in total, with only one commercial and 12 academic entries.

However, not all applications could be considered: one member joined after 1st April, two were missing signatures, four did not have a letter of support from the institution whose collections they were hoping to analyse – all of these applications were ineligible. The Grants Secretary asked members to check that they meet the eligibility criteria before submitting their applications since amended re-submissions cannot be accepted. Every member of the BABAO committee graded all eligible applications, declarations of interest were made and these applications were not scored by that committee member.

Of the six eligible applications, three were funded:

Commercial Grant: Paola Ponce, Diagnosing Legg-Calvé-Perthes disease in human skeletal remains, £1500

Academic Grant: Edouard Masson-MacLean, New methods to solve old problems: identifying salmon and trout vertebrae using geometric morphometrics, £855

Academic Grant: Vitale Sparacello, A new case of Neolithic tuberculosis from Liguria, Italy: the Pollera 21 child, £1000

The Grants Secretary congratulated the three winners.

Two of the unsuccessful applicants have asked for feedback, which was supplied. The grant form and guidance document were amended to include the statement:

“I have enclosed a letter of support from each of the institutions curating material I intend to study / I confirm that all of the material to be investigated is curated by my institution”.

It was also made clear that grant holders are expected to submit receipts with their feedback form.

One delegate whose application was not eligible due to a missing signature asked whether she could re-submit her application next year and it was decided that this should be allowed.

Last year’s successful winners have all presented here in Sheffield: Jelena Bekvalac, David Errickson and Jason Nadell. Claudia Garrido-Varras, who was awarded a grant in 2013 has also presented her results this year.

The outgoing Grants Secretary thanked everyone who voted her into this position and who helped her along the way – she emphasised that it has been a very rewarding three years and she wished the new post holder good luck with the role for the next few years.

10 Election of Committee Posts (T. Jakob)

Five committee posts were up for election this year. One hundred and sixty four votes were received in the online poll. The Secretary urged members to use their right to vote since very few members of the Association seem to be voting in Managing Committee post elections. This year the turnout was approximately 35%. The Secretary thanked all candidates who put their names forward.

The new Treasurer is Lizzy Craig-Atkins from the University of Sheffield and the new Membership Secretary is Anwen Caffell from Durham University/York Osteoarchaeology. Both stood for election unopposed. The members present at the AGM were asked to cast their vote to allow the new Treasurer and Membership Secretary unhindered access to all BABAO bank accounts and chequebooks. This notion was approved unanimously.

Karina Gerdau-Radonic from Bournemouth University is the newly elected Grants Secretary; she also

	<p>stood for election unopposed.</p> <p>The new Communications & Outreach officer is Dave Errickson from Teesside University, who received the majority of votes.</p> <p>The new President is Charlotte Roberts from Durham University, who received 55% of the votes. Charlotte sent her apologies since she could not attend the Sheffield conference in person, having already committed herself to a conference in Poznan, Poland before standing for the President's position.</p> <p>10. Accreditation of Osteoarchaeologists by CifA (S. Clough)</p> <p>The accreditation of osteoarchaeologists is now awaiting CifA approval and members will then be able to apply for accreditation or add accreditation if they are already CifA members.</p> <p>Accreditation documents had previously been circulated on the BABAO email list. However, some BABAO members apparently have not received this message. Sharon Clough agreed to send this email again, but it was also suggested that members should check their email spam filters to see if her message has been moved there.</p> <p>11. BABAO Conference 2016 (P. Mahoney)</p> <p>The next BABAO conference will take place at the University of Kent, Canterbury from the 9th-11th September and the meeting will be organised by Patrick Mahoney and his 10 colleagues from the School of Archaeology and Conversation. The School has three research centres/groups and three research laboratories and is within easy reach of London. Proposed session themes include Human Skeletal Biology, Human Biology, Primatology and Palaeoanthropology.</p> <p>Piers Mitchell again urged prospective organisers for the 2017 and 2018 conferences to contact the newly elected President to indicate that they would be willing to host future BABAO conferences.</p>
<p>12.</p>	<p>Any other business</p> <p>There was no other business.</p>