Australasian Society of Human Biology
Annual General Meeting
4.45pm Monday, December 3rd, 2012
The Grand Hotel, Port Vila, Vanuatu

Minutes

1. Present
Marc Oxenham (President)            Chris Stantis
Hallie Buckley (Vice President)     Melinda Allen
Kate Domett (Secretary)             Alison Behie
Gina McFarlane (NZ student rep)     Siobhan Mattison
Nancy Tayles                          Siân Halcrow
Judith Littleton                     Greg Gedson
Christine Cave                      Nick Milne
Catherine Fitzgerald              Claire Hadley
Denise Donlon                        Neil Mann
Jennifer Menzies                   Georgia Roberts
Sarah Croker                           Robert Kidd
Rebecca Kinaston                     Peter Obendorf
Stephanie Shkrum                   Bruce Floyd
Jennifer Newton

2. Apologies
Debra Judge (Treasurer)
Charles Oxnard

3. AGM 2011 Minutes
The Minutes of the previous meeting (November 2011) were accepted as a true and correct record of the proceedings. They are available on the ASHB website.
Proposed: Nancy Tayles  Seconded: Siân Halcrow

4. President’s Report

Marc Oxenham, as President gave no report.

5. Treasurer’s Report (Debra Judge)

Debra Judge was unable to attend the conference this year but has provided a written summary of the Society’s financial standing over the last 18 months from July 2011 to November 2012. Debra’s full report is appended (Appendix I). Debra notes that while the Society is in good financial condition at present she notes that there are threats as lately the annual income is not exceeding the annual expenditures. Kate Domett noted that this year’s conference factored in the student travel awards and presentation awards and will return a surplus to the ASHB account of around NZ$4250 which will cover the travel awards paid by the general ASHB account. Future conferences need to carefully account for all associated costs including awards.

Debra also notes the irregular nature of membership, with members only renewing for the year that they attend the conference. Nick Milne suggested that annual renewal should be cheaper than joining. This would mean we would add a joining fee for new members and those whose membership has lapsed; perhaps a joining fee approximately 150% of the renewal.

**ACTION:** concept of adding a joining fee to be discussed and voted on at the next AGM.

Acceptance of treasurer’s report:

Proposed: Kate Domett.  Seconded: Judith Littleton

6. Student Travel Awards

The conference committee awarded the following students a travel award of AU$435 each to attend this year’s conference in Port Vila. Congratulations to these students for submitting a ‘mini’ paper style version of their presentation.

- Christine Cave (Australian National University)
- Emma Church (Australian National University)
- Alvaro Gonzales (Australian National University)
- Jennifer Newton (James Cook University)
- Alannah Pearson (Australian National University)
- Alison Wade (Auckland University)
- D Wheatley (Auckland University)
- Anna Willis (Australian National University)
7. Nominations for new committee

A. Treasurer
Debra Judge announced her intention to step down from this role last year after many years as Treasurer. The Society would like to thank Debra very much for her work as treasurer. Debra has nominated Kate Domett via email late last year. Debra also notes that she will oversee Kate’s transition throughout the next year. Though it was noted by Nick Milne that as Kate is already Secretary this narrows the field of the executive committee. Kate has one more year as secretary and will step down after the next meeting. Also the executive committee is now somewhat larger than previous years as it includes the conference committee (newly elected below).

Seconded: Nancy Tayles

B. Australian Student Representative
Fritha Milne is retiring from this position after completion of her PhD. Nominations were called and Christine Cave was accepted.

Proposed: Christine Cave Seconded: Siân Halcrow

8. Conference Registration
This year the issue of people submitting a poster but not attending (or paying registration) was raised by the conference committee. The conference committee suggested that these people should pay the registration fee. Robert Kidd and Judith Littleton suggested that they pay membership and just a one day registration. Nancy Tayles suggested that as long as one of the co-authors of the poster was present (and had paid registration) the primary author should not have to pay. A vote taken on these two options:

1. 1st author to pay one day registration and membership: Vote 9
2. Atleast one co-author to pay registration (but not be eligible for student prize): Vote 16.

9. 2013 Meeting
Next year’s meeting was discussed again in relation to piggy-backing with other conferences. The forensics conference was suggested as too expensive and only 4-5 people from ASHB regularly attend the Australian Archaeology meetings. It was decided that we would remain a stand alone conference around the first week of December (no other alternative timing was seen to be better).
It was also raised that given the success of the ASHB conference in Port Vila (registration numbers were well on par with previous conferences held at Australian and NZ universities) other alternatives are considered every few years such as conferences held in other Pacific Islands or not necessarily associated with a particular university. This allows for a spread of the load of organizing a conference across ASHB members.

No final decision has been made in regard to the location of the 2013 meeting but a conference committee was elected for 2013 and will consist of:

Sarah Croker, Alison Behie, Nick Malone, Nick Milne

10. Other Business

A. Membership

The secretary reminded those that had registered as members but not yet renewed their membership needed to do that ASAP for 2012 via the website.

This raised a further discussion on membership with Nick Milne and others suggesting we have more strict deadlines for paying membership. The secretary and treasurer will be emailing out reminders. Though in future it was suggested that membership fee payment has to be made at the same time as conference registration otherwise the member rate for conference registration could not be selected.

ACTION: 2013 conference registration website will also have the ability to pay membership at the same time. The membership funds raised this way will need to be reimbursed to the ASHB account (and not used to pay conference costs).

B. Thanks

Nancy Tayles thanked the Port Vila conference organizing committee – Kate Domett, Hallie Buckley, Gina McFarlane and Marc Oxenham.

Meeting closed at 6.00pm

These Minutes are endorsed as a true and correct record of proceedings.

(Name and/or position title)
APPENDIX I

The Australasian Society for Human Biology Treasurer’s Preliminary Report Financial year ending 2012

Debra S. Judge, Treasurer
Australasian Society for Human Biology Treasurer’s Report 2012
Debra S. Judge, Treasurer
School of Anatomy, Physiology and Human Biology
University of Western Australia

Period: 01 July 2011 to November 30, 2012

Current financial status:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Savings Unicredit</td>
<td>$ 33580.53</td>
</tr>
<tr>
<td>Unicredit working</td>
<td>$ 456.00</td>
</tr>
<tr>
<td>Westpac Deposit Bearing Interest with Merchant facility</td>
<td>$ 880.42</td>
</tr>
<tr>
<td><strong>Total Assets on hand</strong></td>
<td><strong>$ 34916.95</strong></td>
</tr>
<tr>
<td>Liens outstanding</td>
<td></td>
</tr>
<tr>
<td>Audit fees to PSZ Associates</td>
<td>$ 1210.00</td>
</tr>
<tr>
<td><strong>Total Assets less liens (Net assets on hand)</strong></td>
<td><strong>$ 33706.95</strong></td>
</tr>
</tbody>
</table>

2011-2012 Financials
Income and Expenditures:

Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest on accounts</td>
<td>$ 1716.75</td>
</tr>
<tr>
<td>Annual memberships&lt;sup&gt;a&lt;/sup&gt;</td>
<td>$ 1995.00</td>
</tr>
<tr>
<td>Life memberships</td>
<td>$ 1900.00</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td><strong>$ 3899.72</strong></td>
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</tbody>
</table>

Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account fees July 1 2011 - June 30 2012</td>
<td>$ 277.21</td>
</tr>
<tr>
<td>Account fees July 1 2012 - Nov 30, 2012</td>
<td>$ 112.11</td>
</tr>
<tr>
<td>Professional audit financial years 2010-2011 and 2011-2012</td>
<td>$ 1210.00</td>
</tr>
<tr>
<td>Student Travel Awards 2011&lt;sup&gt;b&lt;/sup&gt;</td>
<td>$ 2525.00</td>
</tr>
<tr>
<td>Student Travel awards 2012</td>
<td>$ 3480.00</td>
</tr>
<tr>
<td>Grant supporting UWA APHB Post-graduate student research EXPO</td>
<td>$ 150.00</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>$ 7754.32</strong></td>
</tr>
</tbody>
</table>

<sup>a</sup> these include memberships for 2011 and 2012 due to months covered
b. 2011 travel awards include AU $25.00 charge for international bank transfer.

The Australasian Society for Human Biology is in good financial condition at present. This is largely due to the foresight of a few past organizers of meetings who organized joint meetings that increased registrations, memberships and therefore income. While the bank account looks good, it is important to note that the normal annual expenditures are substantially more than the normal annual income when meetings do not return any surplus to the treasury. The last meeting to return a small profit was in 2009. The second threat to the Society's financial position is the irregular nature of membership; a number of members only pay dues when they are registering for annual meetings and are not maintaining annual memberships when they do not attend the meetings. Perhaps there is a way to encourage more regular membership?

The ability of the society to continue to be financially viable to be able to offer the student travel awards is dependent on vigorous discussion of ways to build the society both in terms of membership and financially. Current rules allow disbursement of up to $3500.00 in travel awards, not to exceed $500.00 per student; assuming that current trends continue unabated, the society would be bankrupt in less than 10 years. I do not suggest that we cut back on travel awards but rather that we develop a strong recruitment program and a strong commitment to organizing meetings in coordination with like-minded disciplines in ways that can be financially, as well as intellectually, rewarding.

Sincerely,

[Signature]

Debra S Judge, Treasurer
Australasian Society for Human Biology
APPENDIX II

Student Prizes Awarded for the 2012 Meeting:

1st Stephanie Shkum
2nd Chris Stantis
3rd Gina McFarlane

Thanks go to the judges: Nancy Tayles, Aimee Foster and Sarah Croker.