**THE SOCIETY FOR POST-MEDIEVAL ARCHAEOLOGY LTD**

**NOTICE OF ANNUAL GENERAL MEETING**

The AGM for 2021 will be held online at 5.00pm on Monday 10 January 2022.

Book your place at the online AGM here: <https://www.eventbrite.co.uk/e/society-for-post-medieval-archaeology-2021-agm-tickets-210337554287>

A Zoom link will be circulated in advance of the meeting to members who have booked their places.

**AGENDA**

1. Apologies for absence
2. Minutes of AGM held online, 4 February 2021
3. Matters arising from the Minutes
4. President’s Report
5. Hon. Secretary's Report
6. Hon. Treasurer's Report and receipt of accounts
7. Membership Secretary's report
8. Hon. Editors’ Report
9. Newsletter Editor's Report
10. Website Officer’s Report
11. Grants and Prizes Coordinator’s Report
12. Creation of new role on Council
13. Approval of revision of the Articles of Association
14. Election of Officers and Members of Council

The **President** (Alasdair Brooks) will retire and is eligible for re-election.

The **Vice-President** (Jacqui Pearce) will retire and is eligible for re-election.

The **Secretary** (Emma Dwyer) will retire and is not seeking re-election. Council proposes the election of Hanna Steyne Chamberlin.

The **Treasurer** (Kerry Massheder-Rigby) will retire and is not seeking re-election. Council proposes the election of Eloise Kane.

The **Membership Secretary** (Courtenay-Elle Crichton-Turley) will retire and is not seeking re-election. Council proposes the election of Lenore Thompson.

The **Joint Editors** (Katherine Fennelly and James Dixon) will retire and are eligible for re-election.

The **Monograph Series Editor** (Ruth Young) will retire and is eligible for re-election.

The **Newsletter Editor** (Lara Band) will retire and is eligible for re-election.

The **Website Officer** (Courtenay-Elle Crichton-Turley) will retire and is eligible for re-election.

The **Grants and Prizes Coordinators** (Natascha Mehler and Erki Russow) will retire and are eligible for re-election.

The **EDI Coordinator** role is a new one, Council proposes the election of Marlieke Ernst.

**Ordinary members of Council:** Council will propose the election of Héloïse Barbel, Alessandro Camiz, Sanna Lipkin and Magdalena Matczak as Ordinary members of Council.

1. Election of Company Accountants. The Treasurer will propose re-election of Cheney & Co.
2. Any other Business.

1. Apologies for absence

2. Minutes of AGM for 2020 held at 6:00pm on Thursday 4 February 2021, on Zoom.

2.1. **Apologies for absence** were received from Ruth Lankester, David Petts, Giovanna Vitelli

2.2. **Minutes of the AGM** held on University of Liverpool in London, 18 December 2019, 33 Finsbury Square, London were approved.

2.3 There were no **matters arising** from the Minutes

**2.4 Hon. Secretary’s Report**

The Council recommendations for new Ordinary members were approved at the December 2019 AGM: Anton Larsson, William Noah Todd and Roberto Valcarcel Rojas.

The following comprised Council for the reporting period:

President: Jacqui Pearce

Vice-President: Harold Mytum

Secretary: Emma Dwyer

Treasurer: Kerry Massheder-Rigby

Membership Secretary: Courtenay-Elle Crichton-Turley

Editors: Katherine Fennelly and James Dixon

Monograph Series Editor: Ruth Young

Newsletter Editor: Lara Band

Website Officer: Eloise Kane

Grants and Prizes Coordinator: Hilary Orange

Ordinary members of Council: Chris Booth, Alasdair Brooks, Sergio Escribano-Ruiz, Brian Kerr, Anton Larsson, Roger Leech, Natascha Mehler, Erki Russow, Alice Samson, Hanna Steyne Chamberlin, William Noah Todd, Roberto Valcarcel Rojas.

***Society events***

## The 2019 Geoff Egan Memorial Lecture was held at the University of Liverpool in London on Wednesday 18 December 2019. Dr Tânia Manuel Casimiro (IHC-NOVA University of Lisbon) spoke on *Material culture, trade and globalization: Portugal's role in the making of a multicultural Europe (1500-1700)*.

## The 2020 Geoff Egan Memorial Lecture was held a little later than usual, virtually on Zoom at 4pm GMT on Saturday 16 January 2021, and was given by Dr Dolores Elkin (National Council for Scientific and Technical Research, Argentina) on *Archaeological research and heritage management of a British shipwreck in Argentina - The legacy of HMS Swift (1770)*.

2020 would have seen our fifth Post-Medieval Archaeology Congress, to be held at the University of Plymouth, UK on 17–19 April, coinciding with events to commemorate the 400th anniversary of the departure of the Mayflower from England. With the global spread of Covid-19, by early March there was increasing uncertainty around the possibility of international travel and large group gatherings, and Council took the decision to cancel the congress, reimbursing delegate fees, and turning attention to organising an online event. A Post-Medieval Archaeology Twitter Conference (#PMAC20) was organised instead for 17–18 April, with many of the Congress speakers turning their papers into Twitter presentations. The programme is still available here: <http://www.spma.org.uk/events/post-medieval-archaeology-twitter-conference-pmac20/> and the Twitter presentations can be found here: <https://twitter.com/search?q=%23pmac20&src=typed_query&f=live>

**2.5 Hon. Treasurer's Report and receipt of accounts**

In the period 1 July 2019 – 30 June 2020 the Society produced a surplus. We have been able to keep membership fees at the same level through this period, and there has been a reduction in spending this financial year due to the impact of Covid-19 on our activities. Our annual conference was cancelled in March and moved online so we were able to retrieve the majority of costs from the venues we had booked. Similarly, Council has not held in-person meetings (opting for video call meetings instead) and so travel and meeting expenses have reduced. We have been able to put some of these savings towards increasing the value of the bi-annual research grants, from £1500 to £2000 in each round.

We continue to produce a high-quality journal, several grants and prizes, a print newsletter, website, and a programme of events, using membership subscriptions. We generate additional income through subventions in our journal, *Post Medieval Archaeology*. We have a new monograph under production and, although financially our monographs return little in terms of royalties, they remain an important route to continue the study and promotion of historical archaeology.

The Society continues to generate additional income at no cost to members through Gift Aid. If you are a UK taxpayer please consider filling in a Gift Aid form, available on our website.

Our accounts are prepared by Cheney & Co. The full accounts were available on the Society’s website and circulated to members with these AGM papers.

**2.6 Membership Secretary's report**

The current number of fully-paid-up members (November 2020) is 306 with an additional 47 lapsed members (those who have not paid their subscription or informed Taylor & Francis that they wish to cancel their membership). UK-based members should fill out a new Direct Debit form in order to ensure that they continue to receive copies of journal (and online access to the same), as well as members’ benefits including access to the Society’s grants scheme, discounts on monographs and conference attendance fees. Please contact the Membership Secretary if you experience any difficulties in signing up for a new Direct Debit.

Our membership breakdown and comparison to last years is as follows:

|  |  |  |
| --- | --- | --- |
| **Type** | **2019** | **2020** |
| Standard members | 256 | 243 |
| Student members | 50 | 51 |
| Joint members | 11 | 8 |
| Honorary members | 4 | 4 |
|  |  |  |
| New members. | 38 of the above | 20 of the above |

For members in the UK who are eligible for Gift Aid a form can be downloaded from the Society's website <http://www.spma.org.uk/_assets/files/SPMA_Gift_Aid_form_2014.pdf> If you have already completed a Gift Aid form, thank you - this will be transferred and a new one does not need to be completed, unless your contact details have changed. Registering for Gift Aid enables the Society to reclaim any tax you have paid on your membership fee, increasing the contribution this makes to the Society at no extra cost to you.

**2020 Membership Rates**:
Young Person under 25 and Student Membership    £20/$40/€29
Standard Membership                                                  £36/$69/€51
Joint Membership                                                        £40/$92/€57

**Instagram**

We have now been running the Instagram account for two years and it has 541 followers on it, a 241 increase from last year. The statistics show:

* Our main countries which are following us are UK, USA, Russia, Italy, Finland.

Ages:

* 17% 45-65+
* 74% 25-44
* 9% 18-24

The account has been a very good way to publicise our activities, events, opportunities and put our faces to the society as well through our meet and greet posts, and we hope to keep expanding this section of our social media. One in which we will be driving this is by holding three Instagram competitions a year, the winner of which will receive a year’s free membership. We hope that these competitions will encourage the share of research and day to day post medieval activities and act as a nice way to publicise the Society.

**2.6 Hon. Editors’ Report**

Katherine Fennelly and James Dixon, with Laura McAtackney, Greig Parker, Gwilym Williams, Caitlyn Scott, Derwin Gregory and Eric Tourigny.

*Post-Medieval Archaeology* continues to be published on a triannual basis in print form. Volume 54 was completed in 2020. In 2020, the journal editors engaged in discussions with our publishers Taylor & Francis to set up an online submission system for the journal. The submission system, ScholarOne, will be launched in early 2021. To support a faster turnaround of papers from submission to publication and in the interests of inclusivity beyond the academy, the journal citation system will be changed to the Chicago style in 2021, to be reflected in the pages of the journal from Vol. 57 onwards. This decision was made in consultation with the journal Editorial Advisory Board, with whom the editors met in 2020 to discuss the role of the Board and future activities. The journal is currently looking to expand the Editorial Board.

**2.7 Newsletter Editor's Report**

From the Summer 2019 issue we started a new section with short 150-word summaries of recently completed PhDs. Following comments by both committee and members we started discussion with Taylor & Francis to change the packaging of the newsletter to something more eco-friendly. At the last AGM members voted to trial ‘naked’ mailing and the Spring 2020 newsletter was the first to go out with no packaging, and with the address printed on the back page. In general feedback was positive but it has prompted the question, still under discussion, of whether an all-digital newsletter wouldn’t be better/greener in future. The scanning of all previous newsletters with OCR (Optical Character Recognition), to make them available, and text-searchable, on the SPMA website was discussed at the July 2020 committee meeting and given the go ahead. Council Member Brian Kerr donated his collection of newsletters for scanning, but we are missing some back numbers. If members have nos. 1-20, 22, 23, 54 and 82 and would be happy to volunteer these for scanning, please email the Newsletter Editor.

**2.8 Website Officer’s Report**

There are a few upcoming changes to the SPMA website. During 2020 a new website has been built on Wordpress and is waiting to be finalised and launched. The new website will look similar to the current one, but will be easier to integrate events, social media, and add in new pages and menus as we expand the Society’s activities. The hosting will remain with the same company (with a 66% saving in hosting costs!), and all e-mail addresses will also remain the same. The new site will fix issues with the mailing list sign-up and should be a more dynamic entity that can be updated with ease.

We continue to communicate news and events through social media – our Facebook and Twitter feeds are increasingly popular and occasional emails are now sent via Mailchimp to members for whom we have an email address, as well as interested others, with news about our events and publications. If you are not receiving the emails and would like to, please sign up by following this link: <http://eepurl.com/btyb3n>

**2.9 Grants and Prizes Coordinator’s Report**

Five research grants were awarded in this period to a geographically diverse set of projects. Those projects awarded comprised Sino-Foreign maritime exchange in the Gulf of Thailand (Sarah Ward, Dalian Maritime University), late Ottoman landscape in Mount Lebanon (Letty ten Harkel, Oxford), later-historical cemeteries in Iceland (a team from the Institute of Archaeology, Iceland), migration in the production and consumption of glass in Estonia (Monika Reppo, University of Tartu), and the legacies of the slave trade in Guinea-Bissau (Sara Teixeira Simões, University of Cambridge).

The Burra Noost Project in Shetland won the 2019 community engagement award. Funds will be used to engage younger volunteers in the production of a series of videos based around the threat posed by climate change and Shetland’s disappearing maritime archaeology.

Janine Buckley (University of York) won the 2019 postgraduate prize for her dissertation on an archaeological investigation of country house stables. The 2019 undergraduate prize went to Melissa McCready-Shaw (Queens University Belfast) for her dissertation on seventeenth-century ceramists of the Killyneese settlement.

No applications were received for the Paul Courtney Student Travel Award. Following discussions with Yolanda Courtney, we will redirect the funds into a new ‘Paul Courtney Congress Bursary’ to support attendance at the SPMA Congress, prioritising first-time attendees, those on low-income and those who identify as Black, Asian, and Minority Ethnic (BAME). Council has agreed to increase the amount of the award from £200 to £250 to attract more applicants.

**2.10 Creation of new roles on Council**

Council proposed the creation of temporary Assistant Secretary and Assistant Treasurer roles. These fixed-term roles will assist the Secretary and Treasurer and facilitate handover to new post-holders at the 2021 AGM. The proposal was passed nem con.

**2.11 Election of Officers and Members of Council**

The President (Jacqui Pearce) retired and was not eligible for re-election. Council proposed the election of Alasdair Brooks.

The Vice-President (Harold Mytum) retired and was not eligible for re-election. Council proposed the election of Jacqui Pearce.

The Secretary (Emma Dwyer) retired and was eligible for re-election.

The Treasurer (Kerry Massheder-Rigby) retired and was eligible for re-election.

The Membership Secretary (Courtenay-Elle Crichton-Turley) retired and was eligible for re-election.

The Joint Editors (Katherine Fennelly and James Dixon) retired and were eligible for re-election.

The Monograph Series Editor (Ruth Young) retired and was eligible for re-election.

The Newsletter Editor (Lara Band) retired and was eligible for re-election.

The Website Officer (Eloise Kane) retired and did not seek re-election. Council proposed the election of Courtenay-Elle Crichton-Turley.

The Grants and Prizes Coordinator (Hilary Orange) retired and did not seek re-election. Council proposed the election of Natascha Mehler and Erki Russow (on a job-share).

Council proposed the election of Hanna Steyne-Chamberlin to the role of Assistant Secretary.

Council proposed the election of Eloise Kane to the role of Assistant Treasurer.

Ordinary members of Council: Alasdair Brooks, Roger Leech and Hanna Steyne-Chamberlin retired as Ordinary Council members at the end of their three-year terms. Erki Russow also retired to take up the Grants and Prizes Coordinator role with Natascha Mehler. Natascha Mehler and Sergio Escribano-Ruiz came to the end of their 12-month co-option.

Council proposed the election of Blessing Chidimuro, Rachel Cubitt, Helen Loney and David Petts as Ordinary members of Council.

Council proposed the co-option of Roger Leech for 12 months to work with the Monograph Series Editor on the revision of guidelines for monographs and their editors.

The proposals were passed nem con.

**2.12 Election of Company Accountants.**

The Treasurer proposed re-election of Cheney & Co. The proposal was passed nem con.

**2.13 Any other Business.**

There was no other business.

1. **Matters arising from the Minutes**
2. **President’s Report**

I have led a revision of our Articles of Association (the SPMA constitution), and this is up for a vote of formal approval during the meeting. Many of the changes are minor edits to clarify language, but there are a few more substantive changes:

1. It formalises that the young person membership rate also applies to full-time students, and also allows Council to set additional membership rates beyond existing ones; for example to add a higher ‘benefactor’ rate for anyone wanting to support SPMA more generously, or lower rates for early career colleagues.

2. It moves SPMA to a president-elect model after the terms of the current president and vice-president conclude. SPMA tradition has typically been for the vice-president to be the previous president, though this was never formalised. In the future, the vice-president will be the incoming president, to give them three years to familiarise themselves with the role.

3. It formalises the existing practice of three-year terms for president and vice-president; previously they were technically required to offer themselves for re-election every year.

4. It embeds the new Equality, Diversity, and Inclusion Officer (EDI Officer) role as a named role in the constitution.

5. In cases where SPMA has more candidates than vacancies for either Officer posts or Ordinary Member seats, it explicitly allows Council to organise a contested election for those roles; it is not expected that this mechanism would be used on a regular basis, but it is now available. There has only been one case I can remember in the last decade where Council had more Ordinary Member applicants than vacancies. This was resolved by amending the Articles of Association to increase the number of Council members; while it worked as a one-off solution, this approach is not viable as a long-term solution.

We have separately introduced a slightly more formal process for finding new SPMA officers. In most cases, the outgoing officer will chair a small search committee that recommends two to three names to Council; one of those names should be from a European country other than the UK, and one should fit our EDI remit (those two categories can overlap). Council then decides in which order to approach the names to gauge interest before forwarding a recommendation to the AGM. This will, we hope, help mitigate against the issues we sometimes have in recruiting officers, as well as broaden the potential officer pool.

As noted above, we are introducing a new EDI Officer role to Council, and have also introduced an SPMA EDI statement to our website. This work has been driven by an ad hoc EDI committee consisting of journal co-editor James Dixon, as well as Ordinary Members Alice Samson and Roberto Valcárcel Rojas. I’m grateful to the committee for their work in this area.

We are considering holding the 2023 SPMA annual congress in Poland as part of an initiative to explore alternating the congress between the UK and the rest of Europe. We explicitly position ourselves as a European society, and this offers us the opportunity to engage more with the breadth of European post-medieval archaeology as well as supporting colleagues in countries where the discipline is still building foundations. Poland has been a major source of support for SPMA in recent years; at our last two in-person conferences, Poland was the country supplying the largest number of non-UK papers.

1. **Hon. Secretary’s Report**

The Council recommendations for new Ordinary members and Officers were approved at the last AGM.

The following comprised Council for the reporting period:

President: Alasdair Brooks

Vice-President: Jacqui Pearce

Secretary: Emma Dwyer

Treasurer: Kerry Massheder-Rigby

Membership Secretary: Courtenay-Elle Crichton-Turley

Editors: Katherine Fennelly and James Dixon

Monograph Series Editor: Ruth Young

Newsletter Editor: Lara Band

Website Officer: Courtenay-Elle Crichton-Turley

Grants and Prizes Coordinator: Natascha Mehler and Erki Russow

Assistant Secretary: Hanna Steyne Chamberlin

Assistant Treasurer: Eloise Kane

Ordinary members of Council: Blessing Chidimuro, Rachel Cubitt, Helen Loney, David Petts, Christopher Booth, Alice Samson, William Noah Todd, Brian Kerr, Roberto Valcárcel Rojas

Co-opted member: Roger Leech

***Society events***

## The 2020 Geoff Egan Memorial Lecture was held virtually on Zoom on Saturday 16 January 2021. Dr Dolores Elkin (National Council for Scientific and Technical Research, Argentina) spoke on *Archaeological research and heritage management of a British shipwreck in Argentina - The legacy of HMS Swift (1770)*. Dr Elkin’s lecture is available to view on the SPMA YouTube channel: <https://www.youtube.com/watch?v=IE_BZDfwzfY>

The 2021 Geoff Egan Memorial Lecture will take place virtually on Zoom at 6pm GMT on Wednesday 8 December 2021, and will be given by Dr Peggy Brunache (Lecturer in the history of Atlantic slavery at the University of Glasgow and Director of the newly established [Beniba Centre for Slavery Studies](https://www.gla.ac.uk/research/az/slavery/)) on **A Negro in the Shire: A Black woman's journey for activism through Scottish academia. Free tickets can be booked at** <https://www.eventbrite.co.uk/e/geoff-egan-memorial-lecture-2021-dr-peggy-brunache-tickets-209519577697> **and the lecture is open to all. A Zoom** link will be sent to registered audience members in advance of the lecture.

2021 saw our online Post-Medieval Archaeology Congress on 28–30 May. The programme is still available online: <https://pmac21.com> and the pre-recorded papers are available on the SPMA YouTube channel: <https://www.youtube.com/user/postmedarch/playlists>

1. **Hon. Treasurer's Report and receipt of accounts**

The SPMA made a reasonable surplus for 2020–21, primarily owing to a vast reduction in costs related to council member expenses and conferences/events (as the Covid 19 pandemic resulted in all meetings and events taking place digitally).

The primary annual expenditure continues to be journal costs (publishing costs, translations, image editing) however, this is well-balanced by membership subscriptions and favourable contract terms with Taylor and Francis. The primary biennial expenditure continues to be monograph costs.

We continue to use membership subscriptions to publish a high-quality journal, a newsletter, a monograph series, provide a range of awards and run a regular programme of events. In 2020-2021 we increased the amount available for several of our awards to attract increased numbers of applicants and enable high quality research to continue.

The 2020 conference took place digitally, the first digital conference the SPMA has held. The increased ‘Zoom’ fees were offset by attendance fees and donations. Financially the digital conference was more profitable for the society than a physical conference (primarily due to the cost of room fees).

Council continues to explore ways to increase sponsorship and we continue to generate additional income at no cost to members through Gift Aid. If you are a UK taxpayer, please consider filling in a Gift Aid form (available on our website) as it allows the society to claim the equivalent of 20% of your membership subscription from HMRC at no cost to you.

Council also welcome donations and legacy donations which help us to continue to expand society activities to study and promote historical archaeology. Council would like to thank Professor Marley R Brown III, a long-time friend and supporter of the society, for his recent generous donation.

The full accounts are available on the SPMA website.

1. **Membership Secretary's report**

The number of fully-paid-up members in October 2021 stood at 257 with an additional 44 lapsed members (those who have not paid their subscription or informed Taylor & Francis that they wish to cancel their membership). Members should ensure that they fill out a new Direct Debit form in order to ensure that they continue to receive copies of journal (and online access to the same), as well as members’ benefits including access to the Society’s grants scheme, including discounts on monographs and conference attendance fees. Please contact the Membership Secretary if you experience any difficulties in signing up for a new Direct Debit.

There has been a member drop after the renewal process. As has been raised during our meetings and discussed there have been issues flagged up by members with individuals being displeased with the Taylor and Francis renewal process. Any feedback about Taylor and Francis and the Renewal process from members would be useful so we can see how we can work with them to improve this process.

Our membership breakdown and comparison to last years is as follows:

|  |  |  |
| --- | --- | --- |
| **Type** | **2020** | **2021** |
| Standard members | 243 | 203 |
| Student members | 51 | 32 |
| Joint members | 8 | 6 |
| Honorary members | 4 | 4 |
|  |  |  |
| New members. | Out of the above numbers 20 | Out of the above numbers 27 are new. |

For members in the UK who are eligible for Gift Aid a form can be downloaded from the Society's website <http://www.spma.org.uk/_assets/files/SPMA_Gift_Aid_form_2014.pdf> If you have already completed a Gift Aid form, thank you - this will be transferred and a new one does not need to be completed, unless your contact details have changed. Registering for Gift Aid enables the Society to reclaim any tax you have paid on your membership fee, increasing the contribution this makes to the Society at no extra cost to you.

**2020 Membership Rates**:
Young Person under 25 and Student Membership     £20/$40/€29
Standard Membership                                                   £36/$69/€51
Joint Membership                                                         £40/$92/€57

**Instagram**

We have now been running the Instagram account for two years and it has 791 followers on it, a 250 increase from last year.

The account has been a very good way to publicise our activities, events, opportunities and put our faces to the society as well through our meet and greet posts, and we hope to keep expanding this section of our social media. One in which we will be driving this is by holding three Instagram competitions a year, the winner of which will receive a year’s free membership. We hope that these competitions will encourage the share of research and day to day post medieval activities and act as a nice way to publicise the Society.

1. **Hon. Editors’ Report**

Katherine Fennelly and James Dixon, with Laura McAtackney, Gwilym Williams, Caitlyn Scott, Derwin Gregory and Eric Tourigny.

*Post-Medieval Archaeology* continues to be published on a triannual basis in print form. Volume 55 was completed in 2021. In 2021, the editors expanded the Editorial Advisory Board, welcoming new members from all over the world. We sincerely thank Editorial Advisory Board members, past and present, for their efforts to make the journal better.

Throughout 2021, the journal editors met with the expanded Advisory Board in a series of meetings to discuss ways in which the journal could expand readership and appeal to interdisciplinary researchers as a venue for publication. These discussions were productive and resulted in the establishment of an event series entitled *Post-Medieval Archaeology in Context*.

At the end of 2022, with the completion of Volume 56 of the journal, Katherine Fennelly and James Dixon will step down as editors of *Post-Medieval Archaeology*.

1. **Newsletter Editor's Report**

Both of the year’s newsletters went out on time, and have continued to include short 150-word summaries of recently completed PhDs. Members will have noticed that the Spring newsletter arrived in a plastic wrapper; this was raised with Taylor & Francis who confirmed this was a production error and the Autumn issue was sent as a ‘naked’ mailing without a wrapper.

1. **Website Officer’s Report**

It has been a quiet year on the website front, with Eloise shadowing Kerry to take on Treasurer duties and Courtney-Elle remaining as Membership Secretary during this transitionary period. We continue to use the website as a base for news, events, and signposting to items of interest. Items of interest, new photographs and events are always welcome and can be sent to the website officer e-mail address.

1. **Grants and Prizes Coordinator’s Report**

2021 brought the change of personnel for SPMA Grants and Prizes Coordinator as Hilary Orange retired and Natascha Mehler (University of Tübingen) and Erki Russow (University of Tallinn) were elected as the replacement. The handover was smooth, we thank Hilary for all the preparations starting with the introduction to the processes and ending with the updated documentation.

Three research grants were awarded in this period to diverse projects. The winners were Eugene Costello (Stockholm University) 'Feeding Capitalism and Facing its Consequences? Upland Pastoralism and Environmental Change in South-west Ireland, c.1400-1850' (Autumn 2020), Iva Stojević (ENS de Lyon) 'Printing resistance - Archaeology of media and cultural production during WW2 in Yugoslavia' and Piers Dixon (Peeblesshire Archaeological Society), 'Shootinglee Forest Stead Project (Spring 2021).

Franciska Mátéová (University of Glasgow) won the 2020 undergraduate prize for her dissertation 'Isle of Arran: Gypsy Travellers explored through contemporary cave use'. For the PG dissertation award (deadline was extended from December 2020 to February 2021) we received two nominations, the winner was announced in September 2021. During the Council meetings in Spring 2021 it was discussed whether to open the PG dissertation to the wider audience (i.e., European universities), we reached the conclusion in Councils August 2021 meeting.

1. **Creation of new role on Council**

Council proposes the creation of an Equality, Diversity and Inclusion (EDI) Coordinator role on Council.

1. **Approval of revision of the Articles of Association**
2. **Election of Officers and Members of Council**

The President (Alasdair Brooks) will retire and is eligible for re-election.

The Vice-President (Jacqui Pearce) will retire and is eligible for re-election.

The Secretary (Emma Dwyer) will retire and is not seeking re-election. **Council proposes the election of Hanna Steyne Chamberlin.**

The Treasurer (Kerry Massheder-Rigby) will retire and is not seeking re-election. **Council proposes the election of Eloise Kane.**

The Membership Secretary (Courtenay-Elle Crichton-Turley) will retire and is not seeking re-election. **Council proposes the election of Lenore Thompson.**

The Joint Editors (Katherine Fennelly and James Dixon) will retire and are eligible for re-election.

The Monograph Series Editor (Ruth Young) will retire and is eligible for re-election.

The Newsletter Editor (Lara Band) will retire and is eligible for re-election.

The Website Officer (Courtenay-Elle Crichton-Turley) will retire and is eligible for re-election.

The Grants and Prizes Coordinators (Natascha Mehler and Erki Russow) will retire and are eligible for re-election.

The EDI Coordinator role is a new one, **Council proposes the election of Marlieke Ernst.**

Ordinary members of Council: Christopher Booth, Brian Kerr and Alice Samson will retire as Ordinary Council members at the end of their three-year terms. Roger Leech’s one-year co-option also ends. **Council will propose the election of Héloïse Barbel, Alessandro Camiz, Sanna Lipkin and Magdalena Matczak as Ordinary members of Council.**

1. **Election of Company Accountants.**

The Treasurer will propose re-election of Cheney & Co.

1. **Any other Business.**

**Appendix 1: proposed changes to the Society’s Articles of Association**

**Proposed changes are highlighted in green.**

The Companies Acts, 1948 to 1989.

Company Limited by Guarantee and not having a share capital

ARTICLES OF ASSOCIATION

OF

THE SOCIETY FOR POST-MEDIEVAL ARCHAEOLOGY LIMITED

1. In these articles, unless there be something in the subject or context inconsistent therewith:-

`the Articles' means the Articles of the Society.

`the Society' means the above-named Society;

`the Journal' means the official journal of the Society from time to time issued to members of the Society whether known by that title or by any subsequent title;

`The Council' means the governing body of the Society, which shall also constitute the Society’s trustees.

`the trustees' means directors of the company elected to serve as trustees and `trustee' has a corresponding meaning;

`The Secretary' means the Secretary of the Society or any other persons approved to perform the duties of the Secretary of the Society, including a joint, assistant or deputy secretary.

and otherwise these Articles shall be construed with reference to the provisions of the Companies Act, 1985 (hereinafter called `the Act') or such statutory enactment(s) as may amend/re-enact/repeal the said Act or parts thereof and the terms used in these Articles shall be taken as having the same meanings as they have when used in the Act.

MEMBERS

2. The members of the Society shall be i) subscribers to the memorandum of association ii) such persons or bodies who at the time of registration of the society were paid-up members of the Society as first incorporated on the 6th February 1980 and iii) such other persons or bodies as are admitted to membership in accordance with these articles.

3. For the purpose of registration the number of members of the Society is declared not to exceed 2,000 but the Council may from time to time register an increase.

4. There shall be the following classes of membership:-

a) Ordinary Members, who shall be at least 25 years of age, and who shall pay the annual subscription (or in the case of two persons resident at the same address the joint annual subscription) fixed from time to time by special resolution;

b) Young/Student Members, who shall be under 25 years of age or registered students, and who shall pay the reduced annual subscription fixed from time to time by special resolution;

c) Honorary Members who, having regard to their outstanding contribution to the work of the Society, shall be elected by general meeting and shall receive the journal and papers of the Society at no cost for life.

d) Council may set additional membership classes with other annual subscription rates, subject to approval by general meeting.

For the purposes of determining the class to which a member is eligible, age shall be reckoned at the time of the member's election to membership or the time at which the subscription falls due for renewal.

5. All subscriptions shall become due on the 1st day of February each year.

6. Where any person desires to be admitted to membership of the Society, they must (unless the Council agrees to waive such formalities in their case) sign and deliver or cause to be signed and delivered to the Society an application for membership framed in such terms as the Council may require and such application must be accompanied by the sum appropriate to the class in respect of which the person desires to be a member. The Council may refuse any application for membership without signifying any reason**.**

7. Membership of the Society shall carry with it, subject to the provisions of these Articles, the right to participate in activities of the Society, to a members’ rate at Society conferences, to receive such publications for the current year as the Council shall direct, to attend and vote at general meetings of the Society, and to be elected a member of the Council. Provided always that no member shall have power to assign or transfer any privilege, benefit or interest arising out of membership of the Society. Joint members (resident at same address) shall receive one copy of the Journal between them.

8. A member may at any time withdraw from the Society giving at least seven clear days’ notice to the Society or its designated agent. Membership shall not be transferred.

9. A member shall cease to be a member of the Society:-

a) on their resignation, bankruptcy, or death;

b) on the person's name being removed from the register of members by the Council if their subscription or any other money due to the Society remains unpaid for 30 days after notice in writing of the Council's intention has been sent to the person's last known address. Provided that the Council may at their discretion extend the time for payment or remit any sum due. No person whose membership has ceased under this paragraph can have their membership restored until all moneys due to the Society shall have been paid or remitted.

c) by a resolution of the Council to expel them. Provided that any member so expelled shall have the right to appeal to the next general meeting of the Society against such resolution and they shall receive at the time of expulsion, or as soon as practicable thereafter, written notice of such right of appeal and of the date of such general meeting.

10. No member who resigns shall be entitled to any refund of his or her subscription, but a member expelled under Article 9c shall be entitled to a proportionate refund of his or her subscription, as determined by the Honorary Treasurer or (in case of dispute) by the Council.

GENERAL MEETINGS

11. The Society shall each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meeting as such in the notice calling it.

12. All general meetings other than Annual General Meetings shall be Extraordinary General Meetings.

13. The Council shall upon a written requisition signed by not less than one-tenth of the members having at the date of deposit of the requisition a right to vote at general meetings, convene an Extraordinary General Meeting as provided by Section 368 of the Act. The requisition must state the objects of the meeting, must be signed by the members requisitioning the meeting, deposited at the registered office of the Society, and may consist of several documents in like form each signed by one or more members.

14. The Council may call an Extraordinary General Meeting for the passing of a resolution appointing a person a trustee.

NOTICE OF GENERAL MEETINGS

15. At least 21 days' notice shall be given in the case of the Annual General Meeting, or a meeting where it is proposed to pass a special resolution. Not less than seven days' notice shall be given of an adjourned meeting, and at least 14 days' notice of any other meetings. The notice shall specify the time and place of the meeting, the general nature of any special business and such particulars of other business as may be available, and shall be given to all members, but the accidental omission to give such notice to, or the non-receipt of such notice by, any member shall not invalidate the proceedings at any general meeting or adjourned meeting.

16. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting except for the consideration of the accounts, the accountant's report, the ordinary reports of the Council, and the appointment and remuneration of the accountants.

PROCEEDINGS AT GENERAL MEETINGS

17. No business shall be transacted at any general meeting unless a quorum is present at the commencement of such business. Two persons entitled to vote upon the business to be transacted, each being a member, shall be a quorum.

18. If, within half-an-hour from the time appointed for the meeting a quorum is not present or if during a meeting such a quorum ceases to be present the meeting shall, if convened by requisition, be dissolved, and in any other case shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine.

19. The President of the Council shall be entitled to preside as Chairperson at every general meeting. If the President is absent, the chair shall be taken by the Vice-President, or if the Vice-President is also absent, by any Officer. If no Officer is present, then by any other member of Council. If no Officers or Council members are present, the members shall elect one of their number to act as Chairperson for that meeting.

20. The Chairperson may, with the consent of the meeting, adjourn such meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than that left unfinished at the meeting from which the adjournment took place.

21. A resolution put to the vote at a meeting shall be decided on a show of hands, unless before and after the vote a poll is demanded by the Chairperson or at least two members having the right to vote at the meeting. A declaration by the Chairperson of the meeting on a show of hands that a resolution has been carried or lost and an entry to that effect in the minutes, shall be conclusive evidence of the fact.

22. If a poll is demanded as aforesaid it shall be taken forthwith and the result shall be deemed to be the resolution of the Society in General Meeting. The demand for a poll may be withdrawn before the poll is taken but only with the consent of the Chairperson, and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

23. In case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall have a second or casting vote.

VOTES OF MEMBERS

24. All General Meeting votes shall be given personally, and no voting by proxy shall be permitted. Every member aged 18 or over, and including each joint member individually, shall have one vote. Members under 18 years of age shall be entitled to attend but shall not vote.

25. No member from whom a subscription or other money is due to the Society and unpaid shall be entitled to attend or vote at a general meeting.

APPOINTMENT AND RETIREMENT OF TRUSTEES

26. The Management of the affairs of the Society shall be, subject to the provision of the Act, the Memorandum and Articles, in the hands of the Council which shall consist of:-

a) A President

b) A Vice-President (President-Elect)

c) An Honorary Secretary

d) An Honorary Treasurer.

e) An Honorary Editor of the Journal.

f) An Equality, Diversity, and Inclusion Officer (EDI Officer)

g) Up to five other honorary officer posts, to be determined by Council according to the needs of the Society

h) Twelve ordinary members of the Council (who shall as far as possible be representative of the specialist interests within the Society).

27. The members of the Council shall also constitute the trustees of the Society. The first trustees are those who were named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be Council members appointed as provided subsequently in the articles. The trustees shall be aware of their duties under the Charities Act 1992 or under statutory re-enactments.

28. At the first and each subsequent Annual General Meeting of the Society the following provisions shall have effect:-

a) All the officers of the Society mentioned in paragraphs c-e inclusive of Article 26 shall retire, and shall then be eligible for re-election except as specified in paragraph c of this article.

b) Ordinary members of Council shall serve for three years, unless previously vacated under Article 32 below, and shall not be eligible for re-election as ordinary members until the AGM next following the end of their term of office. An ordinary member of Council may however, during or on termination of his or her services as such, be elected to any of the offices mentioned in paragraphs a-f of Article 26.

c) The President and Vice-President shall serve for three years. The President is not eligible for consecutive terms; the Vice-President shall become President at the conclusion of the previous President’s term.

d) Council may choose to appoint a maximum of two joint officers to fulfil officer roles other than the President, Vice-President, Honorary Secretary, and Honorary Treasurer.

e) No Council member shall fill more than one Officer role simultaneously.

29. Changes to a Council Member role via amendment to the Articles shall only take effect after the completion of sitting members’ terms.

30. Nominations in writing duly proposed and seconded and approved by the nominees for the posts the subject of election at an Annual General Meeting shall reach the Honorary Secretary not later than 21 days before the date of such meeting.

31. Should there be more than one candidate for an Officer position, or more candidates for Ordinary Member positions than there are vacancies, Council may choose to arrange for a contested election via an appropriate digital medium or post; each Society member shall have one vote and may not vote by proxy.

32. Any vacancies arising among officers and Council members that are not filled by Article 14 above may be filled by the Council, by co-option under Article 34 below. Any person so appointed shall retire at the following Annual General Meeting but shall be eligible as a candidate for election as a Member of the Council at such Annual General Meeting.

33. Every Council Member shall be a member of the Society and shall be aged 18 years or over.

DISQUALIFICATION AND REMOVAL OF DIRECTORS

34. A Council Member shall vacate his or her office if they:

a) cease to be a member of the Society;

b) become incapable, by reason of illness, injury, or incapacity, of managing and administering their own affairs;

c) by notice in writing to the Honorary Secretary resign their office;

d) ceases to be a trustee by virtue of any provision in the Act or are disqualified from acting as a trustee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);

e) is removed from office by a resolution duly passed in general meeting; or

f) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that the office be vacated (subject to due warning being given), or fails to perform their duties to the satisfaction of the majority of the Council for a period of not less than six months, in which case the trustees may resolve that the office be vacated.

PROCEEDINGS OF DIRECTORS

35. The Council shall meet at least three times a year and five shall form a quorum. The same officers shall be entitled to preside, and in the same priority, as at a general meeting. In case of an equality of votes, the Chairperson shall have a second or casting vote. Not less than fourteen days’ notice of a meeting shall be given to all Council members. Meetings shall be summoned by the Honorary Secretary at the request of the President or at least three Council members.

36. The Council may from time to time co-opt and discharge such members of the Society as it thinks fit to assist it in the discharge of its duties, and allot designations of office to such members, but no such appointment or designation shall thereby constitute such person a Member of the Council for any purpose whatsoever, nor shall such person be entitled to attend any Council meeting except by invitation nor in any case to vote at a Council meeting.

37. The Council may exercise all the powers of the society to borrow money and to mortgage or charge its undertaking and property or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as a security for any debt, liability or obligation of the Society or any third party. The maximum financial liability for all Directors is £1.00.

38. The Council shall have power to fix the amount of any fees that it may be desirable for members or guests of the Society to be charged for attendance at conferences, meetings or other functions of the Society.

39. The Council shall have power to make alter or repeal byelaws regulating the admission of members and of visitors to any premises of or occupied by the Society, for the conduct and safety of such persons thereon, for the operations of plant machinery and equipment thereat, or to address such other matters of Society operations that may arise. It shall be the duty of members to acquaint themselves with such byelaws. Provided always that no byelaw shall affect or repeal anything contained in the Memorandum of Association or these Articles, and that any byelaw may be set aside by a special resolution of the Society.

40. The Council may delegate any of its powers to sub-committees consisting of such Members of the Council and others as it shall think fit, and any such Sub-Committee so formed shall, in exercise of the powers so delegated, conform to any regulations imposed on it by the Council. The meetings and proceedings of any such Sub-Committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Council so far as applicable and so far as the same shall not be superseded by any regulations made by the Council.

41. The Council may exercise all such powers and do all such acts and things as the Society is by its Memorandum of Association or otherwise authorised to exercise and do and are not hereby or by statute directed or required to be exercised or done by the Society in general meeting, but subject nevertheless to the provisions of Act and these Articles and to any regulations not being inconsistent with these Articles from time to time made by the Society in general meeting.

42. Any proposal for altering amending or adding to these Articles shall be contained in a special resolution for which at least 21 days' notice shall be given of the meeting at which it is to be considered. Provided that no alteration shall be made which will cause the Society to cease to be a charity at law.

THE ACCOUNTS

43. The Council shall cause proper books of account to be kept in accordance with the provisions of Part VII of the Act, or statutory re-enactments and as required by law and by the Memorandum of Association, such books to be kept at the Registered Office of the Society, or, subject to the Act, at such other place or places as the Council shall think fit, and they shall always be open to inspection by the Members.

44. The Council shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

45. A copy of every balance sheet and every document required by law to be annexed thereto which is to be laid before the Society in general meeting, together with a copy of the accountant's report, shall not less than twenty one days before the date of the meeting be sent to every member of, and every holder of debentures in, the Society. Provided that this Article shall not require such copies to be sent to any person of whose address the Society is unaware.

46. Accountants shall be appointed and their duties regulated in accordance with the provisions of Part VII or any statutory re-enactment of the Act.

NOTICES

47. A notice may be served by the Society on any member either personally or by prepaid letter or by a prepaid issue of the journal addressed to the member's registered place of abode. Any notice served by post shall be deemed to have been served at the time the letter or Journal containing it would have been delivered in the ordinary course of post, and in proving service it shall be sufficient to prove that such letter or Journal was properly addressed and posted and that the postage was prepaid.

48. A Council member shall not vote in respect of any contract or proposed contract with the Society in which he or she is either directly or indirectly interested or in respect of any matter arising therefrom and if a Council member does so vote then the member's vote shall not be counted.

49. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for moneys paid to the Society shall be signed drawn, accepted, endorsed or otherwise as the case may be in such manner as the Council shall from time to time by resolution determine.

50. The Council shall cause minutes to be taken and made freely available to Council members:-

a) of all appointments of officers made by the Council

b) of the names of the Council members present at each Meeting of the Council; and

c) of all resolutions and proceedings at all Meetings of the Council of the Society and of any Sub-Committee.