

Society for Archaeological Sciences
General Secretary's Report, 2008
Presented at the SAS annual business meeting, 24 April, 2009
Rob Sternberg, General Secretary

Calendar year 2008 was the sixth full year for the General Secretary's office at Franklin & Marshall College, after 25 years at Riverside.

The General Secretary (GS) is responsible for the membership database. We are using Microsoft Access, which unfortunately is not available for the Macintosh platform. The database now has valid emails for over 95% of its members. The GS manages this software himself. Finances are tracked using Quicken software along with the use of Excel, although as the budget preparation for this year revealed, stricter accounting procedures should probably be followed.

Banking is still done through Bank of America. An old account has been closed, and one checking account remains open. There are now Bank of America branches in Lancaster, the home of the General Secretary, although the account is still registered in Riverside, something that should be changed for next year. Credit card charges are made through touch-tone phone. PayPal can now also be used for member transactions. The GS manages the banking himself. The corporate headquarters for SAS is still at Riverside. The corporate ramifications of moving banking and official headquarters to Lancaster should still be investigated.

Franklin & Marshall College has generously provided assistance to the Society. There is no charge for secretarial help when it is needed. There is no charge for long-distance phone calls, postage for the occasional mail item, or small volumes of copying.

The election for President-elect was carried out using the SurveyMonkey website.

The General Secretary started both a blog (<http://socarchsci.blogspot.com/>) and a wiki (<http://sites.google.com/site/saswiki/>) on behalf of the Society. The purpose and future directions of these should be discussed. Greater participation by other members will be needed to sustain these efforts.