

**Society for Archaeological Sciences**  
**General Secretary's Report, 2009**  
**Presented at the SAS annual business meeting, May 13, 2010**  
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Calendar year 2009 was the seventh 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. The database now has valid emails for over 90% of its members. The GS manages this software himself. Finances are tracked using Quicken software along with the use of Excel.

Banking is done through a checking account with the Bank of America. Credit card charges are made through touch-tone phone. PayPal is now used for half of member transactions, but caused problems when the GS was abroad. The corporate headquarters for SAS is still at Riverside; updated incorporation documents were filed with the State of California. Royalty payments from Springer were electronically deposited into the SAS bank account for the first time this year.

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.

A contract was signed with Springer-Verlag GmbH to allow SAS members to receive discounted subscriptions to the journal [\*Archaeological and Anthropological Sciences\*](#).

The General Secretary continued into a second year both a blog (<http://socarchsci.blogspot.com/>) and a wiki (<http://sites.google.com/site/saswiki/>) on behalf of the Society. Greater participation by other members will be needed to sustain these efforts. Use of the wiki for allowing members to update their addresses should be looked into, with due concerns for security and privacy.