



**2009 CTA Spring Meeting, March 27, 2009**  
**Business Meeting—LCRA Redbud Center, 3601 Lake Austin Blvd.**  
**CTA Social—Pease Park, 1100 Kingsbury St.**

**Agenda**

**Registration** – 9:00 AM

**Call to Order** – 9:30 AM

**Announcements**

**Approval of Minutes, Fall 2008 Meeting**

**Officers' Reports**

- President (*Nick Trierweiler*)
- Past President (*Charles Frederick*)
- Secretary Treasurer (*Marie Archambeault*)
- Newsletter Editor (*Mindy Bonine*)

**Standing Committee Reports**

- Auditing (*Mark Denton*)
- CTA Communications (*Mindy Bonine*)
- Contractors List (*Erin Watkins*)
- Curation (*Pat Clabaugh*)
- Governmental Affairs (*Rachel Feit*)
- Multicultural Relations (*Mary Jo Galindo*)
- Nominating (*Bill Martin*)
- Public Education (*David Brown*)

**Special Committee Reports**

- Academic Archeology and CRM (*Britt Bousman*)
- Archeological Survey Standards (*Marianne Marek*)
- History (*Doug Boyd*)
- Membership (*Becky Shelton*)

**Agency Reports**

- Texas Historical Commission (*Mark Denton*)
- State Archaeologist (*Pat Mercado-Allinger*)
- Texas Parks and Wildlife (*Margaret Howard*)
- Texas Department of Transportation (*Scott Pletka*)
- Texas Archeological Research Laboratory (*Jonathan Jarvis*)

**Old Business**

- Historic Sites Survey Standards
- TAM 2009 – Award Guidelines & Funding Amount

- CTA Bylaws changes – Separation of Secretary Treasurer Position
- Dues – Payment Options

**New Business**

- TAC permits – Hard Copies of Reports
- Cemetery Investigation Guidelines
- New Officer Nominations/Elections

**Meeting Adjourns** - 11:00 AM

**Lunch** – 11:00 AM to 1:00 PM

**Afternoon Paper Session** – 1:00 to 5:00 PM

**CTA Social** – 5:30 PM  
Pease Park, 1100 Kingsbury St.

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## ***President's Forum***

By Nick Trierweiler

And now for something completely different. . . . (well, a little bit different anyway). By now, I hope everyone is aware that our Spring 2009 CTA meeting *will not be at Camp Mabry!!* Instead we will be meeting at the LCRA Redbud Center. We extend our thanks to the good folks at Camp Mabry for their hospitality in hosting our last several spring meetings and we look forward to the opportunity to return there in the future. In the meantime, LCRA has graciously extended their welcome. I hope to see everyone there on March 27. Please note that the meeting will be in the newer Redbud Center (3601 Lake Austin Blvd.) across the street from the main LCRA campus (see map on page 3).

At the same time, please note that our post-meeting social will be held at Pease Park, located at 1100 Kingsbury St. (west of Lamar; north of 15<sup>th</sup> St.). We have the park reserved from noon until 10pm (see map on page 4). Bring your golf discs!

### 20 Copies of Final Reports

In recent years, it has become increasingly difficult for the THC to handle 20 hard copies of all final reports as is currently required under the Antiquities Code. Between the ever rising number of active permits and the limited personnel resources that are available to receive, inventory and ship the reports to libraries across the state, the THC has found itself between a rock and a hard place. Accordingly, the THC has proposed to amend the Antiquities Code to reduce the hard copy submission requirement of each final report to one unbound printed copy and one electronic copy on the "tagged" PDF CD/DVD. This proposal has stimulated considerable interest within the archeological community.

In January, the Archeology Advisory Board reviewed this issue. The THC stated that the current situation can continue only for a limited time and urged the CTA to discuss the issue with an eye towards proposing possible solutions.

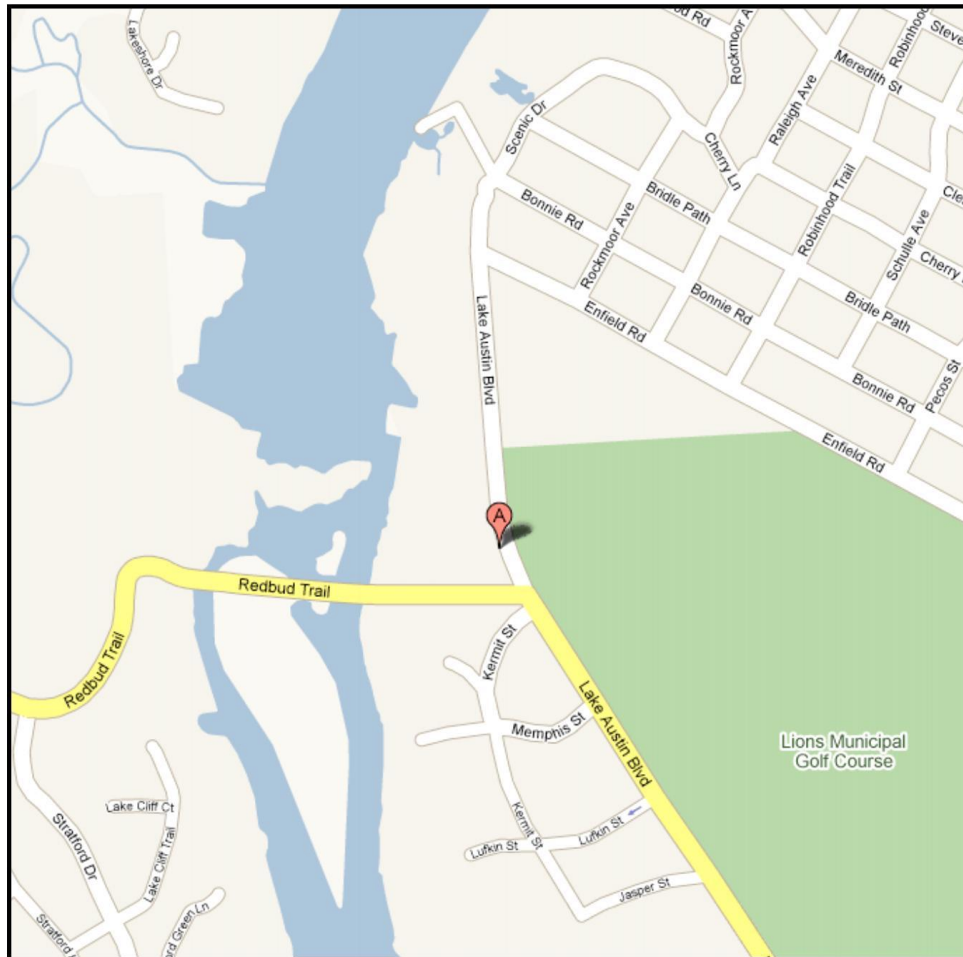
### Cemetery Guidelines

At our fall meeting in Lubbock, we discussed the advisability of developing some professional standards to guide investigations of historic cemeteries and suspected cemetery locations. Margaret Howard, Rachel Feit, Duane Peter, and Doug Boyd volunteered to form an ad hoc committee and have been working on this issue over the past several months. Their draft guidelines have now been distributed through the CTA website and Yahoo! group. The authors state,

*"Our goal is to foster respectful treatment of human graves, including unmarked cemeteries and graves currently not protected by state law. To meet this challenge we have developed a set of draft guidelines to serve as best management practices for historic grave and cemetery identification intended to parallel the existing CTA Guidelines for Performance, Curation, and Reports that are referenced in Texas Historical Commission Rules."*

I urge all members to review the guidelines online and come prepared to discuss this issue. If the membership reaches a general consensus, the guidelines would be published in two successive issues of the CTA Newsletter. If they are then approved by two-thirds of the members present at the following meeting, the guidelines would then be included in the CTA Guidelines.

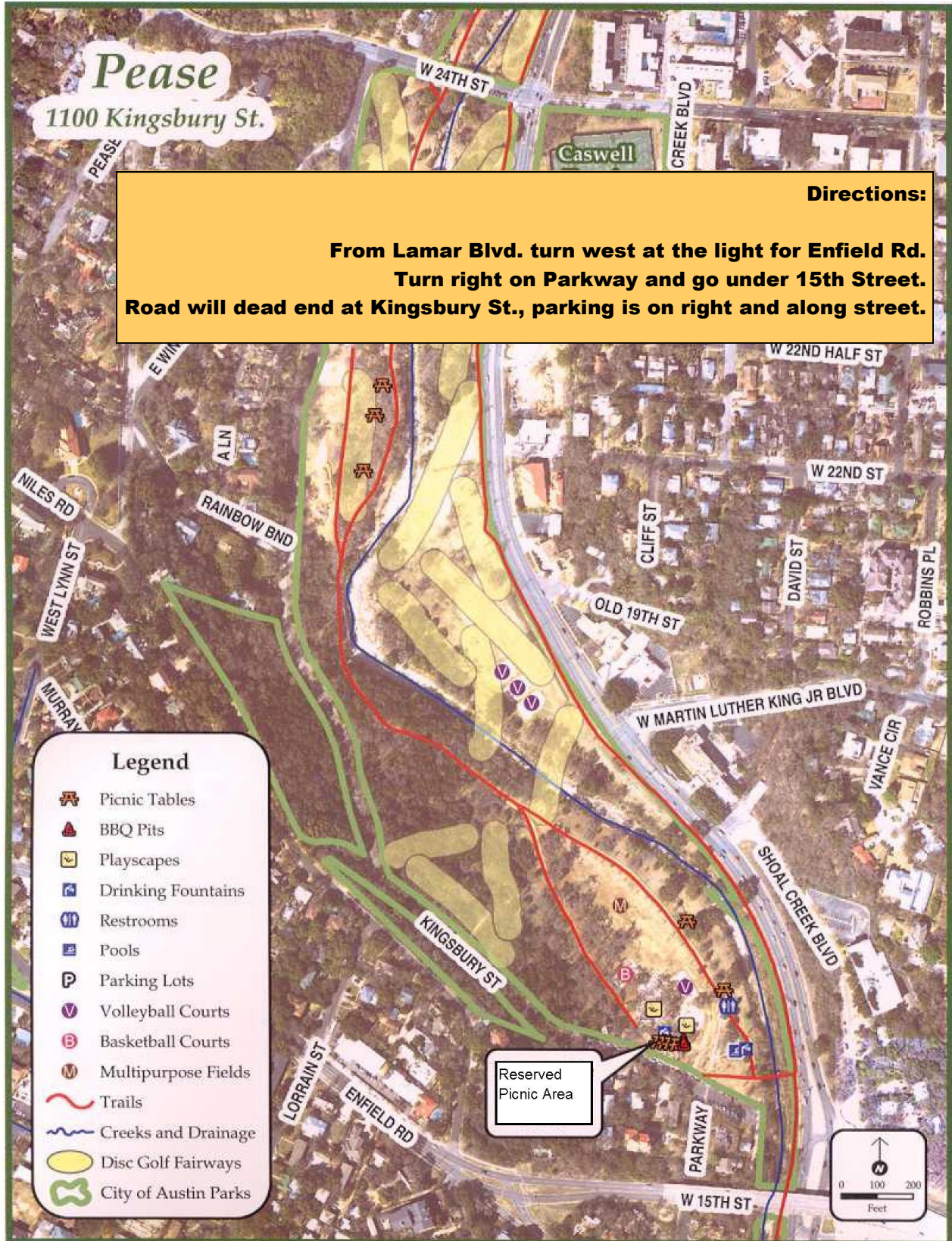
# LCRA's Redbud Center



## Directions:

**From Loop 1 (Mopac) take the Fifth Street/Lake Austin Blvd. exit. Travel west on Lake Austin Blvd. about 1.5 miles to LCRA's offices. The entrance is on the left just past the traffic light at Redbud Trail.**





## CALL FOR PAPERS

The Council of Texas Archeologists extends a call for reports of recent research to be presented at our Spring meeting on March 27, 2009 at the LCRA Redbud Center in Austin. Your colleagues want to know what you've been up to!

Please take a moment to think about all the cool projects you've been working on over the past year which might be of interest to all of us.

Your report need not be fancy—preliminary results are fine. In addition, new speakers are especially encouraged. Reports will be presented in the early afternoon, after the morning's business session and before the social.

If you or one of your colleagues have research to present, please contact the CTA President, Nick Trierweiler, along with your estimated duration of speaking and any special presentation needs [and no later than March 20, please!].

**Contact:**

Nick Trierweiler  
nickt@ecommccorporation.com  
512-329-0031



## Officer's Reports

### Secretary Treasurer Report

Marie Archambeault

Please take this time to renew your CTA membership before the Spring meeting on March 27 at LCRA. To date, only 48 professional members, 2 students, and 17 contractors have paid their 2009 dues. We need everyone who attends our meetings to pay their dues, or your votes won't count! Remember you can pay online via PayPal through the PayPal links on the CTA website ([www.counciloftexasarcheologists.org](http://www.counciloftexasarcheologists.org)), for an additional nominal fee, or at cost by sending a check made out to CTA c/o Marie Archambeault, Texas Military Forces, P.O. Box 5218 (JFTX-EV), Austin, TX 78763.

Please also take this time to join the CTA Yahoo! Group. All CTA notices will only be sent to the listserve from now on. Join the Yahoo! Group to keep in touch with the Council's news.

In this issue of the CTA newsletter, you will find a proposed 2009 budget, minutes from the Fall 2008 meeting in Lubbock, and a membership renewal/change of address form. Please review and be ready to discuss and vote on the proposed 2009 budget at the Spring meeting at LCRA.

Our IRS situation was resolved in June 2008. No new issues have arisen. Our accounts are doing well. As of February 9, 2009, the Money Market account is at \$8,864.27; our Scholarship Fund contains \$7,849.34; and our Checking account is currently at \$16,586.64.

Membership renewals and donations were down in 2008. Please help us continue to serve the archeological community and the public, join or renew your membership today!

### Newsletter Editor Report

Mindy Bonine

As you may have noticed, the newsletter has a new look. Fear not, however, the newsletter content is pretty much the same and in the same order. The most significant changes are in the appearance, and I have added a few attributes that may assist in finding the information you need.

In addition, if you have been reading the officer's reports over the past few issues you have found us pushing hard for you all to join the CTA Yahoo! Group. In the Spring 2008 issue I posted detailed instructions on how to join, and with the updated newsletter I thought it prudent to include those instructions in every issue. This way new members can sign up anytime they wish. These instructions will be located at the end of the newsletter.

I would like to extend a "Thank You" to Tim Pertulla for his contribution to the Publications page of the CTA website (our second submission). He has sent in a two volume set of Archeological & Environmental Consultants, LLC's work at the Pilgrim's Pride site (41CP304) in Camp County, Texas. Please visit the CTA website to access this report!

In the next few months we will be updating the CTA website to make our grant and awards information more prominent to visitors. I will be working with the appropriate committee chairs on this issue with the intention of quicker access to nomination information and grant applications. Hopefully you will see those changes soon.

Finally, you will see that there is only one committee report in this issue of the newsletter, as I have not received many submissions. Unfortunately, I have seen the number of committee reports dwindle over the years, and although not every committee is active all the time, I would like to find ways to encourage the committee chairs and members to write an update for each newsletter. If you have any suggestions, please let me know.

**Committee Reports**

**DRAFT CTA GUIDELINES FOR IDENTIFICATION OF HISTORIC CEMETERIES AND UNMARKED HISTORIC GRAVES**

Guidelines for identification of historic cemeteries and unmarked historic graves have been drafted by the ad hoc committee appointed at the Fall 2008 CTA meeting, including Margaret Howard, Duane Peter, Rachel Feit, and Doug Boyd.

Our goal is to foster respectful treatment of human graves, including unmarked cemeteries and graves currently not protected by state law. We have attempted to obtain a consensus among Texas professional archeologists on the best practices for historic cemetery and grave identification, paralleling the existing CTA Guidelines for Performance, Curation, and Reports that are referenced in Texas Historical Commission Rules.

Comments on the draft guidelines have been sought through peer review, and by posting them on the CTA list serve and website. Additional comments are welcome and should be emailed to [margaret.howard@tpwd.state.tx.us](mailto:margaret.howard@tpwd.state.tx.us). The working group will review and address all comments under advisement of the CTA Executive Committee.

This constitutes the first publication of two publications in successive issues of the CTA Newsletter, required for documents slated for inclusion in the CTA Guidelines. Following the second publication in the Fall 2009 issue, the document must be approved by two-thirds of the members present at the next CTA meeting, and may then be incorporated into the Guidelines.

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These guidelines recommend a course of action for archeological identification of historic cemeteries and unmarked graves in areas where investigations are required by federal and/or state law, due to the likelihood that such features are present. These areas include:

- locations where known historic cemeteries or graves extend or may extend into the area of potential effect (APE) of a project; and
- locations where historic cemeteries and/or graves are suspected to fall in or near a pro-

ject APE, even if there is no visible evidence of them.

It should be assumed that unmarked graves may be present in every historic cemetery, both within and beyond its known boundaries.

These guidelines do not address situations where historic graves, marked or unmarked, must be exhumed and relocated. Such situations must be addressed on a case-by-case basis in consultation with project sponsors, descendant groups, and regulatory authorities.

To identify the presence and estimate the extent of cemeteries or graves within a project APE in areas where they have been reported or are suspected:

1. Conduct deed and oral background research in an attempt to establish the extent, age, and demographic representation of any cemeteries or graves within the APE, searching the following sources at a minimum:
  - Historic maps, including USGS topographic maps, soil survey maps, county road maps, and Sanborn maps (in urban areas);
  - Modern and historic aerial photographs;
  - Texas Historic Sites Atlas and Archeological Sites Atlas;
  - Public records including city and county deeds, tax records, and cemetery records; and
  - Oral information from local churches, cemetery associations, and descendant groups and individuals.

Additional sources of information may be consulted if the situation warrants, including Tobin maps and other cartographic sources, the TxDOT Historic Map Overlay, tax assessor-collector maps, death records, and county groups that have recorded cemeteries. A common sense approach should be employed to determine the extent of research; all of the sources enumerated above may not be necessary to meet the goals of particular projects. Ultimately, a good faith effort to gather information about the likely presence/absence of unmarked graves, their

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- approximately age, and ethnic representation should be demonstrated through research.
2. Meet with project sponsors, regulatory authorities, and descendant communities and individuals to discuss the proposed field investigations. Do not assume that you know how descendant communities and individuals want the situation to be handled. Conduct further agency coordination and obtain permits as needed.
  3. In the field, inventory any marked graves in the APE based on surface evidence. Assess the potential for unmarked graves based on surface evidence and oral/archival research. Unless it can be proven otherwise, assume that unmarked graves may be found outside designated and fenced areas. Estimate the extent of the area that may contain graves within the APE.
  4. Where conditions are suitable, contract with experienced professionals for remote sensing, e.g., ground penetrating radar and/or magnetometer surveys, to identify possible locations of unmarked graves.
  5. Propose avoidance as an option to prevent disturbance to areas known or suspected to contain graves.
  6. If graves must be located, develop a written plan for cemetery investigations that outlines how the search for unmarked graves will be conducted with respect to the project APE and, if applicable, beyond it. Conduct further coordination and obtain permits as needed.
  7. Employ machine-aided excavation (e.g., grade-all, backhoe, track hoe, front-end loader, maintainer, or belly scraper) to remove sediment overlying graves. Remove all overburden, including any intrusive fill, and excavate to the depth where graves are likely to be evident, based on background research. Minimize the possibility of damage to graves by heavy machinery through evaluation of the soil texture and likely thickness of overburden, and design excavation practices accordingly. All machine-aided excavations must be directed and monitored by archeologists experienced in cemetery investigations.
  8. Stop mechanical excavations and use hand excavations to investigate all anomalies revealed by machine-aided excavation. Indications of graves include differences in soil color and texture, presence of coffins and other funerary items, and presence of human remains. Graves may vary considerably in size, shape, orientation, and configuration within a cemetery, and human remains may be associated with features other than formal graves. Grave shafts may not be evident. Record and map the locations where graves are indicated. If human remains are accidentally exposed they must be fully documented, then covered with a protective layer of sediment. If excavation of graves is necessary, procedures for those investigations should be developed on a case-by-case basis, and are not covered in these guidelines.
  9. Record the extent and depth of the area investigated, and any graves identified through machine and hand excavation, to a sub-meter level of accuracy via GPS or TDS. If the delineated cemetery is on private land and needs to be protected from future development, the plot will need to be recorded by a certified land surveyor to register any deed restrictions.
  10. Compile a detailed report of investigations summarizing the archival and oral information on the history of the cemetery, and the field investigations. The report should include:
    - A description of the methods of archival research and field investigations, including an explanation of how possible cemeteries or graves were identified;
    - A depiction of the extent of cemeteries or graves on maps and aerial photographs;
    - Information on the extent and depth of the area investigated, and depiction of the excavated area relative to the APE;
    - Description of the geology, geomorphology, and stratigraphy encountered during the search for graves;
    - An account of the level of effort expended, including the names and number of persons conducting the investigations, and the number of person-days spent in the field;
    - An explanation of any constraints that limited the investigations;
    - A justification explaining how the extent and methods of investigations constitute a good faith effort to identify unmarked historic graves within the APE; and

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- Photographs, drawings, and other documentation to illustrate and support the findings; professional judgment should be used to determine when inclusion of photographs of human remains in public documents is necessary and appropriate.

11. When required, excavate graves and remove human remains according to a written plan for cemetery investigations. Coordinate with project sponsors, regulatory authorities, descendant groups and individuals, and other parties as appropriate.

## **Fall 2008 Meeting Minutes**

### **CTA Fall Meeting Holiday Inn Park Plaza, Lubbock, Texas October 24, 2008 9:30 AM**

President Nick Trierweiler called the meeting to order at 9:30 am.

#### **Announcements**

Nick reminded the membership that the CTA social would be held today between 8 and 10 pm.

#### **Approval of Minutes from the Spring 2008 Meeting**

The first order of business was the approval of the Spring 2008 meeting minutes as published in the Fall 2008 Newsletter. Nick entertained a motion that the minutes be approved; the motion was seconded and passed.

#### **Officer's Reports**

##### President

Nick announced the recipients of the 2008 Texas Archeology Month Grants. There were a total of 12 applicants this year, more than previous years, and we were not able to fund all applicants. Three awards of \$300 each were given to the Brenham Heritage Museum, the Whitehead Memorial Museum and the Williamson Museum to support Texas Archeology Month events. Nick also mention that he would like to discuss improvements to the Texas Archeology Month Grant process during New Business later in this mornings meeting. Nick announced that a possible venue for the Spring 2009 CTA meeting has been put forth; facilities at LCRA may be available for the meeting.

##### Secretary/Treasurer

Marie Archambeault stated that problems with the IRS have been solved. She also discussed the need to separate Secretary and Treasurer rolls. The new responsibilities and an outline of the Treasurer and Secretary rolls were posted in the Fall 2008 newsletter under "proposed revisions to bylaws". Marie also asked that if member's names were not listed on the 2008 CTA membership list that they needed to pay their dues. She continued reporting that the CTA accounts are doing well. As of September 2008, we have over \$8,000 in the Money Market, \$7,000 in Scholarship Fund, and \$13,000 in checking. She also reminded the membership that CTA dues are not tax-deductable according to IRS rules.

##### Newsletter Editor

Mindy Bonine was not present and her report was read by Nick. As there have been a few changes in committee chair holders as well as the installation of a new CTA president, it is time to get everyone up to speed on updating the website content. In the next month or so she would be contacting the committee chairs and asking them to review their webpages

and provide instructions on how to update them. Some of the pages are pretty sparse, and need content.

#### **Standing Committee Reports**

##### Auditing

Pat Mercado-Allinger spoke on behalf of the Auditing Committee and congratulated Marie on her efforts to resolve issues with the IRS. She also stated at all books were in order.

##### CTA Communications

Mindy Bonine, Chair, was not present and her report was read by Nick. She reminded everyone that the CTA website is open to all CTA members who wish to make papers, reports, articles, or other publications available to the archaeological community. There had not been any upload requests in quite a while. Also, the committee is looking into other avenues of content development that would be useful to the community, including locating and online publishing of old journals and grey literature. If you or your agency would like some of your work make available to others, please contact Mindy.

##### Contract's List

Erin Watkins, Chair, was not present and there was no report.

##### Curation

Carolyn Spock spoke on behalf of Pat Clabaugh, Chair, and stated that the committee met recently to work on a document to be presented, hopefully, at the Spring 2009 meeting.

##### Governmental Affairs

Rachael Feit, Chair, called for volunteers to be committee members. She also discussed the current Texas Ranger's Museum/Ft. Fisher Cemetery Issue in Waco that has been causing consternation among the THC and TPWD. Discussion followed and ended with the conclusion that new standards for Historical Archeology needed to include standards for cemetery excavations. A move to develop a cemetery standards ad hoc committee to focus on the identification of unmarked burials, while incorporating opinions from effected groups was put forth and passed. A move was also put forth for the Governmental Affairs Committee to take a more active role and assist the legislature to improve unmarked burials legislation and health and safety codes; the motion was passed. Rachael also stated that she attended the hearing on the transfer of TPWD sites to the THC and that the transition was going smoothly.

##### Multicultural Relations

Mary Jo Galindo , Chair, was absent. Margaret Howard reported on the recent CTA representation at the Austin Powwow, and commented that the CTA is the biggest supporter of the TAS Native American field school scholarship program, which is in it's seventh year.

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#### Nominating

Russell Brownlow, Chair, was not present. Bill Martin reported that the membership will need to vote on new officers at the Spring 2009 meeting.

#### Public Education

David Brown, Chair, was not present. Bill Martin reported that there is a need for nominations for the E. Mott Davis Award, and encouraged people to nominate themselves.

#### **Special Committee Reports**

##### Academic Archeology and CRM

Britt Bousman, Chair, was not present and had no report.

##### Archeological Survey Standards

Marianne Marek, Chair, was not present and had no report.

Rachael Feit, ad hoc committee Chair for Historical Site Documentation Standards, stated that they are still working on standards for Historical Archeology and that the newly formed ad hoc committee on cemetery standards will be involved.

#### History

Doug Boyd, Chair, was absent and had no report.

#### Membership

Becky Shelton, co-Chair, reported that the student webpage needed to be updated and that there is a need to contact universities for applicants for the student scholarship. No award has been given in the last two years. The committee has made the recommendation to increase funding of the individual scholarships, or make an increase in the number of scholarships offered. This will all be discussed with the membership at the Spring CTA Meeting.

#### **Agency Reports**

##### Texas Historical Commission

Bill Martin reported on the THC fellowship program, and announced that the THC will have a table at the social later that evening with a THC Stewards Symposium on Saturday.

##### State Archeologist

Pat Mercado-Allinger reported that any upcoming announcements will be posted on the CTA listserv.

##### Texas Parks and Wildlife Department

Michael Strutt reported that new work scopes for TPWD will soon be posted and that in order to apply, contractors must be on the certified masters list. TPWD also has internships through local universities. He also stated that Chris Lintz is

now with the Wildlife Management Archaeologist of the Wildlife Division, and that they are expanding their staff in the landowner incentive program.

##### Texas Department of Transportation

Waldo Troell reported that budget issues that had stalled work have been resolved and that work has resumed. The 2009 budget is sufficient and that six RFPs will be posted soon. He also discussed the TXDOT Protocols and asked that all feedback be given by early November. Jason Barrett is the contact for the Protocols. More on the Protocols will be presented at the Spring 2009 meeting.

##### Texas Archeological Research Laboratory

Jonathan Jarvis was absent and no report was given. Steve Black of Texas Beyond History stated that TBH is now split between TARL and Texas State University, with Susan Dial, remaining as the TARL editor, and Steve now the Texas State University editor.

#### **Old Business**

##### IRS

The IRS issue has been resolved and is now closed. Issues with PayPal have been taken care of for now, but foresee future problems with access to funds.

##### Records Only Curation

Carolyn stated that there was no report on this yet.

#### **New Business**

##### Nominations of New Officers

Nominations of new officers will occur at the Spring 2009 meeting and the nomination committee needs recommendations. As stated in the CTA Bylaws, at the Fall meeting, a committee of five individuals is appointed by the President. Bill Martin was appointed as the Chair of the committee, with Dawn Ramsey, Rich Weinstien, Russ Brownlow and Ron Ralph as members.

##### Texas Archeology Month Awards

Awardees were announced earlier in meeting. Nick discussed the possibility of increasing award level in order to give out 5 awards for a total of \$1500. The membership will need to vote on this budget change at the Spring 2009 meeting. The membership approved a move to forward the discussion and vote on the amount and number of awards to the Spring 2009 meeting.

##### Bylaw Changes – Secretary and Treasure rolls

Changes to the bylaws concerning the rolls of the Secretary and Treasure have been posted and read by the membership. Bylaw changes will be voted on at the Spring 2009 meeting.

## ***Proposed Changes to CTA Bylaws***

The proposed changes to the bylaws represent the separation of the Secretary and Treasurer offices discussed at the Spring and Fall 2008 meetings. The editor has highlighted text to be removed in red, and text to be added in green. These proposed changes will be open to a vote during the Spring 2009 meeting.

### **BYLAWS OF THE COUNCIL OF TEXAS ARCHEOLOGISTS**

#### **ARTICLE I. Name**

The name of this organization shall be the "Council of Texas

Archeologists," herein referred to as the "Council."

#### **ARTICLE II. Purpose**

##### *Section 1. Purpose*

The Council of Texas Archeologists is a nonprofit voluntary organization which exists for the purpose of maintaining and promoting the goals of professional archeology in the State of Texas. These goals shall include but not be limited to:

- a. The promotion and coordination of communication and cooperation within the archeological community and the ethnic groups and segments of society we study;

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- b. The preservation and conservation of the cultural resources of Texas;
- c. The promotion and dissemination of information which enhances public awareness of the limited and non-renewable nature of our cultural resources.

#### Section 2. Legislative and Lobbying Action

Where appropriate, the activities of the Council shall be directed towards legislative, lobbying, and consultative actions where it furthers the goals of the Council. Such activities shall be carried out in a manner consistent with the Council's status as a professional society, with the duties of the officers, and with appropriate opportunities for action as stated in applicable Federal and State laws and regulations.

### ARTICLE III. Membership

#### Section 1. Members

Membership shall be open to professionals, students, and institutions vocationally involved in Texas archeology who subscribe to the goals of the Council. Each professional or student member in good standing, who has paid membership dues, shall be entitled to cast one vote for or against any issue brought before the Council. Institutional members are non-voting members.

#### Section 2. Dues

The Council shall establish membership dues for the purpose of financing its business.

### ARTICLE IV. Officers, Election and Terms, Qualifications, Nominations

#### Section 1. Officers

The officers of the Council shall be a President, a President-Elect, an Immediate Past President, a **Secretary-Treasurer**, a **Secretary**, a **Treasurer**, and a Newsletter Editor. These officers, who comprise the Executive Committee, shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Council.

#### Section 2. Election and Terms

- a. Officers shall be elected by ballot at the regular Spring Meeting. The President, **Secretary-Treasurer**, **Secretary**, **Treasurer**, and Newsletter Editor shall serve terms of two years or until their successors are elected. Presidents-Elect shall be placed on the ballot every other year, serving the year before their term as President begins; Immediate Past Presidents shall hold this office the year following their Presidential term. Terms of office shall begin at the close of the meeting at which they are elected.
- b. A plurality vote shall constitute an election.
- c. No member shall serve two consecutive terms in the office of President.
- d. Each officer/committee member shall be a member in good standing who has paid dues.
- e. In the event **an office is open or an officer is unable to complete his/ her term**, the remaining members of the Executive Committee will meet (either in person, **by email**, or by telephone) and appoint a person to fill the vacant position until an election can be held at the next regular or specially-called meeting. If the office of the President is vacant, the President-Elect will become the President for the remainder of the term; the position filled would be that of President-Elect. Should both the President and the President-Elect positions become vacant before an election can be held, the office of President will succeed first to the **Secretary-Treasurer**, **Secretary**, and if that office is vacant, to the **Treasurer**, and if that office is

vacant, to the Newsletter Editor. Members of the Executive Committee will retain their elected offices except to serve as needed in the position of President following the above outlined order of succession.

#### Section 3. Nominations

- a. At the regular Fall Meeting a Nominating Committee of five persons shall be chosen. The Chair of the Committee shall be appointed by the President. Four or more additional nominations shall be made from the floor for the remaining positions, and those four receiving the highest number of votes shall be elected.
- b. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the regular Spring Meeting. This Committee shall confer with all persons nominated in order to determine their willingness to serve if elected.
- c. No agency may be represented by more than one person on this Committee. An agency is herein defined as a private organization or a separately budgeted branch of government or educational institution.
- d. Before the election of officers at the regular Spring Meeting, additional nominations from the floor shall be permitted.

### ARTICLE V. Duties of Officers

#### Section 1. Duties of the President

The President shall:

- a. Maintain continuity of the Council by executing the provisions of these Bylaws.
- b. Preside at Council Meetings.
- c. Make necessary arrangements for each Council meeting in accordance with the date and location selected by the membership at the preceding meeting.
- d. Provide an agenda for each Council meeting.
- e. Appoint committees and their chairs, unless otherwise specified herein, in accordance with Article VII of these Bylaws and with the assistance and approval of the elected officers.
- f. Speak for the Council as a whole only when so authorized by the membership, except in emergency situations wherein the President shall be empowered to so speak for the Council with the assistance and approval of the elected officers. In all such emergency cases, statements issued by the President shall be subject to ratification by a majority vote of the members at the next regular or special meeting of the Council. The President shall notify the membership as to the contents of any statements made in their behalf, in the Newsletter or at the next meeting, whichever comes first.
- g. Convey all records, correspondence, and property of the Council to his/her successor.
- h. With the approval of the officers, present an annual budget for the coming year at the Spring Meeting of the CTA. The budget will be approved by a majority vote.
- i. Serve as or appoint a representative to the Antiquities Advisory Board to the Texas Historical Commission.
- j. Represent CTA by attending the Texas Historical Commission's Archeology Committee meetings in conjunction with the Commission's quarterly meetings.
- k. **Coordinate Texas Archeology Month (TAM) Event Grant and other outreach events (co-responsibility with Secretary and Treasurer).**

#### Section 2. Duties of the President-Elect

The President-Elect shall:

- a. Maintain continuity of the Council by working closely with the President and other elected officers.

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- b. Assume the office of President at the end of the Spring Meeting one year after being elected.
- c. Call meeting in absence of President
- d. Represent CTA as necessary in the absence of President.
- e. Convey all records, correspondence, and property of the Council to his/her successor.

#### Section 3. Duties of the Secretary-Treasurer

The Secretary-Treasurer shall:

- a. Receive dues and contractors' listing fees and deposit them in an account in the name of the Council and shall disburse funds from this account for publication and distribution of the Newsletter and for other necessary Council expenses.
- b. Maintain an up-to-date list of the members.
- c. Carry on necessary correspondence with membership through website, listserv, and email, and as directed by the President.
- d. Report at every regular meeting to the membership the receipts, expenses, and financial condition of the Council. No funds from dues are to be used for salaries or otherwise to reimburse persons for time spent on Council business (see clarification in Article VIII).
- e. Record the proceedings of all Council meetings and maintain a complete set of records, Newsletters, and Contractors Lists.
- f. Keep copies of the Bylaws and standing rules and record amendments.
- g. Call the meeting to order in the absence of the President or and President-Elect and preside over the election of a temporary presiding officer.
- h. Send notices of all meetings to members.
- i. Close the books within 15 days of the end of the fiscal year (January 1 through December 31) and submit them to the chair of the Auditing Committee.
- j. Convey all records, correspondence, and property of the Council to his/her successor.
- k. Coordinate Texas Archeology Month (TAM) Event Grant and other outreach events (co-responsibility with President and Treasurer).

#### Section 4. Duties of the Treasurer

The Treasurer shall:

- a. Receive dues and contractors' listing fees and deposit them in an account in the name of the Council and shall disburse funds from this account for publication and distribution of the Newsletter and for other necessary Council expenses.
- b. Coordinate an up-to-date list of the members with the Secretary.
- c. Report at every regular meeting to the membership the receipts, expenses, and financial condition of the Council. No funds from dues are to be used for salaries or otherwise to reimburse persons for time spent on Council business (see clarification in Article VIII).
- d. Call the meeting to order in the absence of the President, President-Elect, and Secretary and preside over the election of a temporary presiding officer.
- e. Close the books within 15 days of the end of the fiscal year (January 1 through December 31) and submit them to the chair of the Auditing Committee.
- f. File necessary federal and state tax forms.
- g. Maintain PayPal or other Internet accounts and transfer funds received on regular basis.
- h. Coordinate Texas Archeology Month (TAM) Event Grant and other outreach events (co-responsibility with Secretary and President).

- i. Coordinate outreach donations (Ex. Texas Beyond History, TAS Native American Field School, Archaeological Conservancy).
- j. Convey all records, correspondence, and property of the Council to his/her successor.

#### Section 45. Duties of the Newsletter-Editor

The Newsletter-Editor shall:

- a. Produce and distribute a Newsletter two times yearly. Additional editions of the Newsletter may be issued as needs, funds, and time allow.
- b. Provide the Secretary-Treasurer with a copy of all Newsletters.
- c. Maintain website.
- d. Convey all records, correspondence, and property of the Council to his/her successor.

#### Section 5. Duties of the Immediate Past President

The Immediate Past President shall:

- a. Assume the office of Immediate Past President at the end of the Spring Meeting following two years as President.
- b. Work with the President and other elected officers to maintain the continuity of the Council.
- c. Convey all records, correspondence, and property of the Council to his/her successor.

### ARTICLE VI. Meetings

#### Section 1. Regular Meetings

There shall be two regular meetings held each year: (1) Fall Meeting, held in conjunction with the Annual Meeting of the Texas Archeological Society unless decided otherwise by a majority vote at the Spring Meeting, and (2) Spring Meeting, in Austin, Texas, unless another location is agreed upon by a majority vote of the membership at the previous Fall Meeting, the date of which shall be selected at the preceding regular Fall Meeting. Notification of members to the last known address shall be made at least 15 days prior to any meetings.

#### Section 2. Quorum

Twenty-five voting members present shall constitute a quorum.

#### Section 3. Special Meetings

Special meetings shall be called by the President upon the written request of 15 members. Notice of special meetings must include an agenda.

### ARTICLE VII. Committees

#### Section 1. Governmental Affairs Committee

The Governmental Affairs Committee shall consist of six members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with three appointed each year. The Governmental Affairs Committee shall monitor official plans and actions at the local, state, and federal levels, as they affect archeological work in Texas. This information shall be conveyed to the membership through the Newsletter and by submission of reports at regular meetings or through the Internet.

#### Section 2. Membership Committee

The Membership Committee shall consist of four members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with two appointed each year, and shall elect their chair. The duties and responsibilities of the Membership

(Continued on page 13)

(Continued from page 12)

Committee are to promote and encourage membership in CTA among those archeologists and cultural resource managers in the CRM industry, state and Federal agencies, and academia (including students) who have an interest in Texas archeology. The committee also has the responsibility to receive and review application materials for the CTA Student Research Grant and award said grant to the student who best meets the criteria for the grant as outlined on the CTA web site.

#### *Section 3. Auditing Committee*

The Auditing Committee shall consist of three members, appointed by the President with the assistance and approval of the elected officers. The Auditing Committee shall at the end of every fiscal year conduct an audit of the records of the Council maintained by the **Secretary-Treasurer Treasurer**. The Committee shall report its findings to the membership at the next regular meeting.

#### *Section 4. Contractors List Committee*

The Contractors List Committee (the Committee) shall consist of one or more members, appointed by the President with the assistance and approval of the elected officers. This Committee shall maintain an up-to-date Contractors List on the CTA web site. Each Cultural Resources Director (CRD) must be a member of the CTA and be in good standing to be included on the Contractors List. The CRD can appear only once in the Contractors List. Each contractor must pay the listing fee in addition to the individual membership dues of the CRD. Contractors will be listed on the CTA web page as soon as possible, after they have paid both their dues and fees and have provided all necessary information for listing to the Committee. Each CTA contractor shall be responsible for timely notification to this Committee of address or information changes. Contractor fees and CRD fees are due January 1 to the CTA **Secretary-Treasurer Treasurer**. Listed contractors who do not pay a renewal fee by January 31 will be removed from the list until the fee is paid. Application to the Contractors List may occur at any time through the year; however, there are no prorated rates.

#### *Section 5. Public Education Committee*

The Public Education Committee shall consist of six or more members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with three appointed each year, and shall elect their chair. The Committee shall be involved in public outreach efforts (speakers bureaus, Texas Archeology Month), including the recognition of outstanding examples of work in public education.

#### *Section 6. Multicultural Relations Committee*

The Multicultural Relations Committee (formerly the Native American Relations Committee) shall consist of four or more members, appointed by the President with the assistance and approval of the Executive Committee. The Chair shall be elected by the Committee. The Committee shall foster positive working relationships between the archeological community and all ethnic groups whose cultures we study, serve as a forum for inquiring into current issues, disseminate relevant information, and, when appropriate, recommend courses of action to the membership.

#### *Section 7. Communications Committee*

The Communications Committee shall consist of three or more members, appointed by the President with the assistance and approval of the elected officers. This Committee shall work with the Executive Committee to oversee the Council's

Internet domains and/or electronic discussion lists and Internet partnerships. It shall also assist the chairs of other committees to update their information on the Council's web site.

#### *Section 8. Curation Committee*

The Curation Committee shall consist of six members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with three appointed each year, and shall elect their Chair. The Committee shall work to improve and bring up to current standards the care and management of archeological collections (archeological records and material collections).

#### *Section 9. Standing or Special Committees*

Such other committees, standing or special, shall be appointed by the President, with the approval of the elected officers, as deemed necessary from time to time or as directed by the Council to carry on the work of the Council. Appointments of other committees by the President shall be subject to approval by majority vote of the members at the next regular or special meeting of the Council.

#### *Section 10. Committee Membership*

Committee members shall be appointed by the new President at any time after he/she takes office at the conclusion of the Spring Meeting. Committee memberships, elected or appointed, terminate at the conclusion of the Spring Meeting following their appointment or election unless otherwise specified in the Bylaws of the Council.

#### **ARTICLE VIII. Finances**

The Council shall establish listing fees for the purpose of financing production and distribution of the CTA Contractors List. No part of the net earnings of the Council shall inure to the benefit of or be distributable to its members, officers, or other persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered or to make payments and distributions in furtherance of the purposes set forth in Article II.

#### **ARTICLE IX. Operation**

The place of business for the Council shall be the place of business or location of the **Secretary-Treasurer Treasurer**.

#### **ARTICLE X. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.

#### **ARTICLE XI. Amendments**

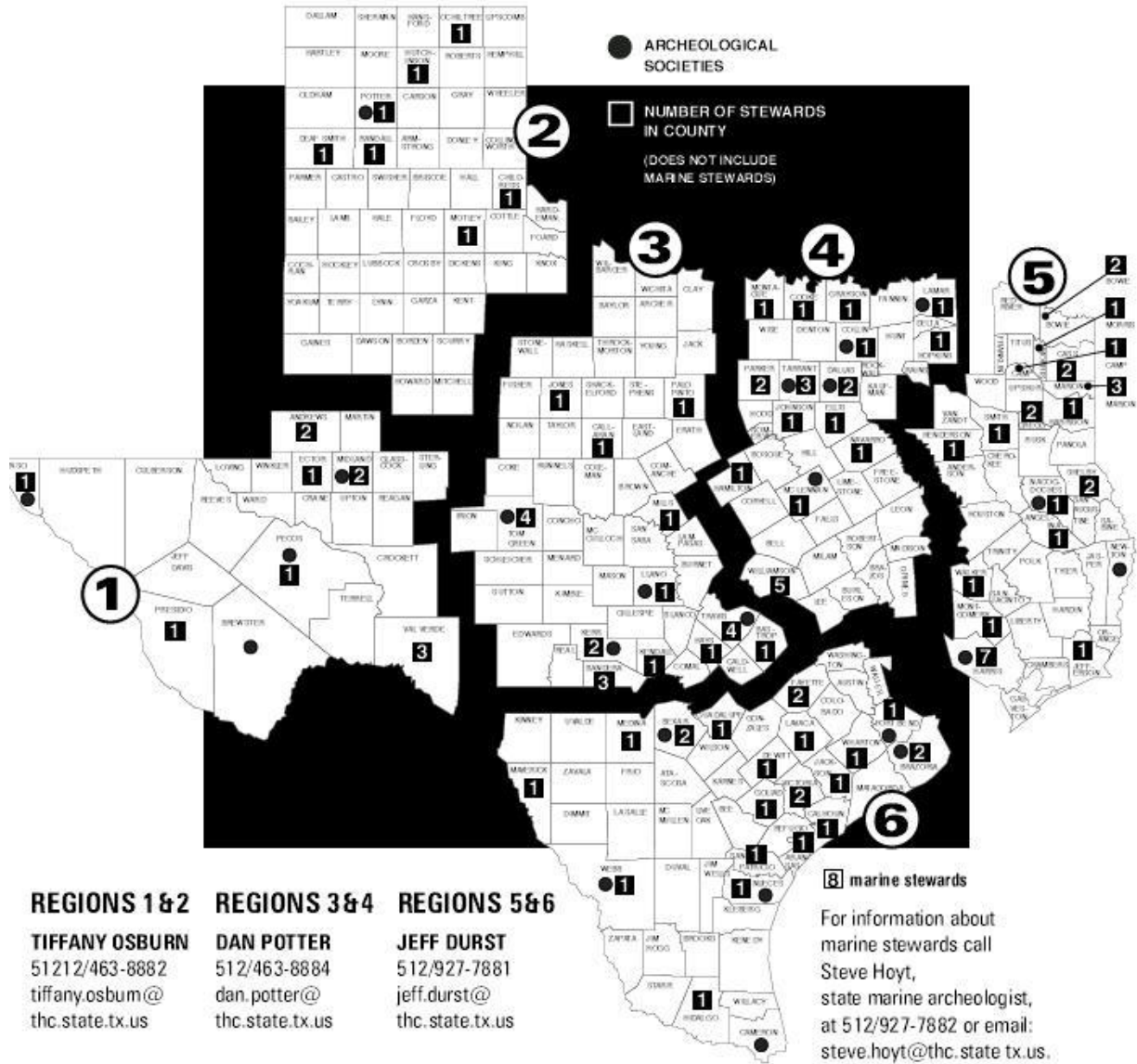
These Bylaws may be amended at any meeting of the Council by a two-thirds vote of members present and voting, provided that the amendment has been submitted through the Newsletter or by special notice to the membership at least 15 days prior to the meeting at which the vote on the proposed amendment is taken.

#### **ARTICLE XII. Disposal of Assets**

In the event of dissolution, the Council shall dispose of all its assets to an educational or scientific institution which is exempt from taxation under the then current code of the Internal Revenue Service.

**Announcements and Updates**

**TEXAS HISTORICAL COMMISSION**



**TEXAS HISTORICAL COMMISSION'S ARCHEOLOGICAL REGIONS**

UPDATED 2/08



**THE UNIVERSITY OF TEXAS AT AUSTIN**  
*WHAT STARTS HERE CHANGES THE WORLD*

07/09/2008 41617

<b>Gift Amt</b>	<b>2,000.00</b>
<b>Benefit Amt</b>	<b>0.00</b>
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Texas Archeological Research Laboratories

Council of Texas Archeologists  
 Ms. Marie J. Archambeault  
 CTA Secretary/Treasurer  
 Texas Army National Guard  
 P. O. Box 5218 (JFTX-EV)  
 Austin, TX 78763-5218-18

No goods or services were received as a benefit from this gift.

**GIFT RECEIPT**


**T**hank you for your gift to The University of Texas at Austin. Your contribution expands opportunity and strengthens the University's service to Texas and the nation. I greatly appreciate your support.

  
 Bill Powers  
 President

**TEXAS ARCHEOLOGICAL SOCIETY**

gratefully acknowledges  
 your donation for  
*Donors Fund*

Contribution  
 \$ 300-  
 ck # 627

  
THANK YOU

Thank you letters to the CTA from the Texas Archeological Research Laboratory and the Texas Archeological Society.

## CTA Officers and Committee Chairs

### Committees

Academic Archeology and CRM

Britt Bousman

[bousman@txstate.edu](mailto:bousman@txstate.edu)

Auditing \*

Mark Denton

[Mark.Denton@thc.state.tx.us](mailto:Mark.Denton@thc.state.tx.us)

Communications \*

Mindy Bonine

[ebony2071@yahoo.com](mailto:ebony2071@yahoo.com)

Contractor's List \*

Erin Watkins

[ewatkins@pbsj.com](mailto:ewatkins@pbsj.com)

Curation \*

Pat Clabaugh

[pclabaugh@tamu.edu](mailto:pclabaugh@tamu.edu)

Governmental Affairs \*

Rachel Feit

[rfeit@ecommcorporation.com](mailto:rfeit@ecommcorporation.com)

History

Doug Boyd

[dboyd@paiarch.com](mailto:dboyd@paiarch.com)

Membership

Becky Shelton and Steve Ahr

[becky@bcarchaeologist.com](mailto:becky@bcarchaeologist.com),

[steve\\_ahr@baylor.edu](mailto:steve_ahr@baylor.edu)

Multicultural Relations \*

Mary Jo Galindo

[mgalindo@swca.com](mailto:mgalindo@swca.com)

Nominating \*

Bill Martin

[Bill.Martin@thc.state.tx.us](mailto:Bill.Martin@thc.state.tx.us)

Public Education \*

David O. Brown

[david.brown@mail.utexas.edu](mailto:david.brown@mail.utexas.edu)

Publications Webpage

Scott Pletka

[spletka@dot.state.tx.us](mailto:spletka@dot.state.tx.us)

Survey Standards

Marianne Marek

[marianne@nstci.com](mailto:marianne@nstci.com)

\*Indicates a Standing Committee

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### Officers (Executive Committee)

President

Nick Trierweiler

[nickt@ecommcorporation.com](mailto:nickt@ecommcorporation.com)

Immediate Past President

Charles Frederick

[cfrederick@hughes.net](mailto:cfrederick@hughes.net)

Secretary-Treasurer

Marie Archambeault

[marie.archambeault@utsa.edu](mailto:marie.archambeault@utsa.edu)

Newsletter Editor

Mindy Bonine

[ebony2071@yahoo.com](mailto:ebony2071@yahoo.com)

*Please send any corrections to the Newsletter  
Editor.*

**Council of Texas Archeologists  
2008 Expenses and Proposed 2009 Budget**

	2008 Budget	2008 Income/Expenses (through 1 January 09)	Proposed 2009 Budget
<b>INCOME</b>			
Individual Memberships (145 Members-\$25 + 5-\$15 membership)	4,400.00	3,700.00	4,120.00
Individual Membership PayPal Fees (77-\$1.00 + 5-\$1.00)	25.00	82.00	75.00
Student Memberships (4-\$15 + 2-\$25)	210.00	110.00	150.00
Student Membership PayPal Fees(3-\$1.00)	2.00	3.00	5.00
Institution/Library Memberships	0.00	0.00	0.00
Contractor Listing Fees (51)	5,300.00	5,100.00	5,300.00
Contractor Listing PayPal Fees (21-\$4.00)	140.00	84.00	100.00
Checking Interest	0.00	0.59	7.00
Money Market Interest	50.00	26.56	25.00
Scholarship Fund Interest/Donations (Int: \$23.22 & Don: Other (Late fees)	300.00	118.22 15.54	200.00
<b>TOTAL INCOME</b>	<b>10,427.00</b>	<b>9,239.91</b>	<b>9,982.00</b>
<b>GENERAL EXPENDITURES</b>			
Newsletter (Printing and Postage)	25.00	0.00	25.00
Administrative Costs	200.00	0.00	200.00
Web Page Registration (bi-annual fee)	60.00	0.00	60.00
Spring Meeting/Social Expenses	800.00	718.43	800.00
Fall TAS/CTA Social	525.00	525.00	525.00
PayPal Fees	167.00	155.13	172.00
<b>TOTAL GENERAL EXPENDITURES</b>	<b>1,777.00</b>	<b>1,398.56</b>	<b>1,782.00</b>
<b>COMMITTEE EXPENDITURES</b>			
Accreditation and Review Council	50.00	0.00	50.00
Governmental Affairs	50.00	0.00	50.00
Membership	200.00	0.00	200.00
Multicultural Relations	50.00	0.00	50.00
Public Education	100.00	0.00	100.00
Anti-Looting	250.00	0.00	0.00
Communications	0.00	0.00	0.00
General Committee Expenses	50.00	0.00	50.00
<b>TOTAL COMMITTEE EXPENDITURES</b>	<b>750.00</b>	<b>0.00</b>	<b>500.00</b>
<b>DONATIONS</b>			
Archeological Conservancy	500.00	500.00	500.00
Scholarship Endowment/Fund	500.00	0.00	500.00
Texas Archeology Month	1,000.00	1,000.00	1,000.00
TAAM Events (divided among 3 applicants)	900.00	900.00	1,500.00
TAS Donors Fund	300.00	300.00	300.00
Texas Beyond History	2,000.00	2,000.00	2,000.00
TAS Native American Field School	1,500.00	1,500.00	1,500.00
<b>TOTAL DONATIONS</b>	<b>6,700.00</b>	<b>6,200.00</b>	<b>7,300.00</b>
<b>TOTAL EXPENDITURES</b>	<b>9,227.00</b>	<b>7,598.56</b>	<b>9,582.00</b>
<b>OVERALL BALANCE</b>	<b>1,200.00</b>	<b>1,641.35</b>	<b>400.00</b>
* = N/A; ** = change in budget expenses			
<b>Current Assets</b>			
Checking Account (as of 5 February 09)	15,736.64		
Money Market Account (as of 5 February 09)	8,864.27		
Scholarship Endowment Fund (as of 5 February 09)	7,849.34		
<b>TOTAL</b>	<b>32,450.25</b>		



## Join the CTA Yahoo! Group

Joining the CTA\_org Yahoo! Group is easy. Just choose one of the three ways to join outlined below.

**1.**

Search for CTA\_org in Yahoo! Groups, and request to join. The group administrator receives a message asking for approval, which they will grant if you are a CTA member. You will then receive notice that you have been approved. This method enables group members to access the webpage for CTA\_org, look at the calendar, change their settings, review old messages, etc., as well as send and receive messages. It does require a Yahoo! ID, but is the easiest way to join.

**2.**

E-mail the group administrator at [ebony2071@yahoo.com](mailto:ebony2071@yahoo.com) and ask to join. They will then send you an invitation to join the group, which side-steps the approval process and you can join automatically. This method also enables group members to access the webpage for CTA\_org, look at the calendar, change their settings, review old messages, etc., as well as send and receive messages. This method requires a Yahoo! ID, but is also a very convenient way to join.

**3.**

For those that absolutely DO NOT want to create a Yahoo! ID, there is one more way to join. This method involves the group administrator adding the person to the group manually. In this case the requestor will receive an e-mail welcoming them to the group, and provides e-mail addresses to post messages and to unsubscribe. If you choose this method, you can only post messages via the e-mail address and receive copies of messages sent to the group. You will not be able to change their settings (such as requesting a daily digest of messages), nor will you be able to access the webpage for the group. This method of joining can only be used to send and receive messages, nothing else. If this method is your choice, e-mail [ebony2071@yahoo.com](mailto:ebony2071@yahoo.com) for more details.

**Council of Texas  
Archeologists**

**Membership and  
Renewal Form**

Return to:  
 Marie Archambeault, CTA Secretary-Treasurer  
 Cultural Resources Program  
 Texas Military Forces (JFTX-EV)  
 P.O. Box 5218  
 Austin, TX 78763-5218

- Address correction only (see below)
  - I wish to join or renew my membership in CTA.
  - Company/Contractor to be listed \$100.00  
*(Company listing also requires one of the following professional categories.)*
  - Professional (annual income more than \$20,000 per year) 25.00
  - Professional (annual income less than \$20,000 per year) 15.00
  - Student (annual income more than \$20,000 per year) 25.00
  - Student (annual income less than \$20,000 per year) 15.00
  - Institution/Library (receive CTA newsletter only, no voting privileges) 25.00
- Total amount remitted to CTA** \$ \_\_\_\_\_
- Automatically add my email to the CTA\_org Yahoo! Groups Listserve.

Name (please print): \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

e-mail: \_\_\_\_\_

For additional information or questions, please contact the following:  
[cta-members@c-tx-arch.org](mailto:cta-members@c-tx-arch.org)  
[cta-contractor@c-tx-arch.org](mailto:cta-contractor@c-tx-arch.org)  
[marie.archambeault@utsa.edu](mailto:marie.archambeault@utsa.edu)

**Membership is based on the calendar year Jan-Dec.**