5ME398

**COLORADO COUNCIL
OF PROFESSIONAL
ARCHÆOLOGISTS**

Organizational Handbook 2023

Colorado Council of Professional Archaeologists Organizational Handbook

Originally Compiled by Dr. Mark D. Mitchell, 2013

Revised and Updated Afterward by: President Elects and Committee Members

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FOREWORD

Welcome to the 2022 Colorado Council of Professional Archaeologists (CCPA) Handbook. It is the task of every President-elect to update this document and see that the various committees in the council make the appropriate changes to its upkeep. Once reviewed, the handbook should be posted on the website.

This edition has divided the handbook into four basic sections.
- Section 1 - discusses the background and history of the organization.
- Section 2 - defines the Executive Committees roles and responsibilities.
- Section 3 - provides important details for organizing annual conferences and the various meetings and competitions therein.
- Section 4 - provides specific details for the Treasurer and Finance Committee to follow.

The Table of Contents identifies the various subcategories in these primary sections that play an important role for organizing and helping the council grow and prosper. It is the responsibility of the various committee members to know their duties. It also provides a significant number of references to make managing the organization easier. The downloadable version on the website is in a pdf format. However, if anyone requires a Microsoft Word version for any reason, please contact the President-elect.

BACKGROUND AND HISTORY

Organization History

Thirtieth Anniversary Remarks On the Founding of the Colorado Council of Professional Archaeologists

Adrienne Anderson

Paper Presented at the 30th Annual Meeting of the Colorado Council of Professional Archaeologists, Fort Collins, Colorado, April 11-12, 2008

When our President, Bridget Ambler, asked me to talk a bit about the history of CCPA I thought to myself that it would take a lot longer than she had in mind to do justice to CCPA's 30-year contribution to our discipline. Not only has the organization produced five prehistoric and one historic context, but also it has held symposia that resulted in volumes on the state's Ute archeology and on Colorado's ceramics. For an organization whose membership generally averaged between 100 – 125 folks per year, this is a major feat. In addition, CCPA has maintained the Ward Weakly Memorial Scholarship Fund since 1992, which provides dollars to assist students achieve their goals in Colorado archeology. In addition, the organization is promoting a Native American scholarship to foster participation in Crow Canyon's archeological field school. Over the years both as an organization and as individuals, CCPA members have stepped up to be counted when there were issues of concern, such as recent threats to the Colorado State Historical Fund. Since CCPA has a 30-year legacy of significant involvement in the betterment of Colorado's archeological knowledge and its historic preservation, it seemed appropriate to look at the founding of the organization on its 30th anniversary.

The Colorado Council of Professional Archeologists and other such organizations really owe their existence to the 1964 National Environmental Policy Act and the 1966 National Historic Preservation Act. These Acts are the foundation of compliance archeology, which quickly led to the development of contract archeology. Before implementation of the requirements of these acts, archeologists were mainly housed in academic institutions, museums, and the National Park Service (NPS). Of course, contracting was done through academic institutions prior to these acts. Programs, such as the University of Colorado's long-term archeological work at Mesa Verde to inventory and excavate some of the sites for research and interpretive information, were done under contract. The University of Utah and others' pre-inundation work in Glen Canyon, also done under contract to the NPS, was carried out under the aegis of the 1964 Reservoir Salvage Act. Nonetheless, most of this type of work was conducted because of individuals' personal research interests. The need to investigate the prehistory of a 40-acre well pad had not crossed anyone's mind!

However, by the early-mid 1970s, private archeological contracting firms sprang up because of those 40-acre well pads, and large Architect and Engineer firms created archeological/cultural divisions. Many states passed antiquities legislation of various types that also led to the need for compliance, hence, contract archeology. Suddenly, there were more archeologists, doing more archeological work in greatly expanded settings.

January 31, 1978 archeologists in Colorado received a letter from then State Archeologist Bruce Rippeteau inviting them to meet in Glenwood Springs for the purpose of forming a Colorado Archeological Council. Rippeteau's letter referred to previous discussion of the need for a professional archeological organization and indicated that such a meeting ". . . obviously and properly derives from CRM concerns."

As a result, CCPA's founding meeting was held March 10, 1978, at the Hotel Colorado. Interim Officers were selected to serve until the First Annual Meeting and committees established to develop draft By-Laws and Code-of-Ethics.

- President – Doug Scott (BLM-Montrose)
- Vice President – Cal Jennings (LOPA-CSU)
- Treasurer – John Beardsley (BLM-Canon City)
- Secretary – Dave Stuart (Office of the State Archeologist of Colorado [OSAC])
- Newsletter Editor – Bruce Lutz (LOPA-CSU)

CCPA's first newsletter, *DO IT IN THE DIRT*, came out with a pink cover that featured two pigs reveling in a mud pit. It has no date or volume number, but seems to be July 1978. In this circular, Editor Lutz, chastising members for not sending him anything to put into the newsletter, writes, "From my point of view I view the newsletter as serving a somewhat more useful function than a gossip column."

CCPA's charter meeting occurred October 28, 1978, at Colorado State University, Fort Collins. At this meeting, the name, Colorado Council of Professional Archeologists, was formally adopted after discussion and a vote of the attendees. CCPA adopted its By-Laws and Code of Ethics. Dues were set at $10.00/yr. for Voting members. It was agreed that participants in either the Glenwood or Fort Collins meeting who met the qualifications would be Charter members.

Ivol Hagar, President of the Colorado Archeological Society (CAS), who attended the meetings as an Ex-Officio member, expressed CAS's support for the new organization and his conviction that the two groups in partnership would foster the betterment of Colorado archeology.

CCPA's first annual meeting was held March 1-2, 1979, in the Boettcher Auditorium, Colorado Heritage Center, Denver. Here, the organization's first formal slate of officers and Board members was elected, and four Standing Committees were created: Nomination, Revocation Procedures, Finances, and Membership.

- President – Doug Scott (BLM – Montrose)
- Vice President – Frank Eddy (University of Colorado – Boulder)
- Secretary – Dave Stuart (Office of the State Archaeologist of Colorado [OSAC])
- Treasurer – Kris Kranzush (Gordon and Kranzush, Inc)
- Executive Committee Members: Beth Walton (BLM – Craig), Bruce Rippeteau (State Archaeologist), Dave Breternitz (University of Colorado – Boulder), and Liz Morris (Colorado State University)

That same year CCPA was incorporated as a not for profit organization. The projected income for CCPA in 1979 was $1,000, dues from an estimated 100 members.

The Story Behind CCPA's Logo
Adrienne Anderson

After CCPA's establishment in 1978, the earliest mention of a logo was in the proposed budget for 1979 (*The Newsletter*, Vol. 2, No. 2). This proposed budget was developed by the Finance Committee and presented by Betty LeFree. (Yes, there was a Finance Committee that worked with the Treasurer.) Technically, there was no mention of a logo, but of the need to consider a letterhead and membership cards. (Yes, we once had annual membership cards). The budget projections were based on 100 members at $10.00 each for a total of $1,000. The budget did not include the letterhead and membership cards, but recommended that they be considered.

During the 1980 Pecos Conference at Mesa Verde National Park, the CCPA Executive Committee (EC) held an informal meeting (because a quorum was not present) wherein the need for a logo and Logo Committee was discussed (President-elect Adrienne Anderson's personal notes August 15, 1980).

Subsequently, a logo committee with Judi Halasi as Chair reported at the February 9, 1981 Executive Committee meeting (Halasi 1981a):

> The Logo Committee selected drawings and photographs of several rock art elements from Colorado petroglyph sites. An attempt was made to select a motif which was used universally by the various cultures and in the various regions of the state and would thereby provide a motif identifiable with the State of Colorado.

> The mountain sheep motif occurs in high frequency in rock art panels across Colorado, and it occurs in panels identifiable with several different cultures. It is also a motif which can provide a good state identification.

> The bison also occurs across Colorado, although it has a lower frequency of occurrence in rock art panels. . .

> . . . Three logo designs were produced for presentation to this committee. They include (1) a speared bison in a Colorado outline border, (2) a double mountain sheep design, and (3) an anthropomorph holding a spear next to a mountain sheep. Each is accompanied with the organization name (CCPS) and address.

The minutes of that February 9, 1981 Executive Committee report read:

> Logo Committee (Judi Halasi) Three mock-ups of suggested graphic designs for a logo for CCPA were presented. Discussion ensued and action was taken as follows: further designs and revisions of those submitted were solicited from the Committee for presentation at the annual meeting. The address of CCPA should be omitted.

The Logo Committee appeared on the draft agenda for the March 6, 1981 annual meeting (*The Newsletter*, Vol. 4, No. 1). At the meeting, Halasi presented nine mock-ups with designs based on rock art from Colorado and varying in design motif, layout, and lettering type for the membership to evaluate (Figure 1). Informal expression of interest was tallied, which showed high approval of motif four. Colorado State Archaeologist Emerson Pearson moved that this design be adopted in entirety as the official logo of CCPA. The motion passed (Minutes of March 6, 1981 Annual Meeting). Also discussed at the annual meeting was the development of CCPA bumper stickers in addition to the stationery (President-elect Adrienne Anderson's personal notes March 6, 1981).
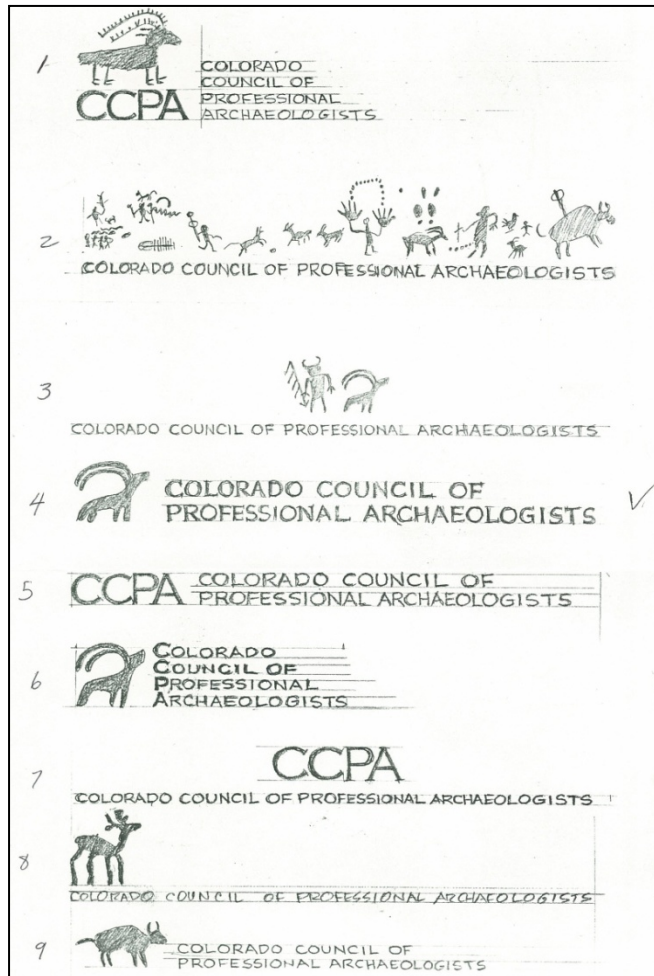
Figure 1. Pencil sketches of the nine proposed logo motifs.

    In looking at rock art to find something suitable for CCPA's logo, Halasi and committee members Steve Cassells and Collette Chambellan, all of whom worked at what was then called the Colorado Preservation Office and had access to the state's site records and original site documentation. They combed the site files and gray literature reports for a design representative of Colorado. The bighorn sheep motif that was finally selected by the CCPA membership is from 5ME398, a Mesa County site recorded December 2, 1977 by Barry Hibbets, Tom Bridge, and Gay Ives and documented in reports of survey of the West Central Coal Leases (Hibbets, Grady, Halasi, and Huse 1978; Hibbets, Grady, Halasi, Huse, and Eddy 1979). It consists of two scratched and pecked petroglyph panels in an unnamed drainage on the Palisades, CO 7.5' quadrangle (1962). There are 11 faint sheep in Panel 1 (Figure 2 and Figure 3) and a few sheep with several stick anthropomorphs and miscellaneous lines, ladders, and circles in Panel 2. There were no artifacts, and the art is not temporally or culturally diagnostic. The site was thought to be eligible for the National Register of Historic Places, but needed excavation data from the area below the rock art panels. It is within an area recommended for evaluation as a National Register archaeological district. The site is on Federal land managed by the Bureau of Land Management but on property controlled by the Palisade Water Board. (Thanks to Todd McMahon for knowing the logo site number and providing the site record of 5ME398.)
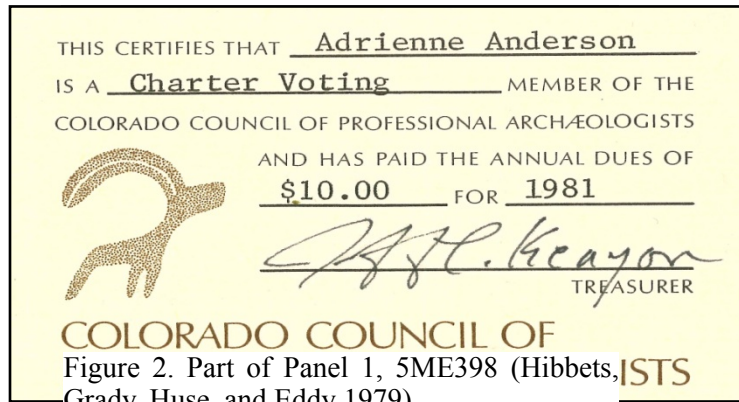
Figure 2. Part of Panel 1, 5ME398 (Hibbets, Grady, Huse, and Eddy 1979).
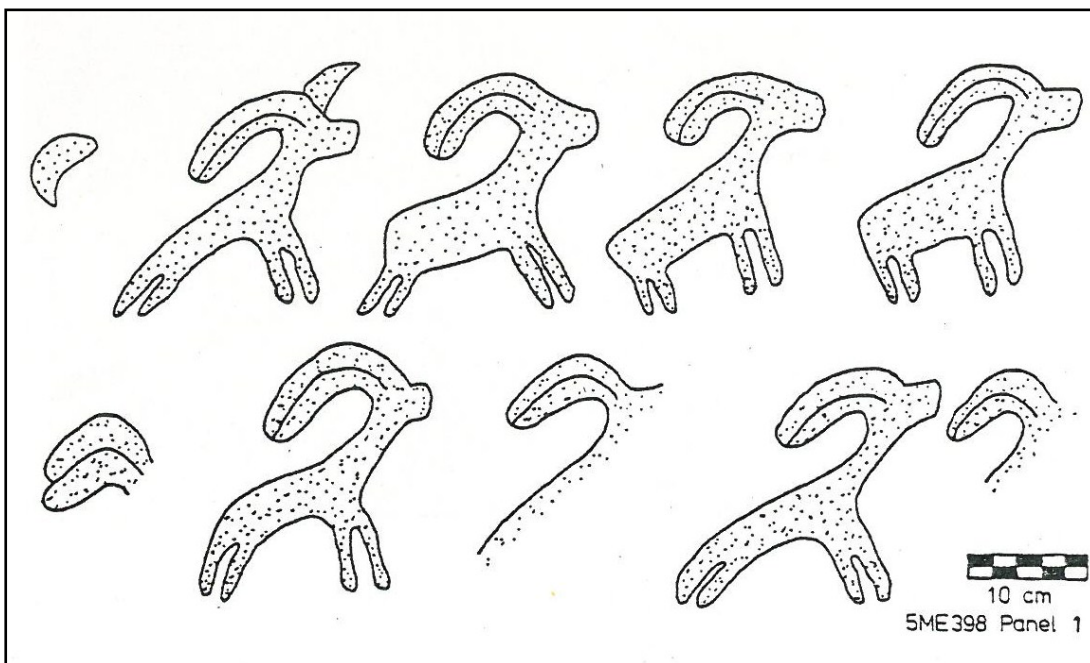
Figure 3. Part of Panel 1, 5ME398 (Hibbets, Grady, Huse, and Eddy 1979).

During the March 7, 1981 Executive Committee meeting, Collette Chambellan, who was CCPA's Secretary and also served on the logo committee, was asked to work with Halasi in ordering CCPA letterhead stationery and membership cards (Figure 4).

At this meeting, the Executive Committee decided that only Executive Committee members should use the stationery for official correspondence and they should use their own address as a return address. Mass mailings were to go out through the Newsletter Editor in order to keep track of postage. There was to be coordination with the Membership Committee to determine if anything should be printed on the back of the membership cards, and other organizational membership cards were to be consulted in order to select a format (Minutes of March 7, 1981 Executive Committee Meeting). Beginning in 1992 with the first Ward F. Weakly Memorial Scholarship award, CCPA official stationery was used by the committee chair when notifying applicants of their award.

Figure 4. Example of CCPA Membership Card.

At the June 6, 1981 Executive Committee meeting, the Logo Committee reported (Halasi 1981b):

> Following the selection of a logo design by the CCPA membership at the annual spring meeting in March the Logo Committee requested the artist, Mr. George Long, to draft the art work for the stationery letterhead, the envelope, and a membership card.
>
> The final drawings were submitted to the Logo Committee on May 4, 1981. The drawings were taken to D & K Printing in Boulder to have the stationery and membership cards printed.
>
> The cost for production of the logo design and artwork for the letterhead, envelopes and membership cards was $207.50. The cost for printing was $191.00, including 1000 copies each of the stationery, envelopes, and membership cards and 500 second sheets.
>
> The stationery and membership cards are herewith submitted to you at this meeting by Collette Chambellan.

Judi Halasi was sent a thank you note from the Executive Committee for the logo committee's work to establish a CCPA logo July 15, 1981 (President Anderson's copy of letter to Halasi). Distribution of the Membership Cards began in 1981. They were signed by the Treasurer as keeper of the membership role. The new logo first appeared as the masthead on CCPA's October 1982 *Newsletter*, Vol. 5, No. l. and has been used in one format or another ever since.

References Cited

Anderson, Adrienne*
    1981   Thank you letter to Logo Committee Chair, Judy Halasi

Halasi, Judi*
    l981a Report of the Logo Committee to the CCPA Executive Board, February 9, 1981
    1981b Report of the Logo Committee to the Executive Board, June 6, 1981

Hibbets, Barry, James Grady, Judith Halasi, Hannah Huse
    1978   *An Archaeological Survey of West Central Coal Leases*. Archaeological Associates, Inc.,
        Boulder.

Hibbets, Barry, James Grady, Judith Halasi, Hannah Huse, and Frank W Eddy
    1979   *Final Report, West Central Coal Leases, Vol. 1, Settlement Analysis*. Archaeological Associates,
        Inc., Boulder.

1981 Minutes of March 6, 1981 Annual Meeting*

1981 Minutes of the Executive Committee, February 9, 1981*

1981 Minutes of the Executive Committee, March 7, 1981*

1979 *The Newsletter,* Vol. 2, No. 2.

1981 *The Newsletter*, Vol. 4, No. 1

*These documents do not appear in any of CCPA's *Newsletters*, but are in my personal records and notes.

CCPA Strategic Plan
Initially developed at the 1998 Annual Meeting in Pueblo
Revised at the 2023 Annual Meeting in Ouray

The Planning Process

The CCPA strategic planning began in 1993 when the Council held a symposium at its annual meeting that focused upon two areas that were seen as having issues that the archaeological community needed to articulate and, in some way, address. These were (1) Avocational/Professional Partnerships and (2) Contract Archaeology. In addition to these areas, a number of additional issues were raised during the discussion sessions and several action items proposed. (Refer to CCPA Newsletter, Vol. 15, No. 2, June 1993 for discussion of this symposium.)

During the March 1998 annual meeting, a workshop was held to identify major, long-term objectives and begin work on action items to address them (see Appendix J). The current strategic plan is as follows and is intended for a shelf life of 5 to 10 years, with a goal of it being updated at the March 2028 annual meeting.

Organization Purpose

The purpose of the CCPA is stated in the Bylaws from March 1990, as amended:

> The Colorado Council of Professional Archaeologists is a non-profit, voluntary association that exists for the purpose of maintaining and promoting the goals of professional archaeology in the State of Colorado. These goals include:
>
> - Demonstrating concern for the archaeology of Colorado
>
> - Establishing and promoting high standards of archaeological research, reporting, and management
>
> - Establishing and promoting a mechanism to represent professional archaeological interests in political and public forums
>
> - Establishing and promoting a mechanism for communication within the archaeological community and cooperation with the living descendants of groups subject to archaeological research in Colorado
>
> - Promoting public education and interest in the fields of archaeology and cultural resources management
>
> - Providing Council input to the Office of the State Archaeologist of Colorado

Objectives and Tasks

The overarching goals of the organization as stated in the bylaws are used here to focus on specific objectives and tasks for the CCPA Officers and membership to focus on in the near to mid-term.

Objective 1. Increase interest in the preservation of Colorado's archaeological resources.

This objective will be achieved by the CCPA membership hosting and/or promoting informal meet-ups, tours, site stewardship programs, and virtual or in-person presentations concerning Colorado archaeology outside of the annual meetings, including promoting similar offerings by different organizations (e.g., CAS chapters, Crow Canyon Archaeological Center, etc.).

Objective 2. Advocate for and improve consistency in managing Colorado's archaeological resources under state and county permitting requirements.

This objective will be achieved through internal CCPA meetings and/or committee to discuss regulatory requirements, followed by meetings with state and county officials to discuss permitting standards. Summary report(s) will be delivered to the CCPA membership for further discussion.

Objective 3. Incentivize running for an officer position or serving on a committee.

This objective will be achieved by offering free memberships to those who have been voted into office or serve on a committee, with an option for those provided a waiver to still pay and donate membership to a scholarship or the general fund.

Objective 4. Promote publications in various outlets such as Online Resources for Colorado Archaeology (ORCA), CCPA website, CCPA Newsletter, Occasional Papers, Colorado Archaeology: An Annual Publication of Southwestern Lore, etc..

This objective will be achieved by sending out reminders via the listserve and social media, including reminders in the newsletter, and recommending publications as a form of public outreach for compliance-related mitigation projects.

Objective 5. Increase diversity and inclusion within the CCPA membership.

This objective will be met by soliciting organizations such as colleges, tribal historic preservation officers, state historic preservation officers, and private industry to encourage participation in the CCPA, using the Membership Committee and/or a separate ad hoc subcommittee. As of the fall of 2022, 228 members were current on their dues and the CCPA membership has never been larger. Still, some members have expressed concerns about the diversity and inclusion of participating members. A more diverse and inclusive active membership will help ensure the health and evolution of the organization.

Objective 6. Increase the number of applicants and awardees for the Native American Scholarship.

This objective will be achieved by seeking additional feedback from indigenous CCPA members, former scholarship recipients, and the indigenous community on ways to improve the effectiveness and reach of the CCPA Native American Scholarship. Such options might include considering potential increases to the number of awarded scholarships and award amounts, improving outreach materials and processes, etc.

COMMITTEE ROLES AND RESPONSIBILITIES

Executive Committee

Voting members of the Executive Committee consist of four officers (President, President-elect, Secretary, and Treasurer); the American Indian Member; and five At-Large Committee Members. All five Voting Members of the Council are elected to the Executive Committee by membership. Of these, one is reserved for a Student Voting member in good standing. Non-voting or *ex officio* members include the Past-president; Newsletter Editor, Webmaster, Ethics Coordinator, and Chair of the Membership Committee.

Other standing committee chairs (Publications, Ward Weakly Memorial Scholarship, Native American Scholarship, Awards and Resolutions, and Financial Review) may attend EC meetings to provide reports, but are not members of the Executive Committee.

The Executive Committee meets semi-annually, once in conjunction with the annual meeting and once in the fall. Additional meetings may be held as necessary. Committee reports should be submitted in writing to the President prior to each meeting.

President
President-elect:
    a. Serves as parliamentarian and resolves procedural disputes that may occur during the annual business meeting or the spring and fall Executive Committee meetings (Bylaws: Article VIII, Section 1).
    b. Serves as Executive Committee liaison to the annual conference organizing committee.
    c. Solicits and incorporates amendments and updates to the organizational handbook.
    d. Maintains the Executive Committee contact list and ensures that organizational contact information on the website and in the newsletter is complete and correct.
    e. Initiates breach-of-ethics complaints, in the event the president is named (Bylaws: Article IV, Section 2).
    f. Serves as President in the event that the elected President is unable or unwilling to do so (Bylaws: Article VIII, Section 1).

President:
    a. Serves as the council's representative in all its official affairs and transactions, except those instances where the Treasurer is acting as the Council's registered agent (Bylaws: Article VIII, Section 1).
    b. Responsible for all aspects of the organization's operation.
    c. Serves as primary point-of-contact for all organization business.
    d. Signs all correspondence distributed on organization letterhead.
    e. Presides over the annual business meeting and the spring and fall Executive Committee meetings.
    f. Calls and presides over special meetings, if requested by ten members (Bylaws: Article V, Section 1).
    g. Initiates and/or manages breach-of-ethics complaints against members (Bylaws: Article IV, Sections 2 and 4).
    h. Appoints members to serve a variety of roles, in writing:
        i. Appoints an ethics coordinator (Bylaws: Article IV, Section 4).

ii. Appoints members to the financial review committee (Bylaws: Article VI, Section 2).
        iii. Appoints a Newsletter Editor and Website Manager (Bylaws: Article VIII, Section 3).
        iv. Appoints at least two active members to the Nominations Committee (Bylaws: Article IX, Section 4).
        v. Appoints members to fill vacancies on the Executive Committee.
        vi. Appoints standing and ad hoc committee members and chairs, with the assent of the Executive Committee (Bylaws: Article VIII, Section 1)
        vii. Appoints a Newsletter Editor and a Communication Team (Bylaws: Article X).
    i. Approves all expenditures of amounts over $200 (Bylaws: Article VI, Section 4).
    j. Signs all checks for amounts over $1000.
    k. Reviews and signs the Council's annual federal tax filing.
    l. Reviews financial reports submitted by the Treasurer prior to each Executive Committee meeting (Bylaws: Article VIII, Section 1).
    m. Represents the organization at Council of Councils meetings, held in conjunction with the Annual Meeting of the Society for American Archaeology, or appoints a CCPA voting member to do so.
    n. Serves on the Board of the Colorado Archaeological Society, or appoints a CCPA voting member to do so.
    o. Files the Periodic Report for the Council with the Colorado Secretary of State

Past-President:
    a. Serves as an *ex officio* member of the Council's Executive Committee.
    b. Serves as chair of the Nominations Committee.
    c. Assists the President and President-elect in accomplishing their duties as necessary.

Secretary

The Secretary's tasks, per the Bylaws (April 2012), are described in Article VIII, Section 1c:

Secretary: The Secretary shall announce all meetings to the membership of the Council and shall maintain minutes of all meetings. The Secretary shall ensure, at the time of notification of the Annual Meeting, that the membership is provided with a ballot for the purpose of electing officers and Executive Committee Members. The Secretary shall be responsible for maintaining the official files of the organization.

The Secretary and the Treasurer are the only officers on the Executive Committee who serve two-year terms (Article IX, Section 1). The Treasurer and Secretary's terms are designed to offset, and neither may hold office for more than two consecutive terms. After serving two consecutive terms, they must not stand for election for the same office again for one term (Article IX, Section 2).

Any changes to the Bylaws are to be submitted to the Secretary, and then circulated within the membership prior to the call for a regular meeting (Article XI-Amendments). For the 2012 bylaw changes, the proposed amendments were circulated via the newsletter.

The secretary is also responsible for the storage of records (Article XV—Storage of Records):

The records of past and present officers, board members, and committee chairpersons of the council are a valuable asset since they provide historical information about the council. Therefore, such records will be stored permanently at the Denver Public Library. Once a year, the outgoing secretary will call for all records notes, correspondence, minutes, meeting agenda, newsletters, and other such information from the retiring officers, board members, and committee chairpersons. The latter will be responsible for taking or sending to the Secretary the records of the predecessor. The Secretary will, in turn, give those records to the Denver Public Library,

which will organize them in a useful fashion. The officers/board members/chairpersons will pass on their own records to their successor.

Term: The Secretary's first task, following their election, shall be recording the minutes of the Executive Committee meeting at the annual business meeting. Their last task as Secretary shall be recording the annual business meeting minutes. Thus, given that the annual business meeting precedes the Executive Committee meeting, the Secretary shall record the annual meeting and the announcing of the Secretary-elect, then hand over responsibilities to the Secretary-elect at the end of the annual meeting.

Minutes:

Annual Business Meeting (ABM): Annual business meeting minutes are printed in the newsletter following the business meeting and labeled as "Unapproved". The Secretary is under no obligation to have these minutes reviewed prior to publication, although external review can be helpful to catch any errors/omissions. Corrections and approval for these minutes occur at the next year's ABM. Any corrections that are requested shall be mentioned in the minutes for the current meeting, the preceding year's minutes do not need to be reprinted with the corrections made. The corrected version of the minutes, labeled as "approved," shall be submitted to the archives and made available on the CCPA website, or by request.

Executive Committee Meeting: Executive Committee meeting minutes are approved by the Executive Committee at the next Executive Committee meeting, and prior to publication in the newsletter. Thus, there is a greater delay in publication of the Executive Committee minutes than the ABM minutes.

Election: The bylaws list that the Secretary "shall provide, at the time of notification of the Annual Meeting, the membership with a written ballot for the purpose of electing officers and Executive Committee Members" (Article VIII, Section 1). For example, during the 2012 elections, the Past-President (in charge of the Nominations Committee) chose to supply the ballot for the Newsletter, rather than supplying it first to the Secretary. The Past-President should supply the Secretary with the list of candidates, when complete, or notify the Secretary that the ballot has been submitted to the Newsletter.

Archiving: Per an acquisitions agreement with the Denver Public Library (DPL), the Colorado Council of Professional Archaeologists (CCPA) will archive Council materials on an annual basis. Archival records for the previous administrative year are taken to the archives of the Denver Public Library in the Western History Department for permanent housing. The general public has access to the archives, barring restricted materials. Appropriate records for archival storage are:

1. Newsletters
2. Official Correspondence
3. Executive Committee Correspondence (including email)
4. Annual meeting programs and attachments.
5. All reports from the President, Treasurer, Membership, Executive Committee, Ward Weakly Fund, Native American Scholarship Fund, standing and temporary subcommittees, and other reports generated through the CCPA.
6. Restricted materials: Restricted materials are sealed by the Denver Public Library and are generally not accessible to researchers until after their "sunset" date, at which point they are no longer restricted. The Denver Public Library will retrieve restricted items for the donor, but the manner in which they are stored suggests that this is not something that should be done often.

Inappropriate records for archival storage might include duplicates, personal correspondence, unrelated documents, and books. The Denver Public Library has additional exclusions, which can be found within their donor packets.

Methods: When submitting materials to the DPL, these procedures are followed:
1. According to CCPA bylaws, the outgoing CCPA Secretary shall solicit from Executive Committee Members "all records, notes, correspondence, minutes, meeting agenda, newsletters, membership lists, and other such information from the retiring officers, board members, and committee chairpersons" for the administrative year preceding the annual meeting.
2. Documents are to be submitted in manila folders organized by topic for keeping until those documents can be permanently archived.
3. Documents are filed within each folder in chronological order.
4. Documents do not have to be printed on archival quality paper.
5. When documents are submitted to the DPL, included is an inventory list of the contents (this will be a synthesis of the subjects organized by topic). The 2011 archival tasks included the inventory list in the cover/transmittal letter to the DPL.
6. Restricted materials are bundled in a separate folder with a frontispiece clearly labeled as "Restricted Materials: Colorado Council of Professional Archaeologists". It has been suggested that the gift agreement/donation form list the Executive Committee as the donor of these materials, otherwise the Denver Public Library will assume that the records are equally open/closed to all parties (Erin Edwards to Charles Reed, personal communication May 1, 2012). The Denver Public Library also requests that all restricted materials be given a "sunset" date—a date at which point the materials become unrestricted and open access (Abby Hoverstock, Senior Archivist for the DPL to Charles Reed, personal communication, June 5th, 2012). See the "Restricted" section below for more comments.
7. After the annual meeting, these procedures are to be explained and transferred to the CCPA Secretary elect.
8. Archived records are considered a donation to the DPL, and the CCPA Secretary will be responsible for completing/procuring a DPL donation form.
9. As of 2013, the DPL has requested to be contacted prior to the donation, and provided a list of materials planned for donation. This is part of an effort to refine the types of materials that are included in their inclusion.

As of February 2021, the contact at the DPL to send the archival materials is:

Jamie Seemiller
Special Collection Librarian for Acquisitions Western History and Genealogy Denver Public Library
10 W. 14th Ave. Parkway
Denver, CO 80204
720-865-1821
JSeemill@denverlibrary.org
http://history.denverlibrary.org

Restricted Materials: Restricted materials shall be universally restricted from the date of their donation until the time that the "sunset" period has been reached. The primary items that will be restricted are ethics complaints, for which the Executive Committee has decided that a restriction period of 60–70 years is appropriate. The Library, as of 2013, does not want to archive most financial records, especially those that have sensitive account information.

It is especially noteworthy that in a 2014 email, the CCPA was informed that "It is important for you to understand that we do not have ways to track when to open restricted files, so they are difficult to manage" (J. Seemiller to Charles Reed, April 2014). This followed a brief email string where Ms. Seemiller requested that the CCPA no longer donate restricted materials (the senior Archivist, Abby Hoverstock, gave permission for the CCPA to continue submitting restricted materials). During a 2012 donation at the DPL, it was clear that all the CCPA materials are kept together, and were brought out together, regardless of restricted classification. Thus, for the 2013 restricted materials, a cover letter was attached prominently noting that the materials were restricted, when the sunset date was, and that the materials were for use of the Executive Committee only until that point. The CCPA/EC cannot assume that any restricted materials will be kept from inquiring individuals. In 2018, the Denver Public Library is no longer accepting digital records and all records need to be hard copies (J. Seemiller to Mike Prouty, May 2018).

Treasurer

The Treasurer's responsibilities are, perhaps, one of the most important positions of the organization. The tasks are listed in the Financial Management Standards and Practices section.

Treasurer-elect

The Treasurer-elect is an elected non-voting Executive Committee member. They will serve one year as Treasurer-elect during the last year of a Treasurer's term. They will assist the Treasurer as needed, learning the tasks that they will need to perform when they become the Treasurer the following year. Thus, CCPA Treasurer will comprise a four-year commitment—one year as Treasurer-elect, two years as Treasurer, and the fourth year as chair of the Financial Committee.

American Indian Member

This position is a voting member of the Executive Committee. No specific duties are assigned to this position, although it is envisioned that the position can serve as a liaison between the CCPA Executive Committee and the Native American community. The officers may call upon the member to work with specific standing committees or ad hoc committees, or may assign specific tasks to member as necessary.

Student Voting Member

This position is a voting member of the Executive Committee. No specific duties are assigned to this position, although it is envisioned that the position can serve as a liaison between the CCPA Executive Committee and college students. The officers may call upon the member to work with specific standing committees or ad hoc committees, or may assign specific tasks to member as necessary

At-large Executive Committee Members

No specific duties are assigned to At-Large Committee Members. The officers may call upon these members to work with specific standing committees or ad hoc committees, or may assign specific tasks to them as necessary.

Webmaster

The webmaster is responsible for regularly updating and maintaining the website. The webmaster works closely with the Treasurer, Membership Committee Chair, Newsletter Editor, and annual conference organizing committee to ensure that information about the meeting is available to the membership in a timely manner. The webmaster may perform periodic overhauls of the site, or may supervise a contractor who performs this work.

Newsletter Editor

The CCPA newsletter is published quarterly in January (prior to the annual conference), May (following the annual conference), August, and October. These deadlines are targets and may be extended or amended as necessary. Submissions from members and non-members are welcome and are due by the 10th of each publication month.

Newsletters **minimally** include the following:
1. January:
    a. President's message
    b. Annual conference information, including dates, venue, preliminary schedule, and registration information
    c. Draft minutes of the prior year's annual business meeting
    d. Approved minutes of the spring Executive Committee meeting
    e. Complete financial report prior calendar year, along with treasurer's repot
    f. Standing Committee reports for prior calendar year
    g. Ad hoc Committee reports for prior calendar year
    h. Executive Committee ballot and candidate statements
2. May:
    a. President's message
    b. Year-to-date financial report, including a summary of annual meeting income and expenses
    c. Approved minutes of the fall Executive Committee meeting
    d. Standing Committee reports
    e. Ad hoc committee reports
3. August:
    a. President's message
    b. Standing Committee reports
    c. Call for Nominations
4. October:
    a. President's message
    b. Standing Committee reports

Other items may include additional financial reporting; articles on Colorado archaeology; book reviews; announcements for conferences other than the CCPA annual meeting; links to relevant or interesting websites; summaries of other Executive Committee activities; or updates on new or on-going archaeology-related news stories. Since 2016, an Editorial Advisory Board was reestablished, which has been in use off and on since the beginning of the organization; it was renamed as the Communications Team in 2021. This has resulted in larger and timelier newsletters.

Article format and length guidelines are often determined by the Editor and reviewed by the Communications Team. Questions the Editor has regarding whether a particular submission is appropriate should be discussed with the Communications Team. The board reviews a draft of the newsletter. A PDF version of the final newsletter is then sent to the webmaster for posting and the Editor sends an email to current members advising them that the newsletter is available on the website.

Membership Committee
Jon Horn

Chair Tasks:
1. Coordinate with CCPA Treasurer to get membership renewals and applications.
    a. Scanned electronic versions preferred.
2. Correspond with members when a renewal is for the wrong membership category or if proof of student status is needed.
3. Attempt to answer questions about membership from members and potential members.
4. Correspond with new applicants to ensure all application materials are received.
5. Distribute applications for membership to committee members and solicit their opinions on whether membership should be conferred.
6. Inform new applicants of their becoming a CCPA member.
7. Update the membership list as renewals are received and new members are accepted.
8. Maintain copies of renewal forms and applications for reference.
9. Send out renewal reminders soon after the annual meeting.
10. Annually purge the current membership list to remove those that have not renewed for two years and put them in the list of lapsed members.
11. Provide the current membership list to CCPA officers and board members upon request.
12. Provide a current membership mailing list to the Newsletter Editor upon request.
13. Obtain a list of undeliverable emails from the Newsletter Editor after each newsletter notification goes out and try to obtain corrected email addresses.
14. Prepare a membership update for each newsletter.
15. Prepare an annual membership report for delivery at the annual CCPA business meeting with a copy to the CCPA Secretary.
16. Attend CCPA board meetings when possible.

Membership Committee Members tasks:
1. Review membership applications and respond with approval or disapproval.
2. Fill in for the Membership Chair at the annual meeting or board meetings, if possible.

Committee Members: As of March 2022, the membership committee consists of Jon Horn (Chair), Kim Kintz, and Allison Parish.

Ethics Coordinator

The Ethics Coordinator is tasked with tracking and responding to any CCPA Code of Ethics complaints that are submitted to the organization, as discussed in the Bylaws (Article IV, Section 4b). Per the Bylaws, the Ethics Coordinator is appointed by the President and serves as the non-voting Chair for all ethics review committees. As of March 2022, the Ethics Coordinator is Marilyn Martorano.

Ethical Standards Committee

The Ethical Standards Committee is an ad-hoc committee formed in 2020 and tasked with reviewing and revising the CCPA Bylaws and Code of Ethics. As of March 2021, the Committee comprises Marilyn Martorano (Ethics Coordinator and Ethical Standards Committee Co-Chair), Michelle Slaughter (Ethical Standards Committee Co-Chair), Anna Cordova, Karin Larkin, Paul Buckner, Sara Millward, Gary Moore, Mike Prouty, and Michele Koons. This committee completed the latest round of revisions on March 11, 2021.

Publications Committee
Kelly Pool

Duties:
- The committee's primary responsibility involves the marketing, sales, and distribution of CCPA publications (5 prehistoric contexts; 1 historic context; 2 Occasional Publications; *Ancient Colorado*; 3 back issues of *Colorado Archaeology* journal).
- Books and CDs can be ordered in several ways: through CCPA's website using PayPal, with the order forwarded to the committee by the CCPA Treasurer; by mail; or by telephone. Target shipping date is within one week of committee's receipt of order.
- The committee hosts a sales table for CCPA publications at the annual CCPA meeting and occasionally at other regional archaeological meetings.
- In coordination with the Membership Chair, the committee distributes one free copy of *Ancient Colorado* to new and renewing CCPA members, as requested, as part of the membership benefit.
- In addition to publications sales, CCPA donates copies of *Ancient Colorado* for educational purposes. The committee seeks donation recipients and distributes the books.
- Requests for donations of *Ancient Colorado* for primary and secondary school educational purposes are fulfilled directly by the committee, as previously established by the Executive Committee.
- Requests for donations of *Ancient Colorado* for educational purposes other than the above are passed by the committee through the Executive Committee for consideration, as previously established by the Executive Committee.
- Mailing costs are included as part of all *Ancient Colorado* donations, as previously established by the Executive Committee.

Reporting:
- Results of committee work are detailed by the Chair in occasional reports in quarterly CCPA newsletters.
- The Chair presents a committee report at each annual CCPA business meeting.
- The Chair presents a committee report at each fall CCPA Executive Board meeting, as possible.
- Provides a yearly invoice to the CCPA Treasurer to account for all publications-related expenditures.

Committee Members:
- As of March 2022, the Publications Committee consists of Kelly Pool (Chair) and Anne McKibbin.

Awards and Recognition Committee
Michelle Slaughter

Background: The Awards and Recognition Committee was established at the annual meeting in Durango in 2012. Its name was changed to the "Awards, Recognition, and Resolutions Committee" at the 2014 Salida meeting, but changed back in 2018 when it was decided that "resolutions" would fall to the CCPA president.

Number of Members: The Awards and Recognition Committee will consist of four members from the general CCPA membership and/or executive board.

Length of Tenure: A committee member will serve for up to four years or until he/she resigns.

Duties:
- Prepare certificates for recognition of outgoing board members and officers.
- Nominate new Fellows to the organization in accordance with existing procedures. Research and prepare biographies for new Fellows for use during the nomination process and the subsequent award presentation.
- Prepare letters of appreciation for people who have supported the organization and annual meeting.
- Arrange for condolences, such as a sympathy card or flowers for a memorial service (includes a $50 cap for gifts following the passing of a fellow), to be expressed to the family of deceased CCPA members and/or former members on behalf of the CCPA Executive Committee and general membership.
- Other duties at the request of the Executive Committee.

Yearly Deadlines: The committee will be in contact with the Executive Committee at least once every quarter of the calendar year in order to determine if there is any correspondence, resolution, or award(s) forthcoming.

Reporting: The Awards and Recognition Committee will report quarterly to the Executive Committee.

Committee Members: As of March 2022, the Awards and Recognition Committee members are Michelle Slaughter (Chair) (2011–present), Bridget Ambler (2012–-present), Angie Krall (2021 – present) and Jon Kent (2018–present). Lucy Bambrey served as Co-Chair 2011–2018.

APPENDIX H provides a sample award Certificate.

Ward F. Weakly Memorial Scholarship Committee
Adrienne Anderson

Background and History: **APPENDIX D** provides supporting documentation for the Ward Weakly Memorial Scholarship, including the chronological history, a list of the past CCPA recipients of the Ward F. Weakly Memorial Scholarship, a summary of the awards given, and guidelines for evaluating scholarship applications.

In 1985 when CCPA Charter Member Dr. Ward F. Weakly died, President Steve Sigstad established an ad hoc committee to explore CCPA's establishing a Ward Weakly memorial scholarship. Polly Hammer became the chairperson of the committee. Hammer contacted several academic institutions and discovered that they were unwilling to participate in any scholarship without a significant endowment.

Victoria Atkins became a one-person scholarship committee in 1988. This same year the CCPA Executive Committee voted to provide $100/year to the Ward Weakly fund, and passing a hat at the annual meeting produced $53.00.

The following year, Adrienne Anderson became the chairperson of a scholarship committee that consisted of Jim Maxon, Robert Nykamp, and Frank Eddy (Table 1). In 1990, a line item was first included on the annual meeting/membership registration form for donations to the scholarship fund. At the annual meeting, the scholarship committee presented draft scholarship name, purpose, criteria, and application form for membership review and approval. After much discussion, CCPA membership approved the following:

- Name: Ward F. Weakly Memorial Fund Scholarship.
- Purpose: To contribute to a better understanding of Colorado archaeology in the memory of all deceased members of CCPA.
- Donations can be made in any deceased member's name.
- Awards would be for $400.00. This was increased to $500 in 1999 and to $750 in 2008, and to $1,500 in 2021.
- Any anthropology/archeology student who is doing something that will benefit Colorado archeology, regardless of his/her, level as long as he/she is in a degree program can receive awards.
- Awards can be received for projects such as, but not limited to: radiocarbon dating; faunal/ floral analysis; archaeomagnetic dating; pollen sampling/analysis; dendrochronological dating; flotation analysis; travel to present a professional paper; supplemental support for preparation of an undergraduate honors thesis, Master's thesis or Ph.D. thesis; computer supplies, remote sensing activities, support for archaeological field/laboratory project.[1]
- Applicants can be from institutions outside of Colorado.
- Applications will be accepted any time throughout the year. (This became unwieldy, and in 1993, a spring application deadline and a fall deadline were established – March 1 and October 1 of each year. Because fall applications are historically low or non-existent, the 2012 fall deadline was changed to November 1 on a test basis. The thinking on this is that students have a hard time getting a project thought out and applying by October 1.)

Jack Smith's hat was passed, which yielded $106.00. Rich Fike moved that the dues be raised by $5.00 starting in 1991, which would go into the Ward F. Weakly Memorial Fund each year. This motion

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[1] This established that funds were for specific projects that would benefit Colorado archeology; funds are not to be given for general tuition or books. As a result, applicants requesting tuition funds to participate in a field school or other general, academic funding, such as purchase of textbooks, have been denied.

passed by acclamation. This is well-documented in the June 1990 *Newsletter* (Vol. 12, No. 1) in the Minutes of the annual meeting and in a write-up about the scholarship.

The scholarship was formally announced with the application form and criteria appearing in the December 1990 *Newsletter*. CCPA awarded its first scholarship to Dan Bach from the University of Northern Colorado in 1992.

Table 1. Ward F. Weakly Memorial Scholarship Committee Members

Member	Years
Polly Hammer (Chair 1985-1988)	1985-1988
Victoria Atkins (Chair 1988-1989)	1988
Adrienne Anderson (Chair 1989-2017)	1989–current
Jim Maxon	1989–2000
Robert Nykamp	1989–2002
Frank Eddy	1989–2006
Tom Lincoln	2000–2013
Angela Rayne	2002–2009
Ted Hoefer	2006–2013
Dan Haas	2009–current
Mike Metcalf	2013–current
Robert Wunderlich	2013–current
Erin Drake	2017–current
Suzanne McKetta	2017–current
Mark Mitchell (Chair 2017–current)	2017–current

Since that time, the scholarship committee has been responsible only for managing the scholarship program: recommendations for scholarship criteria, applicant evaluation and selection, recommendations for changes in the program, and the like. Subsequent changes to the scholarship, such as raising the amount that can be awarded, have been voted on by the CCPA general membership. All monies received through dues, donations, and fund raising activities have been managed by the Treasurer and the CCPA Executive Committee in consultation with the Ward Weakly Committee.

When Todd McMahon was Treasurer in 2004, he noted inconsistencies in managing the Ward Weakly Memorial Fund dollars and drafted Procedures to Administer the Ward Weakly Memorial Scholarship Fund. The Executive Committee working with the scholarship committee formalized these. They were submitted to the membership and published in *The Newsletter* (Vol. 26, No. 4). In 2011, these Procedures were amended by the Executive Committee at the request of the scholarship committee to

more comprehensively include previous decisions about the scholarship that were voted upon by the membership.[2]

     While the first funds for the scholarship were raised by passing a hat at several annual meetings, beginning in 1992 the scholarship committee has organized a fund raising event at almost every annual meeting. The first was a used book sale at the 1992 joint CCPA/UPAC (Utah Professional Archaeological Council) annual meeting held in Grand Junction, CO. These fund raising events include a number of used book sales; a White Elephant sale; silent auctions; Colorado Archaeology Trivia Bowls; an Arts and Artists silent auction; meeting T-shirt, mugs, and logo hat sales; sale of a Points around Colorado denim shirt; a raffle of items largely donated by the membership. (Refer to the Ward F. Weakly Memorial Fund Chronological History for specifics).   In 2000, the proceeds from the sale of the Colorado Historical Contexts went into the scholarship fund, as specified in CCPA's grant application to the Colorado State Historical Fund that helped cover the costs of producing the context documents.

     In addition to all student applications, committee communications, and correspondence that are archived on an irregular schedule with CCPA's records at the Denver Public Library, the Ward F. Weakly Scholarship Committee maintains 6 other text reports to document the procedures, activities, and history of the scholarship, which are attached.   These are updated regularly by the scholarship committee chairperson and should be used by anybody managing the scholarship. The criteria, application, and list of recipients are on the CCPA website. Dr. Mark Mitchell volunteered to take over Adrienne Anderson's duties and responsibilities of chairing the Ward Weakly Memorial Scholarship Committee in spring of 2017. Table 2 lists deceased CCPA members As of January 2018.

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[2] This added the $5.00 from each member's annual dues that was approved by the membership in 1990 and formalized the role of the general membership.

Table 2. CCPA's Deceased Members

Bruce Anderson	Kris Kranzush
Frederick (Rick) J. Athearn	Al Lancaster
James Benedict	Betty Jo LeFree
Claudia Berry	Rhoda Owen Lewis
David Breternitz	Elizabeth Ann Morris
Bill Buckles	Sarah Nelson
Richard Carrillo	Tonya Pfennig
Linda Cordell	Steve J. Sigstad
Jane S. Day	John Slay
Clifford Duncan	Omer Stewart
Seyhan Dwelis	Chris von Weddell
Priscilla Elwood	Ward F. Weakly
Robert Flemington	Joe Ben Wheat
Jim Grady	Leslie Elizabeth Wildesen
Ivol Hagar	Catheryn Williamson
James J. Hester	H. Marie Wormington

Documents Supporting the Management of the Ward F. Weakly Memorial Fund
• Ward F. Weakly Memorial Fund Scholarship Criteria
• Ward F. Weakly Memorial Fund Scholarship Application (See APPENDIX D)
• Recipients of Ward F. Weakly Memorial Fund Scholarship (See APPENDIX D)
• Procedures to Administer the Ward Weakly Scholarship Fund (in text)
• Ward F. Weakly Memorial Fund Chronological History (See APPENDIX D)
• Deceased CCPA members (in text)

Application Evaluation Process: When the first scholarship was awarded, the application and review process was handled through the United States Postal Service, making it lengthy and time-consuming. Now, the entire process is managed via email.

The applicant submits the application to the Scholarship Committee Chairperson, and the letter of reference from the applicant's professor(s) is submitted to the Committee Chairperson. These are reviewed by the Committee Chairperson for basic adequacy and then acknowledged. All documentation is forwarded to the scholarship committee members for their review and evaluation with a recommended deadline of a couple of weeks.

Committee members discuss with one another via email the merits and/or deficiencies of each proposal. The committee tries to work with problematic applications and make revisions a learning process for the applicant. The Chairperson corresponds with the applicant requesting additional information or clarification. Some of the applications are very clear and specific, while others need supplemental data. One of the issues the committee deals with is the feasibility of the project. For example, a project on a National Register Listed site will not be awarded until all necessary compliance work and landowner and other permissions have been accomplished. Once the committee agrees to award or not to award a scholarship, the Chairperson communicates that to the applicant, copying the person who sent a letter of recommendation and the current CCPA Treasurer. A request is made for verification of mailing address, and the Treasurer sends a check to the awardee under separate cover.

Copies of all communications are made and put into the Ward Weakly Scholarship files for eventual archiving with other CCPA documents at the Denver Public Library.

Procedures to Administer the Ward Weakly Scholarship
Approved by the Executive Committee June 28, 2003
2011 – Additions Approved by the Executive Committee 3-25-2011
2020 – Additions Approved by the Executive Committee 12-14-2020

The fund shall be used solely for providing financial aid/scholarships to students of archaeology, anthropology, and related academic disciplines. However, funds that are surplus to committed financial aid/scholarships at any given time may be loaned to the CCPA at terms that are mutually agreed upon between the Ward Weakly Committee and the CCPA Executive Committee.

A Committee of not fewer than three voting members of the CCPA will administer the fund. The President, with the concurrence of the Executive Committee, shall (re)appoint the committee members at the Executive Committee meeting held at the time of the Annual Meeting.

The Ward Weakly Committee shall be solely responsible for administering the scholarship. That responsibility will include establishing eligibility requirements and application procedures with review and input by the membership, reviewing applications, and determining the award of moneys from the fund.

The CCPA Treasurer shall establish a separate bank account for the fund. Disbursements from the fund account shall be made only at the request of the Ward Weakly Committee, with the approval of the Executive Committee. As approved by the membership in 1990, $5.00 from every membership dues paid each year is to be put into the Ward Weakly Fund.

Total annual scholarship disbursements will be limited to $4500 per CCPA fiscal year (January 1 to December 31). The Ward Weakly Memorial Scholarship Committee (WWMSC) is entitled to two-thirds ($3000) of these funds and the Native American Initiatives Committee (NAIC) is entitled to one-third ($1500). The EC shall, at the Spring and Fall EC meetings, evaluate available funds to ensure that a full disbursement of awards will not drop the scholarship fund to below $15,000. If up to $4500 can be disbursed without reducing the account below this benchmark, the chairpersons of the WWMSC and the NAIC will be informed of the full award availability. If the award would drop the account below the benchmark, the EC will confer on an appropriate award for that fiscal year to maintain fund solvency. The chairpersons will be informed of the adjusted award for that year at the EC meeting, or by email as soon as possible thereafter. The maximum per student award for the WWMSC shall be $1500. The EC may, on rare occasion, grant exceptions to these annual thresholds ($4500/3000/1500) if the scholarship committees recommend that the circumstances warrant and the scholarship fund balance does not drop below $15,000. In coordination with the WWMSC and the NAIC, the EC will review these limits annually and adjust them as necessary, with a membership vote of approval if appropriate.

Award amounts may be up to $1,500.00 for projects such as, but not limited to:

- Radiocarbon, archeomagnetic, or other dating
- Faunal/flora analyses
- Petrographic analysis
- Pollen/phytolith sampling/analyses
- Dendrochronological dating/environmental analyses
- Flotation analyses
- Travel to present a professional paper*
- Support for participation in a relevant workshop*
- Housing at a professional meeting where a paper is presented*
- Support for a specific aspect of an undergraduate honors thesis, master's thesis, or Ph.D. thesis
- Computer supplies/software for a specific project
- Support for a specific aspect of an archaeological field/laboratory project**
- Remote sensing activities

- Archival research
- Oral history

Application due dates are March 1 and November 1 of each year.

*Applications to present a professional paper must be accompanied by a clean draft of that paper.
**Expendable supplies/equipment only – no capital equipment.

Application Form: The application for the Ward F. Weakly Memorial Fund is available online at:
http://coloradoarchaeologists.org/wp-content/uploads/2017/10/WWAPPLICAT-2.pdf

Native American Initiatives Committee
Greg Wolff

Background and History: APPENDIX E provides a list of the past CCPA recipients of the Native American Scholarship Award Winners. In 2002, CCPA members voted to create a Native American Scholarship (NAS) for middle or high school students to attend field school at Crow Canyon Archaeological Center in southwestern Colorado. Carole Graham served as the original Chair of the NAS Committee. The intent of the CCPA scholarship is to encourage young Native American students to pursue archaeological careers and foster an atmosphere of cooperation and understanding between the archaeological and Native American communities, through a variety of means including, but not limited to, professional development of archaeological careers, education, and outreach. As such, the scholarship serves to support our core mission to establish and promote open communication and cooperation between archaeologists and the living descendants of groups subject to archaeological research in Colorado. At Crow Canyon, students participate in archaeological excavation, artifact analysis, and research. The first CCPA scholarship was awarded in 2003, with funds drawn from the operating budget. The scholarship was not awarded for a number of years and the committee became inactive for a couple of years, until it was revived in 2007 with Christy Smith serving as Chair. Scholarships to the Crow Canyon field school were awarded to students from 2008-2011, again utilizing funds from the CCPA general budget. Beginning in 2009, however, sufficient funds were raised for the scholarship via various fundraising efforts held at the annual meetings for the purposes of supporting both the NAS and the Ward F. Weakly Scholarship. In 2011, the Executive Committee (EC) voted to incorporate funding of the Native American Scholarship under the Ward F. Weakly Memorial Scholarship Fund and to cover the cost of the NAS up to the same $750 limit established for the Ward F. Weakly Memorial Scholarship (WWMS). Per a 2005 Business Meeting motion, the Executive Committee votes annually whether to fund the NAS based on the availability of funds. A lack of scholarship applicants in 2012-13 plus increasing Crow Canyon field school scholarship costs led the Executive Committee to re-evaluate the nature and scope of the NAS in late 2013. Now bearing a new name reflecting a broader scope, the Native American Initiatives Committee (NAIC) presented its proposal for a revamped NAS to the CCPA membership at the March 2014 Annual Meeting in Glenwood Springs, with the membership (and subsequently the EC) voting their approval. The reconfigured NAS is geared toward supporting undergraduate and graduate student archaeological field school education or similar training. After a three-year trial period, the reconfigured NAS was subsequently supported by the membership and EC. At the 2018 Annual Meeting in Longmont, the membership voted to allow the EC the authority and discretion to award more than one $750 NAS per year, if appropriate. Based on direction from the CCPA Membership at the 2020 Annual Meeting, the EC discussed modifications to the scholarship during the Fall 2020 EC Meeting. In December 2020, the EC subsequently voted to increase the maximum individual NAS and WWMS award amounts from $750 to $1500 and to cap total annual scholarship award disbursements at $4500 per CCPA fiscal year (January 1 to December 31), with a target cap of $3000 for the WWMS and $1500 for the NAS. The idea behind this was to stimulate more scholarship applications but to prevent rapid dwindling of the scholarship fund. The EC will evaluate the status of the scholarship fund in the Spring and Fall of each year in order to ensure that potential scholarship disbursements of $4500 per current fiscal year will not drop the fund below $15,000.

Details: The NAS supports undergraduate and graduate student archaeological field school education. In lieu of an archaeological field school, the scholarship may be awarded for compensation of costs up to $1500 for similar training or other educational expenses related to archaeological or anthropological studies; examples of such include (but are not limited to) training in NEPA, NAGPRA, NHPA (Section 106), museum studies, artifact analysis, and tribal cultural preservation programs.

Applicants must meet the following criteria:
- Be an enrolled member of a Native American tribe (includes Metis) or hold a certificate of blood quantum.
- Must be enrolled in a two or four-year college or university.

The application process consists of:
- Completing the application form.
- Writing a statement or letter of interest, which must address the following points: goals and interest in studying archaeology, reason for selecting the specific field school/training, ways in which the opportunity assists in achieving educational/professional goals, etc.
- Applicants who demonstrate a connection to Colorado are preferred but it is not required. The connection could include traditional tribal ties to Colorado, Colorado residence, enrollment at a college/university/field school in Colorado, a demonstrated interest in Colorado archaeology, etc.
- Sending or emailing the application with the statement/letter of interest to the NAIC Chair.

The schedule of the scholarship process is presently somewhat variable but generally is timed for announcement in the fall, with applications due in late winter/early spring. Applications are then promptly reviewed by the NAIC so that the scholarship can be awarded in early/late spring (if the expense is approved by the EC), to coincide with planning and enrollment for summer field schools. If the schedule allows, the scholarship recipient will also be announced at the CCPA annual meeting in the spring, in addition to the CCPA newsletter. The funds will be paid by the CCPA treasurer directly to the university. If the student drops the course/training, CCPA must be reimbursed in full. The scholarship recipient shall provide proof of accreditation to CCPA upon completion of the field school or other training WITH a brief letter/email to the CCPA NAIC Chair describing their experience by September 30 of the current calendar year. Scholarship recipients are also encouraged, but not required, to become student members of CCPA and are encouraged to attend the subsequent CCPA annual meeting held the following spring to present a paper or poster on their field school research.

Committee Members: As of March 2022, the Native American Initiatives Committee is Bridget Ambler (interim chair), Amy Nelson, Anna Cordova, Dan Jepson, Jonathan Kent, Kimball Banks, Peter Gleichman, and Greg Wolff.

Nominations Committee
Angie Krall

The nominations committee consists of the Past President and two voting members appointed by the President. As of March 2022, the committee consists of Charles Reed and Amy Gillaspie.

Election: The bylaws list that the Secretary "shall provide, at the time of notification of the Annual Meeting, the membership with a written ballot for the purpose of electing officers and Executive Committee Members" (Article VIII, Section 1). For example, during the 2012 elections, the Past-President (in charge of the Nominations Committee) chose to supply the ballot for the Newsletter, rather than supplying it first to the Secretary. The Past-President should supply the Secretary with the list of candidates, when complete, or notify the Secretary that the ballot has been submitted to the Newsletter.

Procedures: Have President appoint committee members and issue Call for Nominations prior to June 1. The final day for member nominations can vary, but should be no later than January 1. Distribute the call through the CCPA email list, post it on the website, and have it printed in the summer newsletter.

If nominees do not come from the membership or there are not enough of them, committee members need to solicit nominations by contacting members directly. Emailing potential candidates is a good method of approaching them. **All of the officer positions should be contested by at least two members. At least three members should stand for the two at-large Executive Committee positions**.

Collect candidate statements from all nominees for the ballot. Candidate statements from a previous election can be sent to nominees to be used as a guide in preparing their own statements.

The secretary needs to be notified when the ballot has been drafted. The ballot (*see attached form*) and candidate statements need to be finished in electronic form and ready to send to the newsletter editor for inclusion in the winter newsletter by **December 15**. This will involve compilation of the ballot by the Chair, which subsequently should be reviewed by the other members of the committee for accuracy. The return date for the ballot should be at least a two weeks before the spring annual meeting.

The ballot and candidate statements can also be posted on the website.

Returned ballots should be counted at least twice. If it is not physically possible for the committee members to get together to perform the count, another person needs to be found to help. If possible, the second person should be an Executive Committee member who is not standing for election. The following procedure needs to be followed:
1. Email ballots will be accepted.
2. If paper ballots are to be used:
   a. Names on the envelopes need to be checked against the current membership list prior to separating the ballots from them. A current membership list can be obtained electronically from the membership committee chair.
   b. Envelopes without names or post marked after the ending date for the election are not valid and cannot be counted.
   c. Open and discard the envelopes, tally the results twice.

Once the ballot counting is complete, the current elected Executive Committee members should be notified by email. The winning candidates should also be notified prior to the annual meeting so that they can plan to attend the business meeting and Executive Committee lunch meeting. The nominations committee chair should prepare a written report summarizing the election process and results. The chair will retain the paper ballots for one year to answer any questions that may arise about the election. Copies of the ballot, the candidate statements, and the nominations committee report should be submitted to the CCPA DPL archives.

Official Ballot (*Example*)
Colorado Council of Professional Archaeologists [YEAR]

For President-Elect (vote for one):

[NAME]   _____

[NAME]   _____

[NAME]   _____

      For Secretary/Treasurer (vote for one): [NOTE: POSITIONS ELECTED EVERY OTHER YEAR]

[NAME]   _____

[NAME]   _____

For At-Large Executive Committee (Board) Members (vote for two):

[NAME]   _____

[NAME]   _____

[NAME]   _____

[NAME]   _____

[NAME]   _____

If you wish to email your ballot, simply copy and paste to a Microsoft Word or Adobe Acrobat document with clear indications of your choices. Email to [PAST PRESIDENT'S EMAIL ADDRESS] or mail a paper copy of the ballot to:

[PAST PRESIDENT]
[ADDRESS]
[CITY, STATE, ZIP]

Do **NOT** sign your name on the ballot—doing so will invalidate your ballot. However, your name must be clearly legible on the envelope in which your ballot is mailed, or if emailed, the name on the account must match the CCPA rolls.

Ballots must be received by [3 TO 4 WEEKS PRIOR TO ANNUAL MEETING] in order to be tallied in the election results.

[PAST PRESIDENT NAME]
[SIGNATURE]

Call for Nominations (*Example*)
Colorado Council of Professional Archaeologists Executive Committee

The Nominating Committee is now accepting nominations for Executive Committee positions, including President-elect, Secretary [OR TREASURER], and two at-large members. Candidates must be active members. The committee welcomes nominations reflecting the full diversity of our membership and discipline. Members nominated by the general membership will join the slate of candidates proposed by the Nominating Committee to stand for election. The Nominating Committee must receive nominations no later than [DATE NO LATER THAN OCTOBER 1]. Nominations must be accompanied by a written commitment from the candidate indicating their willingness to serve if elected, in the form of a letter or email. Nomination should be submitted by email attachment to the Nominating Committee in care of its chair:

[PAST PRESIDENT]
[EMAIL ADDRESS]

Education Committee
Lucy Bambrey

Background and Goals: The Education Committee started in May 2013. The purpose of the Education Committee will conform to the goals stated in the CCPA bylaws Article II – Purpose:

"d. promoting public education and interest in the fields of archaeology and cultural resources management."

Number of Members: The Education Committee will consist of between six and twelve members from the general CCPA membership, student members, and/or executive board.

Length of Tenure: A committee member will serve for up to four years or until he/she resigns. Members may continue to serve in increments of four-year terms if they so desire.

Committee Structure:
- A committee chair(s)
- At least one member in charge of or assisting with budget responsibilities and administering grants, in collaboration with the CCPA treasurer.
- One member (rotating) to take notes at meetings
- At least one student member
- Subcommittees and subcommittee heads as needed for various activities (grant applications, curriculum develop, etc.)

Duties: The following are the duties of the committee.   Duties can shift or expand based on the composition of the committee members and their strengths and interests:
- Utilize prescribed programs or curricula (such as Project Archaeology) to facilitate public education, in addition to meeting state educational standards.
- Provide support materials and/or time to elementary through high school audiences to include archaeology in curricula as a means for increasing scientific and social sciences skills and literacy.
- Develop education programs and curricula for industry (oil and gas, construction, highway, grazing leases, etc.) as a means for increasing understanding of cultural resource issues in Colorado.
- Approach industry coalitions and organizations with proactive mitigative measures to protect cultural resources.
- Educate government officials about archaeological resources well in advance of planned project implementation.
- Collaborate with federal and state agencies to create opportunities for public outreach.
- Provide presentations to schools and participate in school and community archaeological outreach programs.
- Other duties at the request of the Executive Committee.

Yearly Deadlines: The committee will be in contact with the Executive Committee at least once every quarter of the calendar year in order to report on any forthcoming proposals, applications, or events.

Reporting: The Education Committee will report to the CCPA Executive Committee.

Committee Members: As of March 2022, the Education Committee leadership comprises Karin Larkin and Amy Gillaspie (Co-Chairs). Committee members include a variety of private and public sector archaeologists, students, and educators.

Student Affairs Committee
Nathan Boyless

Background and Goals: During the 2016 Fall EC Meeting, the EC voted to formally establish the Student Affairs Committee. This formal establishment of the committee aligns with the CCPA's mission and obligation to the young professionals who will carry on the councils cause.   The Student Voting Member is the 10th Voting Member to the Executive Committee that will be reserved for and filled by a student in good standing. If no student is elected to the 10th seat, the position will remain open until the next election cycle and the student candidate is elected to the committee.   The inclusion of the Student Voting Member was voted in during the 2017 Annual Business Meeting in Grand Junction and changed the final Bylaw in Article VIII – Officers, Section 4 to include a student member on the Council's Executive Committee (*Newsletter of the CCPA*, proposed Vol. 39, No. 1, p. 3; accepted Vol. 39, No.2, p. 19).

Primary Charter: To encourage and promote student engagement in the CCPA's meetings and events.

Basic Tasks and Responsibilities: The Student Affairs Committee is comprised of undergraduate and graduate students from Anthropology, History and related programs at State Colleges and Universities. There is no limit to the number of members yet the goal is to have each institution represented by at least one student member. The Committee organizes and promotes student events both at the Annual Meeting of the CCPA and throughout the calendar year. Additionally, the Committee is the representative body, which voices ideas, relevant issues and concerns from student members.

Committee Chair (Co-Chair) Tasks and Responsibilities: The Chair of the Committee must be a Voting Student Member in good standing elected to the Executive Committee of the CCPA by general membership. The successful candidate serves as Chair for a one year term that commences upon election at the Council's Annual Meeting. In addition to leading the Student Affairs Committee, the Chair represents student membership as a voting member of the Executive Committee.

Each year, a Co-Chair is also elected by general membership to train under and succeed the current Chair at the end of the Chair's term of service. The Chair trains the Co-Chair in order to facilitate continuity in Committee leadership and ensure active representation on the Council's Executive Committee. The Co-Chair assists with Committee leadership and organizing student events. Both the Chair and Co-Chair will attend the Annual Meeting of the CCPA and the Fall meeting of the EC.

Policies:
* Formally reports to the EC
* Follow the direction of the EC and its resolutions as they relate to Student Members of the CCPA
* Make recommendations to the EC on matters relevant to all student members
* Contribute relevant content for each edition of the CCPA Newsletter

Meeting Schedule and Format
* In-person meeting of Committee members with the Education Committee and the President-elect at the Annual Meeting
* On- and off-campus events and meetings as organized by the Committee
* Regular correspondence between Committee members and the President-elect of the CCPA

Current Student Affairs Committee: As of March 2022, the committee comprises Raymond Sumner (chair). Nathan Boyless and Bonnie Gibson serve as advisors to the committee.

Financial Review Committee
Jacki Mullen

The committee consists of three to four members in good standing who are not also members of the Executive Committee. The outgoing Treasurer assumes the Chair position of the committee. Additional members are appointed by the President. The committee currently provides additional oversight and due diligence review of CCPA's financial statements. No other specific committee guidelines or procedures have been established.

Committee Members: As of March 2022 the Financial Review Committee consists of Charles Reed (Chair), Chris Johnston, Mike Metcalf, and Jody Clauter.

Ad Hoc Committees

Communications Team

During the EC Fall Meeting of 2015, it was agreed that the CCPA's communication vehicles (i.e., the Newsletter, website, Facebook page, and listserve) be coordinated, consistent and timely in message appropriate to the medium. So the EC established a Communications Team, which currently consists of the Newsletter Editor (Jacki Mullen), webmaster (Mary Sullivan), Facebook Coordinator (Michelle Slaughter), and Listserver Coordinator (Greg Williams). By creating a Communications Team the intent is to increase coordination among the various communication media and get new information to CCPA members as soon as possible. Refer to *Newsletter of the CCPA* (Vol. 38, No. 2, p. 11)

Email Listserver

Greg Williams is in charge of the Listserver. The CCPA email Listserver has over 100 subscribers. Postings relate to the job opportunities, current regulatory issues, general notices, and association business. Anyone can be added to the list, subject to approval. It is best to use your personal email instead of a business email or a .gov or .edu email because these often are blocked. Email Greg at greg@redpoint-resources.com or call him at 303-748-0321 and he will be glad to help you out.

Fort Carson Liaison

Kimball Banks is the Fort Carson Liaison. As the primary contact of the CCPA, he responds on behalf of the CCPA to Section 106 undertakings submitted by Fort Carson for review and comments. The liaisons duties are to review these documents by necessary review deadline and report any concerns to the Executive Committee for review. A letter acknowledging the review of the action is a standard practice.

Fort Carson Advisory Council

With assistance from the CCPA Programmatic Agreement Review Committee, Cody Anderson is the CCPA representative to the advisory council for the *Programmatic Agreement Regarding Military and Operational Support Activities Down Range Fort Carson (PA)*, dated March 2014. The advisory council includes a number of interested parties that provide consultation to the lead agency of the PA, which is under the administration of USAG Fort Carson, NEPA & Cultural Management Branch DPW-Environmental Division. The PA stipulated the creation of a context for archaeological resources of the Arkansas River as an effort to mitigate adverse effects to cultural resources that are no longer available for investigation, due mainly to the continual and intense training activities on Fort Carson. With consultation from the advisory council, Fort Carson subsequently produced an updated prehistoric context of the region that focuses mainly on resources discovered on Fort Carson and the Pinon Canyon Maneuver Site entitled ***OVERVIEW AND SYNTHESIS OF THE PREHISTORIC AND HISTORICAL ARCHAEOLOGICAL RESOURCES IN THE ARKANSAS RIVER BASIN OF COLORADO*** (Owens et al. 2018). As of 2019, the advisory council approved the production of a **HISTORIC MINING CONTEXT** focused on southeastern Colorado. An additional research document under consideration is a **TEMPORAL ASSESSMENT OF DIAGNOSTIC MATERIALS FROM OF SOUTHEASTERN COLORADO**. This should likely be similar to an updated version of the 1989 Memoirs of the Colorado Archaeological Society Number 4, which focused entirely on Pinon Canyon (Lintz and Anderson 1989).

Government Review Committee

This committee began as the Programmatic Agreements Committee in 2017, with a name change in Spring 2020 to reflect its slightly broader scope. It has the option of reviewing and commenting

programmatic agreements that are submitted to History Colorado. Documents that address cultural resources are commonly reviewed to determine if there is a role for the CCPA. Committee members currently include Kimball Banks (Chair), Amy Gillaspie, and Matt Landt.

ANNUAL CONFERENCE PLANNING

Conference Planning Outline
Sean Larmore and Mark Mitchell

1. Schedule the Conference
   a. The Executive Committee should select a conference sponsor at least 12 months prior to the meeting.
   b. The President-elect is the liaison between the conference sponsor/organizing committee and the Executive Committee.
      i. The conference committee should regularly inform the President-elect about their progress.
      ii. The President-elect should immediately inform the Executive Committee about any issues or problems that arise.
   c. The Bylaws mandate that the Council shall meet in a regular session in the spring, preferably in February or March. In the recent past, the annual conference has occurred during the third or fourth weekend in March. Meetings occasionally have occurred in April.
   d. The conference begins with an Early Bird party on Thursday and runs through Saturday afternoon. Field trips often are held on Sunday.

2. Secure the Venue
   a. The conference generally is held at a hotel with event amenities. In some cases, the meeting has been held at a museum or university. In the latter case, a nearby hotel should be designated as the conference hotel.

3. Planning
   a. Initial scoping and preliminary planning should occur during the summer prior to the meeting.

   b. Key conference details—including venue, cost, banquet speaker, field trips, t-shirt design, fundraising event(s), CCPA Forum session theme, abstract deadlines, and conference theme (if one is desired), should be confirmed by mid-November prior to the meeting.

   c. Details provided in the conference announcement should include:
      i. **Hotel rate and contact information.** If possible, negotiate a government or conference rate. Look at previous conference numbers to provide hotel the ideal number of rooms to set aside. Hotels generally will waive conference rooms if a minimum number of rooms are booked.
      ii. **Friday guest speaker and fundraising event**. Coordinate this with the scholarship committees. Some fundraisers are easily integrated with other banquet events, such as a speaker, while others are not.
      iii. **Conference costs**. Determine hotel rate, registration fee, and banquet cost, based on anticipated attendance.
      iv. **Sunday field trip(s)**. If field trips are planned, identify destinations, trip organizers or sponsors. Provide synopsis and general details, including approximate duration of the trip, maximum number of people per field trip, and cost, if any.
      v. **Call for papers/posters/symposium.** Conference committee should designate a program chair to coordinate abstracts and schedule the program. Identify session chairs for Friday afternoon and Saturday morning and afternoon sessions. Select cutoff date for abstracts.
      vi. **Student paper/poster competition**. Conference committee should designate a student paper committee chair. The chair should select at least

two other competition judges. Establish a cutoff date for abstract submissions. Review and update judging guidelines as necessary.

vii. **Conference logo and merchandise production.** Create design and identify t-shirt or merchandise printer. Logo should reflect the venue or the region in which the meeting is held. The design could also reflect the conference theme if one is planned. Offer a range of t-shirt sizes and colors. The conference committee should consider alternative or additional merchandize as well. Use the logo on all conference materials—announcement, program, signs, name badges, etc.

viii. **CCPA Forum on Archaeological Practice**. Identify forum or workshop topic and select conference organizing committee member or other interested CCPA member to plan and organize session. If a field session is planned, it may occur on Sunday. Daylong indoor training sessions could occur on Sunday or on Thursday prior to the Early Bird.

d. Information about the conference should be distributed as early as possible, through the winter newsletter (which is distributed in January), the CCPA email list, and multiple listservers.

e. This information should also be posted on the CCPA website. A PayPal cart should be set up for registration prior to distribution of the conference announcement.

4.   Financial Coordination
a. When the conference announcement is distributed, the conference committee should coordinate with the treasurer about accounting standards and practices. This includes income and expenditure accounting codes and documentation practices.

b. The conference committee and the treasurer should work together closely during the months prior to the meeting. Treasurer should immediately forward information about registrants who use PayPal to the conference committee.

c. Normally, the conference sponsor or committee pays all expenses up-front and is later reimbursed, based on detailed invoices or receipts, by CCPA.

5.   Conference Venue
a. Establish a single point of contact for all details.
b. Establish conference rate and number of rooms to set aside.
c. Establish a cutoff date for conference rate and banquet registration. Send additional reminders to the membership prior to these deadlines.
d. Make sure the venue has enough rooms to accommodate upwards of 200 people and space for the Executive Committee meeting, poster session(s), and breakout groups. OAHP and CAS often need meeting rooms.
e. Select morning and afternoon break snacks/drinks.
f. Select banquet items.

6.   Details/Planning Suggestions
a. Sample registration forms are provided in this handbook:
    i.   Event registration
    ii.   T-shirt or merchandise order form
    iii.   Abstract form
    iv.   Volunteer registration form
b. Work with the conference venue to establish cut off dates for hotel and banquet registration. Give yourself a few extra days before the cutoff date to finalize your numbers.
c. Volunteers are needed in sufficient numbers to release the conference organizers from working the registration table – you will have enough to do. Schedule volunteers in 2 to 4 hour blocks depending on how many you have. Orient them sufficiently to maintain accounting practices.

d. Work with CCPA treasurer to establish and verify conference income accounting procedures and standards. Develop or use a previous conference spreadsheet for pre-registered attendees. Provide space to add names registering at conference. Accurate, complete, and documented accounting of registration and merchandise income is crucial.
e. Provide conference bag, if possible, with all registration material. Local banks, businesses, visitor bureaus, or chambers of commerce will often donate handbags. The chamber of commerce may provide brochures for local businesses, such as restaurants and tourist destinations to include. Place nametag, program, and t-shirt in handbag.
f. Provide pre-printed nametags (with CCPA logo) for pre-registrants.

7. Meeting Sponsorship
a. Determine which events or meeting elements are available for cash sponsorship. Possible events include coffee breaks, early bird party, Executive committee lunch meeting, keynote speaker, field trips, pre-banquet bar, CCPA Forum on Archaeological Practice, etc.
b. Directly solicit potential sponsors, including state and federal agencies, CRM firms, museums, and other institutions.
c. Provide multiple sponsorship options ranging in price.
d. Determine how sponsors will be acknowledged. Options include their name or logo in the program, a banner or signboard at an event, etc.
e. Consider soliciting advertising for the program.

8. On-Site Registration
a. Provide extra nametags for those registering on-site. Seventy-five additional nametags should be sufficient. If possible, have a computer and printer available to print name badges for on-site registrants.
b. Provide a moneybag or cash box with sufficient change. Refer to CCPA Accounting Standards and Practices for specific guidelines on cash transactions and a change fund. Work closely with treasurer to ensure that guidelines of cash transactions are followed precisely.
c. Registration table should be attended 5pm through about 9pm on Thursday for Early Bird attendees; 7:45 each morning; all day Friday; and Saturday until noon.
d. Make on-site registration fees higher than advance registration fees.
e. Make sure enough conference programs are available for on-site registrants. Provide a supply of registration forms.
f. Make sure enough tables are available for on-site registration. Separate pick up of pre-registration packets from on-site registration to prevent long lines.
g. Determine in advance whether credit cards will be accepted for on-site registration. If they will not be, make this clear in the conference announcement.
h. Have a merchandise supply on hand at the registration tables. Ask a t-shirt printer about the best distribution of shirt sizes to have available.

9. Program
a. Use previous conference programs as a general guide.
b. Program Chair is responsible for compiling all information for the program and for scheduling the paper and poster sessions.
c. Program chair determines time length for papers. Papers currently are limited to 15 minutes in length, but this may be amended by the chair as necessary. Poster sessions are variable in length, but generally are at least 2 hours long.
d. Provide a page for conference sponsors to place company logos.
e. Update and include CCPA information for the back matter, including award winners, conference venues, fellows, etc.
f. Professional printers will provide instructions on format. Programs should be printed a few days prior to the conference.

g.   Include maps of the area around the venue, as well as a room diagram of the hotel or other venue, in the program.

10.   Early Bird (Thursday evening)
   a.   Determine venue. Attendees will appreciate a venue within the hotel to eliminate the need to drive. However, a nearby restaurant or bar can be used.
   b.   Registration form includes a row for indicating Early Bird attendance. Registrants often fail to mark this so expect larger numbers. This event is usually well attended, depending on location and weather.
   c.   Depending on venue and cost, Early Bird events have included free appetizers and complimentary wine and beer. Some venues (and organizers) may not want to deal with drink tickets, but this has worked in the past. Work with the venue to establish a discount for beer and wine or provide a keg (or three) of beer and a couple of cases of wine until dry. Ask the venue to stagger the appetizers for late arrivals. Hotel catering can be expensive as food/drink is a moneymaker for them.

11.   Business Meeting (Friday morning)
   a.   The out-going and new presidents are responsible for organizing the agenda and scheduling the business meeting. Coordinate with them early to establish an agenda for the program.

12.   Executive Committee Meeting (Friday lunch)
   a.   Coordinate with hotel or outside venue for a lunch meeting paid by CCPA. Typically, all voting members and committee members attend, totaling about 15 persons. Meeting time is usually 11:30AM to 1:00PM. Sandwich/salad fare appropriate. The lunch meeting must be held in a separate room, away from other dining areas.

13.   Paper Sessions (Friday afternoon and all day Saturday)
   a.   Program chair accepts and schedules all paper/poster submissions. Symposiums or conference themes may be appropriate and can be designed by the program chair or suggested by another organizer. One symposium per conference should be accepted to allow adequate time for contributed papers.
   b.   Schedule papers in a logical format according to period, theme, region, or some other framework.
   c.   Provide a deadline in the registration packet for abstract submissions.
   d.   Program chair should nominate session chairs to oversee each session. Session chairs are responsible for introducing authors and timing the papers.
   e.   Limiting papers to the allotted time is paramount to keep sessions on time. Have cues prepared for 5 min, 1 min, and timeout. Keeping on track is essential to maintain scheduled lunches and coffee breaks.
   f.   Plan for a data projector, screen, pointer, and lectern with lamp. Program chair may ask session chairs to provide a laptop.
   g.   Make sure that back-up projectors, laptops, and pointers are available. Consider assigning an AV coordinator for the meeting. Have extra batteries on hand.
   h.   Have remotes available for laptops.

14.   Poster Session
   a.   Depending on the number of posters and the size of the viewing room, usually one afternoon session is scheduled.
   b.   Deadline for poster abstracts should be the same as the deadline for papers.
   c.   Provide a size limit for the posters.
   d.   Indicate whether presenters will be required to bring an easel, tape, or other adhesive. Conference organizers should provide easels, if possible.

e. Calculate available floor space to make sure that adequate room is allotted for viewing posters.

15. Student Paper/Poster Contest
   a. Nominate individual(s) to judge paper/posters (usually one for papers and one for posters)
   b. The deadline for paper/poster abstracts is generally the same as the deadline for general session or symposium submissions
   c. Program chair may choose to designate a student paper competition symposium.
   d. Provide a paper submission date prior to the conference that allows judges two to three weeks to read and rate the submissions. Work with the judges to identify an appropriate submission format (Word, pdf, etc.). Both student papers and student posters should be submitted in advance.
   e. See student paper competition guidelines in this handbook.

16. Banquet Planning
   a. Coordinate with conference venue on location. Will the banquet be at the hotel or an outside venue?
   b. Cost is a consideration – shoot for around $30-35/plate.
   c. Determine whether buffet or sit-down is preferable. Buffet will be cheaper, but sit-down is nicer. Also, sit-down meals are easier to police from crashers, and this sometimes has been a problem in the past.
   d. Typically, three choices are offered – two meat and a vegetarian option. Determine whether the caterer will consider special requests (e.g., gluten free).
   e. Sit-down meals require a ticket. These can be colored ticket stubs provided in the nametags or colored dots on the nametag.
   f. Schedule banquet events. Plan for a keynote speaker and/or a fundraising event. Coordinate with the scholarship committees.
   g. Cash bar with a negotiated discount is appropriate.
   h. Timeframe is usually 6pm to 10 pm with a happy hour before dinner.
   i. Work with resolutions committee to prepare acknowledgement statement to be read at banquet.

17. Field Trips (Sunday)
   a. Establish field trip sponsors/organizers early. Usually two to three field trips are sufficient. Site tours, museums, rock art viewing are all noteworthy field trips.
   b. Establish maximum number of participants, trip details, and cost (if any)
   c. First come/first served if maximum participants established
   d. Provide list to trip organizer once registration has closed

18. CCPA Forum on Archaeological Practice
   a. Identify session organizer and theme. If an outside speaker is anticipated, identify that person and lock in their schedule. If necessary, identify a sponsor for the event to help fund equipment or an outside presenter.

Business Meeting Agenda (*Sample*)

2013 Annual Business Meeting
Friday, March 15, 2013
History Colorado Center, Denver

Agenda

8:00 a.m. Call to Order
 Call to Order – Mark Mitchell (5 minutes)
 Welcome – Richard Wilshusen (5 Minutes)

8:10 a.m. Approval of 2012 Business Meeting Minutes
 Waiver of Reading and Solicitation of Corrections – Charles Reed (5 minutes)

8:15 a.m. Reports of Officers and Standing Committees

 Officer Reports
 State of the Organization – Mark Mitchell (15 minutes)
 Treasurer's Report – Tosh McKetta (10 minutes)
 Secretary's Report – Charles Reed (5 minutes)

 Standing Committee Reports on 2012 Activities
 Membership – Jon Horn (5 minutes)
 Ethics – Marilyn Martorano (2 minutes)
 Newsletter – Susan East (5 minutes)
 Website – Mary Sullivan (5 minutes)
 Ward Weakly Memorial Scholarships – Adrienne Anderson
 (5 minutes)
 Publications –Kelly Pool (5 minutes)
 Resolutions – Michelle Slaughter (2 minutes)
 Native American Scholarship – Christy Smith (2 minutes)

 Ad Hoc Committee Reports on 2012 Activities
 Listserver – Greg Williams (2 minutes)
 Pinon Canyon Maneuver Site – Diane Rhodes (5 minutes)

 Other Reports on 2012 Activities
 Colorado Archaeology – Mike Metcalf (5 minutes)

9:30 – 9:45 a.m. Break

9:45 a.m. New Business

 Welcome from History Colorado – Ed Nichols (10 minutes)
 Native American Scholarship Discussion – Christy Smith (25 minutes)
 CCPA Fellows – Michelle Slaughter (15 minutes)
 Recognition of outgoing EC members – Mark Mitchell (5 minutes)
 Election results – Kevin Gilmore (5 minutes)
 Incoming President – Sean Larmore (10 minutes)

10:55 a.m. Business Meeting Adjourns

10:55 a.m. Federal and State Agency Reports

Office of the State Archaeologist – Richard Wilshusen (10 minutes)
Bureau of Land Management – Dan Haas (5 minutes)
U.S. Army Fort Carson and Pinon Canyon Maneuver Site – Pamela Miller (5 minutes)
State Historical Fund – Tom Carr (5 minutes)
U.S. Forest Service – Molly Westby (5 Minutes)
Colorado Preservation, Inc. – Mike Metcalf (5 minutes)

11:30 a.m. Morning Meeting Adjourns

Executive Committee Meeting Agenda (Sample)

CCPA Executive Committee Meeting
11:45 AM—1:15 PM, March 15, 2013
History Colorado, Denver, Colorado

Agenda

1. Call to Order and Changes to Agenda

2. Approval of Minutes from December 1st, 2012 EC Meeting
    Waiver of Reading and Solicitation of Corrections (Reed) —2 minutes

3. Secretary's Report (Reed) – 3 minutes

4. Treasurer's Report (McKetta) – 10 minutes

5. Native American Scholarship Award (Wolff)—30 minutes

    a. Goal and intent
    b. Administration
    c. Funding

6. Publications Committee (Pool)—10 minutes

    a. Ongoing sales updates, website and new bookstore
    b. CCPA Occasional Paper transfer to CDs
    c. New and renewing member copies of *Ancient Colorado*
    d. Update on *Ancient Colorado* numbers

7. Awards & Resolutions Committee (Slaughter)—5 minutes

    a. Committee bylaws
    b. Term limits

8. Membership Committee (Horn) – 10 minutes

    a. Inclusion of non-archaeology support staff (e.g., GIS)
    b. Student voting membership – experience clarification

9. CCPA Handbook Update (Mitchell)—5 minutes

10. Financial Recordkeeping and Audit Update (Mitchell)—5 minutes

11. PCMS Consultation (Mitchell/Larmore) – 5 minutes

12. New Business— 5 minutes

13. Adjourn

<u>**Student Paper Competition Guidelines**</u>
Erik Gantt and Mark Mitchell

APPENDIX F provides a list of the past CCPA recipients of the Student Paper Competition Award Winners. The CCPA annual student paper and poster competition began in 2001 at the annual meeting in La Junta. Annual conference organizers are responsible for running each year's student paper competition.

Guidelines for judging the student paper and poster competition:

1. The Executive Committee decides on the dollar amount of the awards for the current year. In the past awards have been made to the best graduate paper, graduate poster, undergraduate paper, and undergraduate poster. Each award commonly has been $50.
2. Deadline for paper abstracts usually is the same day as the deadline for other papers and symposia.
3. The contest judge(s) and the conference organizing committee agree on a submission deadline for the papers or posters. This deadline usually is about 2 to 3 weeks prior to the conference.
4. All deadlines should be advertised in the call for papers.
5. The student must identify their school affiliation and their status as either an undergraduate or graduate.
6. The student must submit an abstract and copy of the paper or poster in the correct format by the given deadline.
7. The contest should be advertised to universities and colleges early in the fall prior to the meeting, to give students and faculty mentors time to select an appropriate project.
8. The judging of the paper and posters is based on four criteria: content, scholarship, visual presentation, and oral presentation. Each submission will be rated on a scale of 1 to 10 for each of the three criteria at the judge's discretion and the highest scoring papers and posters win the awards.
    a. Content refers to the topic of the paper or poster and the detail of the information provided.
    b. Scholarship is judged based on overall quality of the research, design of the research, and the number, types, and diversity of references used in support of the research.
    c. Visual presentation is judged on the quality, clarity, and conciseness of the slideshow or poster and how well that part of the presentation supports the overall research and goals of the project. This criterion is weighted more heavily for poster presentations.
    d. Oral presentation is judged on how well the paper or poster is presented based, including how well the presenter speaks, demonstrates understanding of the subject matter, and stays within time limits. This criterion is weighted more heavily for paper presentations.
9. Content, and scholarship can be judged prior to the contest, but visual and oral presentation must be judged during the paper and poster sessions at the annual meeting.
10. The awards should be announced during the banquet at the annual meeting, although the contestants should not have to be present to win.

Call for Student Papers (*Sample*)

Each year CCPA sponsors a competition to recognize outstanding student scholarship in archaeology and anthropology. A panel of judges will choose the competition winners and awards will be based on both written manuscripts and oral presentations.

Qualifications:
- Competitors must be enrolled as full- or part-time graduate or undergraduate students.
- Competitors must indicate their intent to participate in the competition and the Annual Meeting by submitting an abstract and registering for the conference.

Guidelines and Requirements
- Students will compete in two divisions—one for graduates and one for undergraduates.
- Papers may not be co-authored, but students are strongly encouraged to select a faculty mentor and work closely with them to complete the project.
- The student must register for, and present their paper at, the Annual Meeting.
- Three copies of the conference paper must be submitted by DATE.
- The written version of the paper should be 7 to 10 pages in length, exclusive of figures and a bibliography.
- *American Antiquity* style should be used for tables, citations, and references.
- Students will have 20 minutes to present their paper.
- Students may present a paper that has been submitted for publication, or one that was written for a course during the previous year.
- Award winners will be announced at PLACE, DATE.

Winners—one from each division—will receive a cash award of $50 and a one-year student membership in CCPA. CCPA reserves the right to make no award or multiple awards, depending on the quality of papers submitted. CCPA may also select finalists who will present their paper at the Annual Meeting if a large number of entries are received.

Deadlines:
- **Abstracts Due:** DATE
- **Written Versions Due:** DATE
- **Oral Presentation:** During the Annual Meeting, DATE

For More Information Contact: Send Written Versions To:

Evaluation Rubric for Student Papers

Written Paper

Organization
Is the topic or hypothesis of the paper clearly stated? Have they effectively established a rationale for the work? Are the methods summarized appropriately? Do the discussion and conclusion make clear linkages between the study's results and the initial hypothesis?

Format
Has the student used *American Antiquity* style and the *Chicago Manual*? Are there typographical errors?

Length
Does the written paper exceed 8-10 double-spaced pages?

Technical Issues
Are the methods applied appropriate to the question at hand? Are the student's data interpretations reasonable? Have they handled the reporting of radiocarbon data, pollen data, and so forth appropriately?

Context
Has the student effectively situated their work in relation to prior work in a region or on a topic?

Overall
How convincing is their argument? How clearly have they made their case?

Presentation

Organization
Is the presentation structured in a clear, concise way? Are the main points clearly articulated?

Timing
Is their presentation the appropriate length?

Graphs/Tables/Maps
Are appropriate graphics used? Are they readable? Are they understandable? Has the student used an optimal number of slides?

A rubric has not yet been developed for poster presentations.

Sample Announcement Letter for Student Paper and Poster Competition

<div align="right">(date)</div>

Dear Colleague,

The Colorado Council of Professional Archaeologists is soliciting contributions for their (*number*) annual Student Paper and Poster Competition, to be held in conjunction with the Council's Annual Meeting, meeting at *(location and dates)*.

The competition will recognize outstanding student scholarship in the region, and will help introduce students to the state's professional community. Awards will be based on a written manuscript and on an oral presentation. Both full- and part-time graduate and undergraduate students are eligible to participate. Competition will be held in two divisions—one for graduate students and one for undergraduate students. A panel of judges from around the state will select the winners. One winner from each paper division will receive a cash award of $100 and a one-year student membership in CCPA. Undergraduate and graduate poster winners will receive a $50 cash award.

If you have a student that is interested in participating, please contact *(name)*, CCPA (*committee name*), as soon as possible. The deadline for submission of completed contributions is *(date)*. Papers will be presented during the Annual Meeting, (*date*). Students are strongly encouraged to work closely with a faculty mentor in the development and completion of the paper.   An announcement describing the competition's requirements and guidelines is enclosed. Registration packets and additional conference information is available on the CCPA website at www.coloradoarchaeologists.org.

The competition will provide students with an opportunity to present original research in a constructive environment. I encourage you to solicit contributions from interested students. For more information, please contact me at *(email)*. Hope to see you in there!

Sincerely,

(Name)
President

Encl.

FINANCES

Financial Management Standards and Practices
Mark Mitchell

1. New Treasurer Transition
    a. Following the election or appointment of a new treasurer, the president, outgoing treasurer, and incoming treasurer will meet to review these standards, establish new signature authority, update mail and email addresses, and discuss pending transactions (both payments and deposits). This meeting should take place at the annual meeting or as soon as possible following the meeting. If updates to these standards and practices are needed, they should be discussed with the full board as soon as possible and amended or approved.
    b. The new treasurer will immediately:
        i. File for registered agent status with the Colorado Secretary of State (www.sos.state.co.us)
        ii. Obtain internet banking access (www.efirstbank.com) and account signature authority
        iii. Obtain QuickBooks online access for the President, President-elect, Treasurer, Treasurer-elect, and CCPA's outside CPA. CCPA has a QuickBooks Online Essentials license for three CCPA users and two accounting firm users.
        iv. Obtain PayPal account access and update contact/email information
        v. Update the forwarding address for CCPA's postal mail recipient (ERO Resources Corp., 1842 Clarkson St., Denver, 80218)
        vi. Update the forwarding address for publication sales
    c. The outgoing treasurer will:
        i. Deliver selected financial records to the CCPA archive at the Denver Public Library. This transmittal should be coordinated with the secretary and should occur as soon as possible after the transition meeting.
    d. The president will:
        i. Appoint three CCPA members who are not officers or board members to a financial review panel
        ii. Review the committee's report

2. Record Keeping
    a. The treasurer will maintain individual files for:
        i. Reconciled bank statements
            1. Printed copy of e-statement and printed reconciliation summary
            2. Treasurer will keep statements on hand for two years, after which time they will be transferred to CCPA's DPL archive
        ii. Paid invoices and receipts
            1. Including payee name, date paid, check number, accounting breakdown, and accounting class if appropriate
        iii. Treasurer will keep expenditure records on hand for two years, after which time they will be transferred to CCPA's DPL archive
        iv. Deposit records
            1. Including deposit slip, actual deposit date, account number, payer name, check number, amount, accounting breakdown, and accounting class if appropriate
        v. Treasurer will keep deposit records on hand for two years, after which time they will be transferred to CCPA's DPL archive
        vi. Inter-account transfer records

1. Including detailed justification for transfer, from and to accounts, amount transferred, and accounting breakdown. Justification should include an accounting breakdown and brief narrative explanation
2. Treasurer will keep transfer records on hand for two years, after which time they will be transferred to CCPA's DPL archive

vii. PayPal deposits and withdrawals
   1. Including printed PayPal receipt and individual payment notification receipts
   2. Treasurer will keep PayPal records on hand for three years, after which time they will be transferred to CCPA's DPL archive

viii. Donation documents
   1. Including transmittal cover letters and check stubs, with accounting breakdown and accounting class, if appropriate
   2. The treasurer (or president) should acknowledge all donations in writing
   3. Treasurer will keep donation records on hand for two years, after which time they will be transferred to CCPA's DPL archive

ix. Publication sales
   1. Including sales forms, check stubs, or PayPal payment notifications
   2. Treasurer will keep sales receipts on hand for two years, after which time they will be destroyed

x. State and local sales tax filings
   1. Including printed copies of both electronic and paper filings
   2. Treasurer will keep sales tax records on hand for two years, after which time they will be transferred to CCPA's DPL archive

xi. Federal income tax filings (Form 990 and related documents)
   1. Treasurer will keep returns on hand for two years, after which time they will be transferred to CCPA's DPL archive

3. Accounting Practices
   a. **Cash Transactions**. The treasurer should monitor all cash transactions closely.
      i. Expenses will NEVER be paid in cash. Annual meeting registration fees or donations paid in cash to conference organizers will never be used to pay expenses.
      ii. Cash will be withdrawn from CCPA accounts ONLY for establishing a change drawer for fundraising activities. Such withdrawals must be identified as such and recorded in QuickBooks as a petty cash account. The entire change amount will re-deposited to the checking account immediately after the event. Fundraising or conference organizers should be encouraged to provide their own change fund. If CCPA provides the change fund, the chair of the fundraising committee or conference committee should sign a receipt acknowledging control of the fund.
      iii. Cash received for conference registration fees, donations, or fundraising activities should be deposited on the first business day following the event. Cash should be kept in a hotel safe during the event.
   b. **Payments**. All payments must be accompanied by a paper receipt or invoice. All payments will be made within 1 month of receipt.
      i. A printed email from an award committee chair detailing the payee and payment amount will be adequate for award disbursements.
      ii. To the extent practical, expenses incurred by conference organizers should be bundled into a single itemized invoice, accompanied by appropriate receipts or invoices.

iii. All expended funds will be assigned to a defined expense account (Table 3). The miscellaneous expense account should be used only sparingly, and explained by a note on financial reports.

c. **Deposits**. All deposit slips will be accompanied by a detailed paper record listing payee, check number (if applicable), amount, and accounting code breakdown (Table 4). Checks should be deposited within 1 month of receipt.

    i. All deposited funds will be assigned to an income account. The miscellaneous income account should be used only sparingly, and explained by a note on financial reports.

    ii. To the extent possible, deposits will be made to dedicated accounts.

        1. All publication sales will be deposited directly to the publications account.

        2. All stand-alone donations to the Ward Weakly fund will only be deposited to that account. Scholarship fundraising proceeds will only be deposited to the Ward Weakly account.

        3. Membership dues, conference registration fees, and other income will be deposited to the checking account.

d. **Bank Reconciliation**. QuickBooks reconciliation will occur monthly. A reconciliation detail or summary statement will be attached to printed copies of each bank statement.

e. **Transfers**. Inter-account transfers will be used only sparingly, and accompanied by a detailed summary describing the reason for the transfer.

    i. Transfers should occur semi-annually, after the annual meeting and before the end of the FY.

    ii. Ward Weakly transfers should be based on a net calculation between dues-associated donations deposited in the checking account and scholarship award funds paid from the checking account. The annual change in the Ward Weakly account balance should equal the fund's annual net income.

f. **PayPal Withdrawals**. All withdrawals from the PayPal account should be accompanied by a detailed breakdown, listing payee, amount, PayPal fee, and accounting code breakdown.

    i. Separate PayPal withdrawals should be made to each bank account as appropriate, with Ward Weakly donations (including the $5 cut from annual dues payments) transferred to the Ward Weakly account, publication sales to the publications account, and memberships (less the $5 Ward Weakly cut), registration fees, and other income to the checking account.

    ii. Semi-annual financial reports should include a summary of PayPal activity, showing gross income, fees, and net income by accounting class.

g. **Accounting Classes**. A QuickBooks class should be assigned to all annual meeting expenditures and income. The treasurer may also classify expenses and income as annual operating expenses.

h. **Income and Expense Accounts**. The treasurer will use only the chart of accounts appended to these standards and practices. Changes to the chart of accounts will be made only in consultation with the president.

i. **Conference Planning**. The treasurer will work closely with the annual meeting organizing committee, beginning in the fall prior to the annual meeting, to ensure that expenditures and income are fully documented and assigned to appropriate accounting codes (Table 4). The treasurer is encouraged to review the conference committee's budget or financial plan.

j. **Signature Authority**. Expenditures (by check or EFT) greater than $200 will be reviewed and approved by the president; expenditures greater than $500 will be reviewed and approved by the Executive Committee (Bylaws, Article VI, Section 4). Checks greater than $1000 will be signed by the president after Executive Committee approval.

k. **Financial Reports**. Comprehensive financial reports will be made available to the membership at least twice yearly through publication in the newsletter. Barring unusual circumstances, these reports should be published in the summer and winter newsletters, after income and expenses related to the annual meeting have cleared and after the books have been finalized for the year.
    i. Reports will minimally include:
        1. Standard profit-and-loss statements generated by QuickBooks
        2. Standard balance sheets generated by QuickBooks
        3. A summary of Ward Weakly Fund income and expenditures
        4. A summary of annual meeting income and expenditures
        5. A summary of publication and merchandise sales income, broken out by book class or item
        6. Notes sufficient to explain unusual charges or income

l. **Federal 990 Income Tax Return**. Treasurer will prepare the organization's annual tax return or arrange to have it prepared by a CPA. As necessary, the treasurer will work with the CPA to ensure that the return is complete and correct.
    i. The president will review and sign the return. The president may choose to have the board review the return prior to submission.

m. **Financial Review Committee**. The treasurer will arrange a meeting with the members of the financial review committee to examine the organization's books. The meeting may be held at any mutually convenient time during the year; however, a meeting held during the fourth quarter is preferred so that the review committee can assist the treasurer with year-end closeout tasks.

Table 3. Expense Account Codes

Account	Subaccount	Description
Advertising	--	Newspaper or journal publicity
Awards	Award Production	Printing, framing, etc.
Awards	Native American Scholarship	
Awards	Student Paper	
Awards	Ward Weakly Scholarship	
Bank Adjustment	--	Reserved for items for which journal entry cannot be made
Bank Service Charges	--	Monthly fees; one-time fees; check printing
Contributions	Archaeology Channel	TAC membership
Contributions	Preservation Month Poster	CCPA share of annual poster
Depreciation Expense	--	Capital depreciation; equipment over $500
Licenses and Fees	--	Sale tax license; COS registration; peddler's license
Meetings	Catering	Breaks, banquets, bar service; for annual as well as other meetings
Meetings	Deposit	Refundable facility or event deposit; use JE to adjust after final payment
Meetings	Facility Rental	Annual and other meetings
Merchandise	--	Cost of saleable merchandise
Miscellaneous	--	Other items; explanation required in financial reporting
Miscellaneous	Undocumented Expense	Withdrawals lacking documentation; explanation required for financial report; do not use after FY2011
Miscellaneous Supplies	--	Supplies other than office supplies
Office Supplies	--	For board business or annual meeting
Postage and Delivery	--	Mailing costs
Postage and Delivery	Postal Box Fee	
Printing and Reproduction	--	Copies, meeting program
Professional Fees	Accounting	CPA
Professional Fees	Consulting	Context review; fieldtrip leaders; meeting speaker
Publication Expenses	Book Sales Commission	

Account	Subaccount	Description
Publication Expenses	Booth Rental	
Publication Expenses	Colorado Archaeology	CCPA's share of special SW Lore issues
Publication Expenses	Returns	Book returns
Publication Expenses	Shipping	Delivery of purchased items or donated AC
Taxes	Colorado Sales Taxes	
Taxes	Local Taxes	
Taxes	Sales Tax Deposit	
Travel	--	All meals, hotels, mileage paid to members and incurred on organization business; all travel expenses should be reviewed by president
Website	Design Services	
Website	Domain Registration	Periodic fee
Website	Web Hosting	Periodic fee

Table 4. Income Account Codes

Account	Subaccount	Description
Annual Meeting	Donation	Event or catering sponsorship
Annual Meeting	Registration Fees	Conference registration, banquet tickets, fieldtrip fees, etc.
Donations	Ward Weakly Fund	Individual contributions (above $5 automatic); corporate contributions
Donations	Dues Contribution	$5 per member per year
Membership Dues	--	Annual dues, less $5 WW contribution
Fundraising	--	Proceeds from fundraising events
Merchandise Sales	--	Gross income from T-shirts, mugs, etc.
Miscellaneous Income	Advertising	Ad sales in annual meeting program or newsletter
Miscellaneous Income	Interest Earned	From all interest-bearing accounts
Miscellaneous Income	Miscellaneous	All other income; explanation required in financial reporting
Publication Sales	Ancient Colorado	Including both taxed and untaxed sales
Publication Sales	Contexts	Historic and river basin volumes; both taxed and untaxed sales
Publication Sales	Other	All other publications; taxed and untaxed sales

CCPA Financial Advisory Committee (FAC) Summary
From the CCPA Spring 2021 Executive Committee Meeting

FAC Recommended Actions

- **Use a financial professional that will charge no more than 1%**
    1. **Identify a financial advisor by spring and present to the EC**
    2. **Identify an investment path and present it to the EC**
- Invest approximately $80,000
- Invest all of Money Market ($19,913) and close the account. **AFFIRMED**
- Invest $35,000 from CCPA's checking account (leaving a balance of around $15,700 in the account)
- Invest $25,000 of the Ward Weakly account (leaving around $16,000 in the account, enough to cover 3–4 years of future scholarships at the increased levels)
- Publications – Leave this money alone and identify a publication project to spend $$ on.
- Transfer $525 that is currently in the Project Archaeology account to checking and close the account. **DONE**
- All agreed that CDs are too conservative with little return
- Invest small amount in FIAs and possibly Index Funds and the majority in ETFs/Mutual Funds

   *might need to consider a designated signatory separate from EC, FAC and Treasurer

Background (see Financial Guidelines for more detail)

Investments Considered

- **CD/Time Deposits**—least risky, lowest return
- **Fixed Index Annuities (FIA)** – low risk, low/moderate return
    - Tax-deferred vehicle with guaranteed minimum
    - While there may be few overt fees and penalties, insurance companies are in the market for the profit—the fees are built in somewhere.
- **Exchange Traded Funds (ETF)/Mutual Funds/Index Funds, e.g. Vanguard** – moderate risk, diversified

Preliminary Research

FirstBank (our bank)
- FirstBank, rates at https://www.efirstbank.com/products/rates/business-account-rates.htm:

3. **Time Deposit.** Interest-bearing bank account that has a pre-set date of maturity. The money must remain in the account for the fixed term. Ex.: with an initial $20,000 at .5% compounded daily = $500
4. **Business Liquid Access Account.** Unlike Time Deposit, can to write a small number of checks.

Global Planning, Inc
- Recommended very low risk investments and stay away from FIAs

Farmer's Insurance
- Howard Davidson, a Financial Services Agent with Farmer's recommended (FIAs)
- Provides full protection from any loss of capital, unless more than 10% is drawn from the account in a given fiscal year. They are tied to various market indexes,.
- Athene Protector 5 Annuity was recommended

Vanguard, https://investor.vanguard.com/etf/list#/etf/asset-class/month-end-returns
- Can provide some basic recommendations for investments by a "consultant," but there is no support for non-profits with less than 2 million to invest.
-

Wells Fargo Advisors (Plains uses them)
- Based on the website, investment advice is like Vanguard

Table 1: Initial investment recommendations

Account	Sept. 2020 balance	Recommendations				Ending proposed balance
		Jacki	**Charlie**	**Tosh**	**Marcy**	
Money Market	$19,913	Invest full amount	Invest full amount	Invest full amount	Invest full amount	$0
Checking Account	$50,739	Invest $35,000		Invest $35,000	Invest $35,000	$15,700
Scholarship (Ward Weakly)	$41,000	Invest $25,000	Invest $10,000 into a 5-year FIA; invest $15,000 into a mutual fund or ETF	Invest $25,000	Invest $25,000 into mutual fund/ETF	$16,000
Publications	$14,500	Leave full amount, earmark for an appropriate project	Make and document a onetime draw of $4500 for seed money for Scholarship investment, earmark the remaining for new contexts	Leave full amount, earmark for an appropriate project. Consider new contexts or more Occasional Papers.	Leave full amount, earmark for an appropriate project.	$14,500/$10,000
Project Archaeology	$525	Transfer to checking and close account	Transfer to checking and close account	Transfer to checking and close account	Transfer to checking and close account	**Completed**
Scholarship: FIA	$0	-	$10,000, 5-year	$0		$10,000/$0
Scholarship: Mutual Fund/ETF	$0	-	Vanguard, seek out a range of two or three funds, $15000	Invest $25000 into a series of diversified funds		$25,000/$15,000
General Fund: FIA	$0	-	Invest $10,000 in a 7 year FIA	$0		$10,000/$0
General Fund: Mutual fund/ETF		-	Invest $45,000 into three or four funds	$55,000 into a series of diversified funds		$45,000/$55,000

Table 2: Summary of individual preferences

Reviewer	Money (Thousands)					Project Archaeology	Money Market
	CDs	FIA	ETF	MF	Index Fund		
C. Reed	10	10	45-Unspecified			Close	Close
T. McKetta	0	0	80		0	Close	Close
J. Mullen	0	80-unspecified type			0	Close	Close
G. Wolff	0	20	57			N/A	N/A
J. Clauter	0	Yes	Yes	Yes	<100%	Close	Close
C. Johnston	0	10-15	65-70			N/A	N/A
M. Reiser	0	Not opposed	Unspecified			Close	Close
K. Black	7.5-10	N/A	N	N	70	N/A	N/A
M. Prouty	0	20	57-Unspecified			Close	Close

- **Project Archaeology and Money Market:** Close and move $$ to Main Account
- **CDs: No CD's**- Two out of 10 people were for them as a short-term vehicle.
- **FIA: $15,000-5 Year**-The majority of people were in favor of some sort of FIA in the 5-year range.
- **ETF/MF/Index funds- Ask a financial professional to make balanced moderate risk recommendation of ETF, MF, and Index for investing the remaining $65,000-ish.** Our opinions were all over the map and we would end up asking for advice on which funds to buy with any option (unless we went with all index).

APPENDIX A - GENERAL MEMBERSHIP RECORD OF DECISIONS
Erik Hendrickson (Vols. 1-34) and Presidents-Elect (Post-2012) (Vols. 35-42)

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
--	Winter (January) 1978	1/31/1978	Formation of a "Colorado Archaeological Society (CAC)" proposed by Bruce E. Rippeteau
Vol.1	Summer 1978	7/1978	Distribution of the first CAC newsletter titled "Do It in the Dirt."
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to adopt "Colorado Council of Professional Archaeologists" as organizational title passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Colorado Council of Professional Archaeologists (CCPA) officially adopts Code of Ethics and Standards as drafted by Ethics/ Membership Committee
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Membership Categories and Qualifications as revised by the committee as a whole and to place in Bylaws as Part III passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part II, Purpose passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	CCPA votes to create a Membership Committee, to be appointed by the President, to address questions of membership revocation and to study the mechanics of membership
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part IV, Meetings, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept dues of $10.00 per year for Voting Members and $7.50 per year for Associate Members, with further consideration at the next Annual Meeting passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part V, Finances, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part VI, Operation, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part VII, Officers, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to retain officers *pro tem.* until the 1979 Annual Meeting passes by acclamation

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part VIII, Election of Officers, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part IX, Publications, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part X, Amendments, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part XI, Adoption, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part XII, Disposal of Assets, as revised by the committee as a whole passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to accept Part XIII, Vacancies, as revised by the committee as a whole and amended passes by acclamation
Vol. 2, No. 1	Spring 1979	10/28/1978	Motion to ratify the Bylaws as per Part XI passes by acclamation
Vol. 2, No. 2	Fall 1979	3/1/1979	Committee appointed to investigate allegations of abuse of students during Colorado field schools
Vol. 2, No. 2	Fall 1979	3/1/1979	Support for continuation of Walpi Project in Arizona passes
Vol. 2, No. 2	Fall 1979	3/1/1979	Committee appointed to investigate the Archaeological Resources Protection Act of 1979 (H.B. 1825)
Vol. 2, No. 2	Fall 1979	3/1/1979	CCPA records to be housed at Office of the State Archaeologist of Colorado (OSAC)
Vol. 2, No. 2	Fall 1979	3/2/1979	CCPA and State Archaeologist Bruce Rippeteau officially oppose artificial snow removal inventories
Vol. 2, No. 2	Fall 1979	3/2/1979	CCPA officially opposes blanket "No Collection" policies
Vol. 2, No. 2	Fall 1979	3/2/1979	CCPA votes to incorporate
Vol. 3, No. 1	Spring 1980	9/27/1979	Motion to retain open files with the exception of ethics investigations, which will be opened only after ethics investigation is closed passes by acclamation

Newsletter Vol./ No.	Newsletter Issue	Decision Date	Decision
Vol. 3, No. 2	Fall 1980	3/20/1980	A motion to set a date of May 31, 1980 as closure for charter members to submit qualifications for accepted membership passes by acclamation
Vol. 3, No. 2	Fall 1980	3/21/1980	Formation of Ad Hoc Committee on Report Standards adopted by voice vote
Vol. 5, No. 4	Spring 1983	3/12/1982	Formal review of the 1979 Archaeological Resources Protection Act is prepared by the Legislative and Permitting Committee of the Proposed Uniform Rules and Regulations and read at the March 1981 Denver hearings effectively entering CCPA's review into the legislative record.
Vol. 5, No. 4	Spring 1983	3/12/1982	A formal review of the "Environmental Impact Statement for Training Land Acquisition, Fort Carson, Colorado" expresses concern about archaeological preservation/management policies in Pinyon Canyon and the Huerfano Parcel.
Vol. 5, No. 4	Spring 1983	3/12/1982	*Robert's Rules of Order* are adopted to aid in the management of the CCPA Business and Executive Committee Meetings
Vol. 5, No. 4	Spring 1983	3/6/1981	The logo was finalized and adopted at the annual meeting March 6, 1981. This was reported in the Spring 1983 *Newsletter*. The logo was used on the 1981 membership cards, and all the documentation, including the minutes of the 1981 annual meeting, shows that it was created in 1981.
Vol. 5, No. 4	Spring 1983	3/12/1982	A "Data Evaluation Committee" is established to collaborate with the Colorado Preservation Office in the development of computerized site forms
Vol. 5, No. 4	Spring 1983	3/12/1982	CCPA members take formal role in the Colorado Archaeological Society (CAS) Archaeological Advisory Committee; reorganized to include, *ex officio*, the President of CCPA.
Vol. 5, No. 4	Spring 1983	3/12/1982	An Editorial Board is established to assist and guide publication of the CCPA Newsletter
Vol. 5, No. 4	Spring 1983	3/12/1982	A motion to form a Financial Review Committee to conduct audits of CCPA finances prior to CCPA Annual Meetings passes by acclamation
Vol. 5, No. 4	Spring 1983	3/12/1982	A motion to accept the Legislative Funding Committee's recommendations regarding expenditures of CCPA funds for lobbying purposes passes by acclamation

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
Vol. 5, No. 4	Spring 1983	3/12/1982	CCPA votes to become an official sponsor of the January 1983 Society of Historical Archaeology meeting in Denver
Vol. 5, No. 4	Spring 1983	3/12/1982	A motion to establish a committee to explore the concept of an "Archaeological Awareness Year" passes by acclamation
Vol. 5, No. 4	Spring 1983	3/12/1982	A motion to endorse the establishment of the Data Evaluation Committee by the Executive Committee passes by acclamation
Vol. 5, No. 4	Spring 1983	3/12/1982	A motion to establish a Cultural Resource Evaluation Committee by April 5, 1982 passes by acclamation.
Vol. 6, No. 1	Winter 1983	3/11/1983	A motion to accept amendments to the Bylaws with exceptions to be reviewed by the Bylaws Committee passes by acclamation
Vol. 7, No. 1	Spring 1985	3/9/1984	A motion to establish a committee to review projects for funding by CCPA passes by acclamation
Vol. 7, No. 1	Spring 1985	3/9/1984	A motion to require paper presenters at future CCPA annual meetings to first be CCPA members is defeated due in part to the difficult application procedures, as perceived by the general membership
Vol. 7, No. 1	Spring 1985	3/9/1984	A motion to discuss possible changes in membership criteria undertaken by the Executive Committee passes by acclamation
Vol. 7, No. 3	Fall 1985	3/8/1985	A motion to accept the previously excepted amendments as reviewed by the Bylaws Committee passes by acclamation
Vol. 7, No. 3	Fall 1985	3/8/1985	A motion to accept an invitation from the Wyoming Association of Professional Archaeologists (WAPA) to discuss the possibility of a joint meeting with CCPA passes by acclamation
Vol. 7, No. 3	Fall 1985	3/8/1985	A motion to establish a committee to investigate intentions of the University of Denver (DU) in regard to archaeological collections housed at DU in light of possible discontinuation of the Anthropology Program passes by acclamation
Vol. 7, No. 4	Winter 1985	12/1985	A committee is appointed by President Steve Sigstad to investigate the possibility of establishing the Ward F. Weakly Memorial Scholarship
Vol. 7, No. 4	Winter 1985	12/1985	A committee is appointed by President Steve Sigstad to investigate the extent of cultural resource compliance at Pinyon Canyon

Newsletter Vol./ No.	Newsletter Issue	Decision Date	Decision
Vol. 7, No. 4	Winter 1985	11/1/1985	A committee was appointed by President Steve Sigstad to clarify CCPA curation standards
Vol. 7, No. 4	Winter 1985	12/1985	A motion to establish a committee responsible for drafting a letter to the Secretary of the Army expressing concerns of the CCPA regarding Pinyon Canyon passes by acclamation
Vol. 8, No. 2	Summer 1986	3/14/1986	A suggestion to amend the Bylaws extending the length of the Treasurer's term to two years passes
Vol. 9, No. 2	Spring 1987	3/6/1987	A motion to support the Society for Historic Archaeology lobbying effort for the Abandoned Shipwreck Bill in the amount of $100.00 passes by acclamation
Vol. 10, No. 2	Summer 1988	3/11/1988	CCPA Executive Committee approves publication of papers presented during the Ute Symposium of the 1988 Annual Meeting
Vol. 10, No. 2	Summer 1988	3/11/1988	CCPA Executive Committee votes to support the Ward F. Weakly Scholarship Fund and provide seed money in the amount of $100.00 per year
Vol. 10, No. 2	Summer 1988	3/11/1988	A motion to appoint an individual to investigate the proposal of the Southwest Center, a planned museum in Durango passes by acclamation
Vol. 11, No. 2	Winter (January) 1990	3/24/1989	A motion to establish a Bylaws Revision Committee to respond to a suggestion regarding membership and the omission of specific geographic areas of expertise and length of experience passes by acclamation
Vol. 11, No. 2	Winter (January) 1990	3/24/1989	Motion to amend the Bylaws extending the length of the Treasurer's term to two years passes by acclamation
Vol. 11, No. 2	Winter (January) 1990	3/24/1989	A motion to investigate the matter of the Packer excavations in Hinsdale County passes by acclamation and a committee will be appointed by the President
Vol. 12, No. 1	Summer 1990	3/9/1990	Motion to accept amendments to Bylaws, as revised by the Bylaws Revision Committee passes by acclamation
Vol. 12, No. 1	Summer 1990	3/9/1990	Motion to accept amendments to Code of Ethics, as revised by the committee as a whole passes by acclamation
Vol. 12, No. 1	Summer 1990	3/9/1990	Motion to raise dues from $10.00 to $15.00 with the intention that the $5.00 difference be applied to the Ward F. Weakly Memorial Fund in addition to the $100.00 CCPA already applies to the Fund passes

Newsletter Vol./ No.	Newsletter Issue	Decision Date	Decision
Vol. 12, No. 3	Winter 1990	12/1990	Chris Zier and Gordy Tucker begin inventory of CCPA legacy documents
Vol. 13, No. 2	Spring 1992	3/8/1991	Motion to amend Bylaws allowing the Treasurer to disperse CCPA-managed funds with majority approval of the Executive Committee passes by acclamation
Vol. 13, No. 2	Spring 1992	3/8/1991	The CCPA Files Committee/Ad Hoc Committee on Records is established to investigate archival storage of historic CCPA documents
Vol. 13, No. 2	Spring 1992	3/8/1991	The CCPA Education Committee is reinstated
Vol. 13, No. 2	Spring 1992	3/8/1991	Motion to amend the Bylaws relating to qualifications of associate membership passes
Vol. 13, No. 2	Spring 1992	3/8/1991	Motion to consider a joint meeting with the Utah Professional Archaeological Council as the 1992 CCPA Annual Meeting passes
Vol. 14, No. 1	Summer 1992	3/28/1992	Membership votes to create an informational brochure about CCPA for distribution
Vol. 14, No. 1	Summer 1992	3/28/1992	Membership votes to reprint *CCPA Occasional Papers No. 1, Archaeology of the Eastern Ute: A Symposium* upon relocating the original "camera-ready" copy
Vol. 17, No. 1	Spring 1995	10/26/1994	Multi-agency and multi-organization Memorandum of Agreement formalizing the Colorado Interagency Archaeological Education and Anti-Vandalism Task Force is signed by President Kevin Black
Vol. 17, No. 2	Summer 1995	3/24/1995	Motion to amend Bylaws regarding membership and Native American participation passes by acclamation
Vol. 18, No. 2	Summer 1996	3/15/1996	Membership votes to continue review of proposed changes to the Code of Ethics stating that report be presented to appropriate Native American groups
Vol. 19, No. 2	Summer 1997	3/14/1997	Membership votes to accept amendments to Bylaws regarding Treasurer as Membership Committee Chair
Vol. 19, No. 2	Summer 1997	3/14/1997	Membership votes to accept amendments to Code of Ethics regarding consultation with appropriate communities and definitions of "dissemination" and "constituencies"
Vol. 19, No. 2	Summer 1997	3/14/1997	The CCPA Grant Advisory Board is formed to administer grant monies awarded to CCPA for production of *Colorado Prehistory: A Publication Series*

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
Vol. 21, No. 3	Spring 1999	3/5/1999	Membership approves expenditure of up to $600.00 for development and maintenance of CCPA website
Vol. 22, No. 2	Summer 2000	3/17/2000	Motion to support *Colorado Archaeology*, an annual CCPA peer-reviewed journal and joint publication of CCPA and CAS is approved
Vol. 22, No. 2	Summer 2000	3/17/2000	Motion to institute a Distinguished Service Award is approved
Vol. 22, No. 2	Summer 2000	3/17/2000	Motion to institute a student paper competition to be held at the next CCPA Annual Meeting is approved
Vol. 23, No. 2	Summer 2001	3/2/2001	Membership votes to reprint *Colorado Prehistory: A Publication Series* and *Ancient Colorado* using the original publisher C&M Press, and to enter into a marketing and distribution agreement with the University of Utah Press
Vol. 24, No. 3	Fall 2002	3/15/2002	Motion to amend the Bylaws to allow the annual meeting to take place in months other than February or March passes
Vol. 24, No. 3	Fall 2002	3/15/2002	Motion to approve the establishment of the Native American Scholarship passes
Vol. 25, No. 3	Fall 2003	3/14/2003	Motion to amend Bylaws effectively clarifying student and student voting membership categories passes
Vol. 25, No. 3	Fall 2003	3/14/2003	Motion for the Executive Committee to advocate for Historic Preservation and oppose proposed 50% cuts to SHF funds passes
Vol. 26, No. 4	Winter 2005	3/26/2004	Procedure for administering the Ward F. Weakly Memorial Fund is formalized
Vol. 27, No. 2	Winter 2006	3/5/2005	Motion to allow the Executive Committee the decision to fund the Native American Scholarship on an annual basis
Vol. 27, No. 2	Winter 2006	3/5/2005	Motion to amend Bylaws relating to Ethics Violations, Non-voting members of the Executive Committee, and election of officers in the case of a tie passes
Vol. 27, No. 2	Winter 2006	3/5/2005	Motion to pledge $1000.00 to the establishment of a permanent memorial to Bill Buckles at the El Pueblo History Museum
Vol. 29, No. 1	Winter 2007	3/31/2006	Motion to allow Executive Committee to develop membership lists and to determine the information included and method of dissemination

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
Vol. 30, No. 2	Spring 2008	4/11/2008	Membership approves increase of Ward F. Weakly Memorial Scholarship from $500.00 to $750.00
Vol. 30, No. 2	Spring 2008	4/11/2008	Membership approves amendment to Bylaws making the position of Secretary a two-year term and clarifying term limits of the office
Vol. 33, No. 2	Spring 2011	3/25/2011	Motion to allow Executive Committee the ability to award contract for website updates passes
Vol. 33, No. 2	Spring 2011	3/25/2011	Motion to form a committee to investigate the finer points of how History Colorado exhibits may relate to archaeology and CCPA as well as potential funding for exhibits passes
Vol. 33, No. 2	Spring 2011	3/25/2011	Motion to contribute to Share in the Care in an amount between $500.00 and $1000.00, to be determined by the Executive Committee, passes
Vol. 34, No. 2	Spring 2012	3/23/2012	Motion to amend bylaws clarifying the responsibilities of executive officers, officially recognizing the Membership Chair as a part of the Executive Committee, and clarifying procedures in the event of vacancies
Vol. 34, No. 2	Spring 2012	3/23/2012	Membership votes to officially oppose television shows that glorify the effective looting and destruction of archaeological and historic resources and write letters to that effect
Vol. 35, No. 3	November 2013	3/15/2013 Spring EC Meeting	Motion to contribute $500 to the Share in the Care Campaign, which is working on gilding the Capital Dome. The motion carries in favor.
Vol. 36, No. 2	November 2014	11/16/2013 Fall EC Meeting	Motion to buy back the CAS volumes of the 3rd context printing, to replenish book stock, costing roughly $4600. The motion passed.
Vol. 36, No. 2	November 2014	Between 11/16/2013 & 3/21/2014	The EC voted to contribute $2000 toward PaleoCultural Research Group (PCRG's) State Historical Fund grant to develop the framework for the creation of a digital context.
Vol. 36, No. 2	November 2014	3/21/2014 Spring EC Meeting	Motion that the FC and treasurer meet and settle on the monetary amount and risk levels that it wants to proceed with engaging an outside financial analyst to help provide the EC with recommendations about various scenarios of investment. Motion passes.
Vol. 36, No. 2	November 2014	3/21/2014 AB Meeting	NAIC's motion for the acceptance of a $750 scholarship to be offered for a trial period of three years, with a planned group discussion after three years. Voted and carried/passes.

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
Vol. 36, No. 2	November 2014	3/21/2014 Spring EC Meeting	Motion to support the assistance agreement with Project Archaeology and the creation of a separate Education Committee bank account. It passes.
Vol. 36, No. 2	November 2014	Between 3/21/2014 & 10/25/2014	EC created a Context Committee, whose primary role is to help facilitate tasks related to the replacement of the 1999 & 2007 CCPA contexts.
Vol. 36, No. 2	November 2014	Between 3/21/2014 & 10/25/2014	EC votes to award PaleoCultural Research Group $3,000 pertaining to the development of the framework for a digital context.
Vol. 36, No. 2	November 2014	Between 3/21/2014 & 10/25/2014	EC voted to withdraw its financial support to The Archaeology Channel, as the committee felt that those funds could be better used elsewhere to promote the goals of the CCPA.
Vol. 36, No. 2	November 2014	Between 3/21/2014 & 10/25/2014	A separate Project Archaeology savings account was established to keep track of the funds & CCPA was awarded a $5,000 grant through the BLM's Project Archaeology program.
Vol. 37, No. 1	January 2015	10/25/2014 Fall EC Meeting	Motion that the committee be renamed to the "Awards, Resolution, and Recommendations Committee," and that the committee include a $50 cap for gifts following the passing of a fellow, and that condolence letters should continue as has been done. Motion passes unanimously. The name was later changed to "Awards, Recognition, and Resolutions Committee" (Vol. 37, No. 2, p. 15).
Vol. 37, No. 1	January 2015	10/25/2014 Fall EC Meeting	Motion that the CCPA sign on the "Vote no on Amendment 68" resolution sent out by Colorado Preservation, Inc.; passes unanimously.
Vol. 37, No. 3	November 2015	3/13/2015 Spring EC Meeting	Motion to send joint statement of support letter condemning the destruction of cultural resources in Iraq; passes unanimously.
Vol. 38, No. 2	June 2016	3/18/2016 AB Meeting	Changes to the Membership section of the CCPA Bylaws have been found to be necessary in order to reflect additions to and deletion of membership categories, simplification and clarification of becoming a member in the various categories, and practicalities in processing memberships (proposed Vol. 38, No.1, p 34). Motion to accept changes in newsletter; motion accepted.
Vol. 39, No. 2	January 2017	3/10/2016 AB Meeting	Changes to the Officers section of the CCPA Bylaws to include a Student Voting Member (proposed Vol. 39, No. 1). Motion to accept the change; majority of voting members approved with one opposed.

Newsletter Vol./No.	Newsletter Issue	Decision Date	Decision
Vol. 41, No. 2	June 2019	3/15/2019 AB Meeting	Membership approved a change to the CCPA bylaws that removed the need for three professional references needed for membership applications.
Vol. 41, No. 2	June 2019	3/15/2019 AB Meeting	Membership approved the creation of a Treasurer-elect position to get training from, and assist, the CCPA Treasurer prior to becoming Treasurer.
Vol. 41, No. 2	June 2019	3/15/2019 AB Meeting	Membership approved adding to the qualifying language for a CCPA Fellow the requirement that they be a member at the time of the nomination, and that they may be awarded posthumously.
Vol. 42, No. 2	June 2020	10/12/2019 Fall EC Meeting	The EC approved a motion for the Treasurer and the Financial Committee to meet with an accountant to discuss the transition to Quickbooks online.
Vol. 42, No. 2	June 2020	10/12/2019 Fall EC Meeting	The EC approved a motion to change Appendix G in the CCPA Handbook to read as follows: "A CCPA Fellow is an individual recognized as a senior scholar in archaeology or related discipline, as well as someone that has made substantial contributions to Colorado archaeology through research, service, and contributions to CCPA as a member. Proposed nominees must meet standards of the CCPA Code of Ethics."
Vol. 42, No. 2	June 2020	10/12/2019 Fall EC Meeting	The EC approved a motion giving the Publication Committee the latitude to distribute copies of Ancient Colorado with the approval of the President without the need for a full EC vote.
Vol. 42, No. 3	October 2020	June 2020	The EC approved two $1000 donations (to the Adopt-a-Native-Elder Program and the Johns Hopkins Center for American Indian Health) to provide Covid-19 relief assistance to Native groups.
Vol. 43, No. 1	January 2021	3/6/20	The EC approved a motion to change the name of the "Programmatic Agreement and Compliance Review Committee" to the "Government Review Committee."
Vol. 43, No. 1	January 2021	3/6/20	The Ethical Standards ad hoc committee was formed, co-chaired by Marilyn Martorano and Michelle Slaughter, and will draft an update to the CCPA code of ethics.

Newsletter Vol./ No.	Newsletter Issue	Decision Date	Decision
Vol. 43, No. 1	January 2021	12/14/20	The EC approved a motion to increase the maximum potential awards for the two scholarships up to $4500 per CCPA fiscal year. The Ward Weakly Memorial Scholarship Committee is entitled to two-thirds of the funds ($3000) and the Native American Scholarship (NAS) to one-third ($1500). The maximum individual award for scholarships is now $1500.
Vol. 43, No. 2	June 2022	3/4/2022	At the Fall 2021 Executive Committee Meeting a motion passed to change the wording his/hers in the Bylaws and Code of Ethics documents to gender-neutral terminology, throughout the documents.
Vol. 43, No. 2	June 2022	3/4/2022	Changed Bylaws to allow for the chairs of all standing committees to non-voting members of the Executive Committee.
Vol. 43, No 2	June 2022	3/4/2022	The Awards and Recognition standing committee was added to the Bylaws language.

APPENDIX B – ROSTER OF PAST EXECUTIVE COMMITTEE MEMBERS
Erik Hendrickson and Presidents-Elect (Post-2012)

1978–1979 (pro tem.)

President:	Douglas Scott
President-Elect:	Frank Eddy
Secretary:	David R. Stuart
Treasurer:	John Beardsley
At-Large Members:	Cal Jennings
	Bruce Rippeteau
Newsletter Editor:	Bruce Lutz

1979–1980

President:	Douglas Scott
President-Elect:	Frank Eddy
Secretary:	David R. Stuart
Treasurer:	Kris Kranzush
At-Large Members:	Beth Walton
	Bruce Rippeteau
	David Breternitz
	Elizabeth Morris
Newsletter Editor:	Bruce Lutz

1980–1981

President:	Frank Eddy
President-Elect:	Adrienne Anderson
Secretary:	Joyce Herold

1983–1984

President:	Paul Nickens
President-Elect:	E. Steve Cassells
Secretary:	Susan Chandler
Treasurer:	Kris Kranzush
At-Large Members:	Marcia Tate
	Alan Reed
	Joyce Herold
	Hannah Huse
Newsletter Editors:	Adrienne Anderson
	Ann Johnson

1984–1985

President:	E. Steve Cassells
President-Elect:	Steve Sigstad
Secretary:	Marilyn Martorano
Treasurer:	Kris Kranzush
At-Large Members:	Marcia Tate
	Alan Reed
	Kevin Black
	Linda Scott
Newsletter Editors:	Adrienne Anderson
	Ann Johnson

Treasurer:	Judi Halasi
At-Large Members:	Ward Weakly
	Paul Nickens
Newsletter Editors:	Bruce Rippeteau
	Howard Pomerantz

1981–1982

President:	Adrienne Anderson
President-Elect:	Paul Nickens
Secretary:	Collette Chambellan
Treasurer:	Jeff Kenyon
At-Large Members:	Doug Scott
	Bob Alexander
	Ward Weakly
	Steve Sigstad
Newsletter Editor:	Cal Jennings

1982–1983

President:	Paul Nickens
President-Elect:	Joe Lischka
Secretary:	E. Steve Cassells
Treasurer:	Kinzie Gordon
At-Large Members:	Doug Scott
	Bob Alexander
	Joyce Herold
	Hannah Huse
Newsletter Editors:	Adrienne Anderson

1985–1986

President:	Steve Sigstad
President-Elect:	Susan Collins
Secretary:	Sally Cole
Treasurer:	Mark Guthrie
At-Large Members:	Christian Zier
	Jeff Eighmy
	Kevin Black
	Linda Scott
Newsletter Editor:	Alan Reed

1986–1987

President:	Susan Collins
President-Elect:	Marcia Tate
Secretary:	Victoria Atkins
Treasurer:	Mark Guthrie
At-Large Members:	Christian Zier
	Jeff Eighmy
	Mike Nowak
	Brian O'Neil
Newsletter Editor:	Jack Smith

Ann Johnson

1987–1988

President:	Marcia Tate
President-Elect:	Alan Reed
Secretary:	Priscilla Ellwood
Treasurer:	Gail Firebaugh
At-Large Members:	Bob Nykamp
	Deb Angulski
	Mike Nowak
	Brian O'Neil
Newsletter Editor:	Jack Smith

1988–1989

President:	Alan Reed
President-Elect:	Leslie Wildesen
	James Grady
Secretary:	Priscilla Ellwood
	Susan Chandler
Treasurer:	Kevin Black
At-Large Members:	Bob Nykamp
	Deb Angulski
	Polly Hammer
	Meg Van Ness
Newsletter Editor:	Linda Scott Cummings

1989–1990

| President: | James Grady |

1991–1992

President:	Marilyn Martorano
President-Elect:	Bruce Bradley
Secretary:	Jon Horn
Treasurer:	Gordon Tucker
At-Large Members:	John Slay
	Susan Chandler
	Victoria Atkins
	Jack Smith
Newsletter Editor:	Mike Metcalf

1992–1993

President:	Bruce Bradley
President-Elect:	Michael Piontkowski
Secretary:	Cheryl Harrison
Treasurer:	Jenny Anderson
At-Large Members:	John Slay
	Susan Chandler
	Allen Kane
	Angela Schwab
Newsletter Editor:	Ron Rood

1993–1994

President:	Michael Piontkowski
	Kevin Black
	Bruce Bradley

President-Elect:	Christian Zier	**President-Elect:**	Kevin Black
Secretary:	Deb Angulski	**Secretary:**	Meg Van Ness
Treasurer:	Kevin Black	**Treasurer:**	Jenny Anderson
At-Large Members:	Adrienne Anderson	**At-Large Members:**	Mike Metcalf
	Paul Freidman		Sally Crum
	Polly Hammer		Allen Kane
	Meg Van Ness		Angela Schwab
Newsletter Editors:	Linda Scott Cummings	**Newsletter Editor:**	Ron Rood
	Peggy Barnett		

1994–1995

President	Kevin Black

1990–1991

President:	Christian Zier	**President-Elect:**	Jeff Eighmy
President-Elect:	Marilyn Martorano	**Secretary:**	Deb Angulski
Secretary:	Bill Killam	**Treasurer:**	Jeanie Mobley-Tanaka
Treasurer:	Gordon Tucker	**At-Large Members:**	Mike Metcalf
At-Large Members:	Adrienne Anderson		Sally Crum
	Paul Freidman		Rand Greubel
	Victoria Atkins		Carol Gleichman
	Jack Smith	**Newsletter Editors:**	Ron Rood
Newsletter Editors:	Peggy Barnett		Kae McDonald
	Mike Metcalf		

1995–1996

President:	Jeff Eighmy
President-Elect:	Susan Chandler
Secretary:	Rosemary Sucec
Treasurer:	Jeanie Mobley-Tanaka
At-Large Members:	William Arbogast
	Anne Bond
	Rand Greubel
	Carol Gleichman
Newsletter Editor:	Kae McDonald

1996–1997

President:	Susan Chandler
President-Elect:	Bob Brunswig
Secretary:	Rosemary Sucec
Treasurer:	Bridget Ambler
At-Large Members:	William Arbogast
	Anne Bond
	Phil Duke
	Dan Jepson
NA Representative:	Leigh Jenkins
Newsletter Editor:	Kae McDonald

1999–2000

President:	Carol Gleichman
President-Elect:	Gordon Tucker
Secretary:	Mark Mitchell
Treasurer:	Mary Sullivan
At-Large Members:	Minette Church
	Todd McMahon
	Richard Carrillo
	Jon Horn
NA Representative:	Leigh Jenkins
Newsletter Editor:	Carole Graham

2000–2001

President:	Gordon Tucker
President-Elect:	Mark Mitchell
Secretary:	OD Hand
Treasurer:	Jeff Overturf
At-Large Members:	Minette Church
	Todd McMahon
	Carole Graham
	Steve Kalasz
NA Representative:	Clifford Duncan
Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Carole Graham

1997–1998

President:	Bob Brunswig
President-Elect:	Mike Metcalf
Secretary:	Rosemary Sucec
Treasurer:	Bridget Ambler
At-Large Members:	Dean Saitta
	Anne Bond
	Phil Duke
	Dan Jepson
NA Representative:	Leigh Jenkins
Newsletter Editors:	Kae McDonald
	Carole Graham

1998–1999

President:	Mike Metcalf
President-Elect:	Carol Gleichman
Secretary:	Mark Mitchell
Treasurer:	Mary Sullivan
At-Large Members:	Dean Saitta
	Anne Bond
	Richard Carrillo
	Jon Horn
NA Representative:	Leigh Jenkins
Newsletter Editor:	Carole Graham

Webmaster:	Mary Sullivan

2001–2002

President:	Mark Mitchell
President-Elect:	Jon Horn
Secretary:	Keri Hicks
Treasurer:	Jeff Overturf
At-Large Members:	Sandy Karhu
	Steve Lekson
	Carole Graham
	Steve Kalasz
NA Representative:	Clifford Duncan
Ethics Coordinator:	Marilyn Martorano
Newsletter Editors:	Sandy Karhu
	Mary Sullivan
Webmaster:	Mary Sullivan

2002–2003

President:	Jon Horn
President-Elect:	Bill Arbogast
Secretary:	Bridget Ambler
Treasurer:	Todd McMahon
At-Large Members:	Sandy Karhu
	Steve Lekson
	Ted Hoefer
	Mark Varien

NA Representative:	Roger Echo-Hawk
Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Angela Rayne
Webmaster:	Mary Sullivan

2003–2004

President:	Bill Arbogast
President-Elect:	Carole Graham
Secretary:	Bridget Ambler
Treasurer:	Todd McMahon
At-Large Members:	Kevin Black
	Mona Charles
	Ted Hoefer
	Mark Varien
NA Representative:	Roger Echo-Hawk
Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Angela Rayne
Webmaster:	Mary Sullivan

2004–2005

President:	Carole Graham
President-Elect:	Ted Hoefer
Secretary:	Kelly Pool
Treasurer:	Joel Tyberg
At-Large Members:	Kevin Black
	Mona Charles
	Jason Eckman

2006–2007

President:	Minette Church
President-Elect:	Bridget Ambler
Secretary:	Tom Carr
Treasurer:	Dulaney Barclay
At-Large Members:	OD Hand
	Lucy Bambrey
	Chris Bevilacqua
	Lovella Learned- Kennedy
NA Representative:	Terry Knight
Ethics Coordinator:	Marilyn Martorano
Membership Chair:	Jon Horn
Newsletter Editor:	Barb Lockwood
Webmaster:	Mary Sullivan

2007–2008

President:	Bridget Ambler
President-Elect:	Lucy Bambrey
Secretary:	Sean Larmore
Treasurer:	Dulaney Barclay
At-Large Members:	Cheryl Harrison
	Christy Smith

	Kae McDonald		Chris Bevilacqua
	Elizabeth Pennefather-O'Brien		Lovella Learned- Kennedy
NA Representative:	Maxine Seletstewa	**NA Representative:**	Terry Knight
Ethics Coordinator:	Marilyn Martorano	**Ethics Coordinator:**	Marilyn Martorano
Newsletter Editor:	Angela Rayne	**Newsletter Editor:**	Greg Williams
Webmaster:	Mary Sullivan		Stephanie Di Censo
		Webmaster:	Mary Sullivan

2005–2006

President:	Ted Hoefer
President-Elect:	Minette Church
Secretary:	Kelly Pool
Treasurer:	Joel Tyberg
At-Large Members:	OD Hand
	Lucy Bambrey
	Jason Eckman
	Kae McDonald
	Elizabeth Pennefather-O'Brien
NA Representative:	Maxine Seletstewa
Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Barb Lockwood
Webmaster:	Mary Sullivan

2008–2009

President:	Lucy Bambrey
President-Elect:	Kristin Kuckelman
Secretary:	Sean Larmore
Treasurer:	Chris Bevilacqua
At-Large Members:	Cheryl Harrison
	Christy Smith
	Rand Greubel
	Steve Dominguez
NA Representative:	Terry Knight
Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Greg Williams
Webmaster:	Mary Sullivan

2009–2010

President:	Kristin Kuckelman
President-Elect:	Erik Gantt
Secretary:	Cody Anderson
Treasurer:	Chris Bevilacqua
At-Large Members:	Michelle Slaughter
	Greg Wolff
	Rand Greubel
	Steve Dominguez
NA Representative:	Terry Knight
Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Greg Williams
Webmaster:	Mary Sullivan

2010–2011

President:	Erik Gantt
President-Elect:	Kevin Gilmore
Secretary:	Cody Anderson
Treasurer:	Jeff Hokanson

2012–2013

President:	Mark Mitchell
President-Elect:	Sean Larmore
Secretary:	Charles Reed
Treasurer:	Tosh McKetta
At-Large Members:	Michael Piontkowski
	Eric Hendrickson
	Cody Newton
	Mary Van Buren
NA Representative:	Open
Ethics Coordinator:	Marilyn Martorano
Membership Chair:	Jon Horn
Newsletter Editor:	Susan East
Webmaster:	Mary Sullivan

2013–2014

President:	Sean Larmore
President-Elect:	Michelle Slaughter
Secretary:	Charles Reed

At-Large Members:	Michelle Slaughter	Treasurer:	Tosh McKetta
	Greg Wolff	At-Large Members:	Jessa Gabriel
	Shina DuVall		Eric Hendrickson
	Glade Hadden		Cody Newton
NA Representative:	Terry Knight		Mary Van Buren
Ethics Coordinator:	Marilyn Martorano	NA Representative:	Open
Newsletter Editor:	Susan East	Ethics Coordinator:	Marilyn Martorano
Webmaster:	Mary Sullivan	Membership Chair:	Jon Horn
		Newsletter Editor:	Susan East
		Webmaster:	Mary Sullivan

2011–2012

| President: | Kevin Gilmore |
| President-Elect: | Mark Mitchell |

2014–2015

Secretary:	Summer Moore	President:	Michelle Slaughter
	Charles Reed	President-Elect:	Michael Berry
Treasurer:	Jeff Hokanson	Secretary:	Charles Reed
	Bonnie Gibson	Treasurer:	Jacki Mullen
At-Large Members:	Michael Piontkowski	At-Large Members:	Jessa Gabriel
	Eric Hendrickson		Eric Hendrickson
	Lorraine Poulson		Chris Zier
	Glade Hadden		Angie Krall
NA Representative:	Terry Knight	NA Representative:	Open
Ethics Coordinator:	Marilyn Martorano	Ethics Coordinator:	Marilyn Martorano
Newsletter Editor:	Susan East	Membership Chair:	Jon Horn
Webmaster:	Mary Sullivan	Newsletter Editor:	Susan East
		Webmaster:	Mary Sullivan

2015–2016

President:	Michael Berry
President-Elect:	Nathan Boyless
Secretary:	Kathy Croll
Treasurer:	Jacki Mullen
At-Large Members:	Sara Jennings
	Rebecca Schwendler
	Angie Krall
	Chris Zier
NA Representative:	Open
Ethics Coordinator:	Marilyn Martorano
Membership Chair:	Jon Horn
Newsletter Editor:	Susan East
Webmaster:	Mary Sullivan

2016–2017

President:	Nathan Boyless

2018–2019

President:	Cody Anderson
President-Elect:	Angie Krall
Secretary:	Mike Prouty
Treasurer:	Marcy Reiser
At-Large Members:	Bonnie Gibson
	Rebecca Simon
	Matthew Landt
	Michelle Slaughter
NA Representative:	Open
Ethics Coordinator:	Marilyn Martorano
Membership Chair:	Jon Horn
Newsletter Editor:	Jacki Mullen
Webmaster:	Mary Sullivan

2019–2020

President:	Angie Krall

President-Elect:	Jason LaBelle	**President-Elect:**	Charles Reed
Secretary:	Kathy Croll	**Secretary:**	Mike Prouty
Treasurer:	Justin Lawrence	**Treasurer:** **Treasurer-elect (interim):**	Marcy Reiser Paul Buckner
At-Large Members:	Sara Jennings	**At-Large Members:**	Michele Koons
	Rebecca Schwendler		Karin Larkin
	Jack Pfertsh		Matthew Landt
	Jeremy Omvig		Michelle Slaughter
NA Representative:	Open	**NA Representative:** **Student Member:**	Garrett Briggs Kelton Meyer
Ethics Coordinator:	Marilyn Martorano	**Ethics Coordinator:**	Marilyn Martorano
Membership Chair:	Jon Horn	**Membership Chair:**	Jon Horn
Newsletter Editor:	Susan East & Jacki Mullen	**Newsletter Editor:**	Jacki Mullen
Webmaster:	Mary Sullivan	**Webmaster:**	Mary Sullivan

2017–2018

2020–2021

President:	Jason LaBelle	**President:**	Charles Reed
President-Elect:	Cody Anderson	**President-Elect:**	Greg Wolff
Secretary:	Mike Prouty	**Secretary:**	Mike Prouty
Treasurer:	Justin Lawrence	**Treasurer:**	Jody Clauter
At-Large Members:	Bonnie Gibson	**At-Large Members:**	Michele Koons
	Rebecca Simon		Karin Larkin
	Matthew Landt		Kevin Black
	Jeremy Omvig		Amy Gillaspie
NA Representative:	Open	**NA Representative:** **Student Member:**	Garrett Briggs Kelton Meyer
Ethics Coordinator:	Marilyn Martorano	**Ethics Coordinator:**	Marilyn Martorano
Membership Chair:	Jon Horn	**Membership Chair:**	Jon Horn
Newsletter Editor:	Jacki Mullen	**Newsletter Editor:**	Jacki Mullen

Webmaster: Mary Sullivan

2021-2022

President: Paul Burnett

President-Elect: Mary Sullivan

Secretary: Katie Arntzen

Treasurer: Dante Knapp

At-Large Members: Bonnie Clark

Dan Haas

Jasmine Saxon

Brandon Turner

NA Representative: Anna Cordova

Student Member: Chance Ward

Ethics Coordinator: Marilyn Martorano

Membership Chair: Jon Horn

Newsletter Editor: Jacki Mullen

Webmaster: Mary Sullivan

APPENDIX C – PAST CCPA CONFERENCE LOCATIONS

Year	Location	Venue
Spring 1978	Glenwood Springs	Hotel Colorado
Fall 1978	Ft. Collins	Colorado State University
1979	Denver	Colorado Heritage Center
1979	Cortez	Empire Electric Building
1980	Denver	Colorado Heritage Center
10/1980	Field trip	Southeast Colorado
1981	Denver	Colorado Heritage Center
1982	Denver	Denver Marriott, City Center
1983	Denver	Denver Museum of Natural History
7/1983	Field trip	Gunnison Basin
1984	Boulder	University of Colorado
Spring 1985	Glenwood Springs	Hotel Colorado
Fall 1985	Laramie, Wyoming[a]	University of Wyoming
1986	Ft. Morgan	Morgan Community Center
1987	Durango	Ft. Lewis College
1988	Grand Junction[b]	Mesa College
1989	Denver	Grant Humphreys Mansion
1990	Dolores	Anasazi Heritage Center
1991	Boulder	University of Colorado
1992	Grand Junction[c]	Holiday Inn
1993	Greeley	University of Northern Colorado
1994	Montrose	Montrose Pavilion
1995	Ft. Collins	University Park Holiday Inn
1996	Dolores	Anasazi Heritage Center
1997	Golden	Colorado School of Mines
1998	Pueblo[d]	Pueblo Convention Center
1999	Glenwood Springs	Hotel Colorado
2000	Denver	University of Colorado, Denver
2001	La Junta	Otero Junior College
2002	Gunnison	Western State College

Year	Location	Venue
2003	Durango	Ft. Lewis College
2004	Colorado Springs	University of Colorado, Colorado Springs
2005	Grand Junction	Grand Junction Hotel
2006	Estes Park	Rocky Mountain Park Holiday Inn and Conference Center
2007	Glenwood Springs	Hotel Colorado
2008	Ft. Collins[e]	Hilton Hotel
2009	Alamosa	Inn of the Rio Grande and Adams State College
2010	Montrose	Holiday Inn Express
2011	La Junta	Otero Junior College
2012	Durango	Strater Hotel
2013	Denver	History Colorado Center
2014	Glenwood Springs	Hotel Colorado
2015	Estes Park	Rocky Mountain Park Inn
2016	Salida	Steamplant
2017	Grand Junction	Double Tree
2018	Longmont[f]	Best Western Plus Plaza Hotel and Convention Center
2019	Durango	Strater Hotel
2020	Pueblo	Pueblo Convention Center
2021	Virtual Conference[g]	
2022	Denver	Denver Museum of Nature and Science

[a] Joint meeting with the Wyoming Association of Professional Archaeologists; [b] 10th Annual Meeting;
[c] Joint Meeting with the Utah Professional Archaeological Council; [d] 20th Annual Meeting; [e] 30th Annual Meeting;
[f] 40th Annual Meeting; [g] A virtual meeting was held due to the Covid-19 pandemic; conference was originally scheduled to be held in Ouray at the Wright Opera House.

APPENDIX D –WARD F. WEAKLY MEMORIAL SCHOLARSHIP: CHRONOLOGICAL HISTORY, RECIPIENTS, SUMMARY, AND APPLICATION EVALUATION GUIDELINES

Chronological History of the Ward Weakly Scholarship

1985 - Laramie (joint meeting with WAPA)

- CCPA Charter Member Dr. Ward Frederick Weakly died, September 10, 1985.
- President Steve Sigstad established an *ad hoc* committee to explore CCPA's setting up a Ward Weakly memorial scholarship.
- Polly Hammer became the chairperson.

<u>1988 - Grand Junction</u>

- Victoria Atkins became a one person scholarship committee.
- The CCPA Executive Committee voted to provide $100.00/year to the Ward Weakly fund from CCPA's general coffers.
- A hat was passed at the annual meeting, which yielded $53.00.

<u>1989 - Denver</u>

- Adrienne Anderson became chairperson of the scholarship committee consisting of Jim Maxon, Robert Nykamp, and Frank Eddy.3

<u>1990 - Dolores, CO</u>

- A line item was first included in the annual meeting/membership registration form for donations to the scholarship fund.
- The committee presented draft scholarship name, purpose, criteria, and application form for membership review and approval at the 1990 annual meeting.
- After much discussion, CCPA membership approved the following:
  - ✗ Name: Ward F. Weakly Memorial Fund Scholarship.
  - ✗ Purpose: To contribute to a better understanding of Colorado archaeology in the memory of all deceased members of CCPA.
  - ✗ Donations could be made in any deceased member's name.
  - ✗ Awards would be in the amount of $400.00. (This was increased to $500 in 1999 and $750 in 2008.)
  - ✗ Awards could be received by any anthropology/archaeology student who is doing something that will benefit Colorado archaeology, regardless of his/her level as long as he/she is in a degree program.
  - ✗ Awards could be received for projects such as, but not limited to: radiocarbon dating; faunal/floral analysis; archaeomagnetic dating; pollen sampling/analysis; dendrochronological dating; flotation analysis; travel to present a professional paper; supplemental support for preparation of an undergraduate honors thesis, Master's thesis or Ph. D thesis; computer supplies, remote sensing activities, support for archaeological field/laboratory project.4
  - ✗ Applicants could be from institutions outside of Colorado.
  - ✗ Applications would be accepted any time throughout the year.
- Jack Smith's hat was passed, which yielded $106.00.
- Rich Fike moved that the dues be raised by $5.00 starting in 1991, which would go into the Ward F. Weakly Memorial Fund each year. This motion passed by acclamation.
- The scholarship was formally announced with the application form and criteria appearing in the December, 1990, CCPA Newsletter.

<u>1991 – Boulder, CO</u>

- A motion was passed to allow the treasurer the latitude to move the Ward Weakly portion of the general fund to a separate, higher interest account called the WWF with the concurrence of a majority of the Executive Committee. This was done after much discussion about putting the Ward Weakly money into higher interest bearing investments and donating the interest from the General Fund to the WWF.

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3   The scholarship committee has been responsible only for managing the scholarship program: recommendations for scholarship criteria, applicant evaluation and selection, recommendations for changes in the program, and the like. All monies received through dues, donations, and fund raising activities have been managed by the Treasurer and the CCPA Executive Committee in consultation with the Ward Weakly committee.

4   This established that funds were for specific projects that would benefit Colorado archaeology; funds are not to be given for general tuition or books. As a result, applicants requesting tuition funds to participate in a field school or other general, academic funding have been denied.

1992 - Grand Junction, CO (joint meeting with UPAC)

- CCPA awarded its first scholarship.
- First Used Book Sale with proceeds to scholarship fund - $170.00.
- Hat was passed, which yielded $75.00.

1993 - Greeley, CO

- The CCPA Executive Committee rescinded its vote to provide $100.00/year to the scholarship fund.
- Used Book and White Elephant Sale with proceeds to scholarship fund - $207.00
- Two application due dates were established: March 1 and October 1 of each year.

1994 - Montrose, CO

- Used Book Sale with proceeds to scholarship fund - $500.00
- Silent auction with proceeds to scholarship fund.

1995 - Ft. Collins, CO

- Silent auction with proceeds to scholarship fund.

1996 - Dolores, CO

- Used Book Sale with proceeds to scholarship fund. - $600.00
- Criteria added: Applicants applying to present paper at a professional meeting must provide a copy of that paper before they receive funding.

1997- Golden, CO

- Used Book Sale with proceeds to scholarship fund.
- Colorado Archaeology Trivia Bowl (proceeds to scholarship fund?)

1998 - Pueblo, CO
- Used Book Sale with proceeds to scholarship fund.

1999 - Glenwood Springs, CO

- Scholarship award amount raised to $500.00.
- Silent auction with proceeds to scholarship fund raised more than $1000.00
- Ward F. Weakly scholarship information first appeared on CCPA's website.

2000 - Denver, CO
- Sale of Colorado Prehistoric Contexts adds unspecified dollar amount to the scholarship fund.
- Tom Lincoln replaced Jim Maxon on the scholarship committee. Committee consists of Lincoln, Robert Nykamp, Frank Eddy, and Adrienne Anderson.

2001 - La Junta, CO
- No activities relating to Scholarship fund.

2002 – Gunnison, CO
- Used book sale with proceeds for the Ward Weakly scholarship raises slightly over $600.00
- Angela Rayne replaced Bob Nykamp on the scholarship committee: Committee consists of Lincoln, Eddy, Anderson, and Rayne.

2003 Durango, CO
- Arts and Artists silent auction raises $1,151 for the scholarship fund.

2004 – Colorado Springs, CO

- Points Around Colorado denim shirt raises $109.00 for scholarship fund.
- Procedures for administrating the Ward Weakly Memorial Scholarship Fund, formalized by the Executive Committee 6/28/03, were submitted to the membership.

2005 – Grand Junction, CO
- Wickiup T-shirts proceeds to the scholarship fund.

2006 – Estes Park, CO
- Book sale raised $492.50 for scholarship fund.
- Ted Hoefer replaced Frank Eddy on the scholarship committee.

2007 – Glenwood Springs, CO
- Mike Metcalf donated CCPA Logo baseball caps for a fundraiser.

2008 – Ft Collins, CO
- The membership voted to raise the scholarship award amount to $750 at the request of the scholarship committee.
- Mike Metcalf, again, donated CCPA Logo baseball caps for a fundraiser, which raised $159.00

2009 – Alamosa, CO
- Dan Haas replaced Angela Rayne on the scholarship committee. The committee consists of Tom Lincoln, Ted Hoefer, Haas, and Adrienne Anderson.
- The Alamosa Colorado Archaeology Trivia Bowl raised ~$1300 for the Native American scholarship.

2010 – Montrose, CO
- Silent auction with $1366.00 in proceeds for the scholarship fund.

2011 – La Junta, CO
- Book sale raised $2024.00 for scholarship fund.
- Procedures for managing Ward Weakly Fund were amended by the Executive Committee.
- Executive Committee also voted to cap the amount given under the Native American Scholarship to Crow Canyon to the $750.00 maximum of the Ward Weakly Memorial Scholarship.

2012 – Durango, CO
- Ward Weakly Fund raffle raised $1568.00 for CCPA's scholarships.
- The application deadline for the Fall 2012 scholarship round was changed to November 1 on a test basis. Because fall applications are minimal, the thinking is that students have a hard time thinking through a project and applying by the October 1 deadline.

2013 – Denver, Colorado History
- Sale of the CCPA logo mugs nets $ 963.63 for CCPA's scholarships.
- Tom Lincoln resigned from the Ward Weakly Scholarship Committee after 13 years of service. Ted Hoefer resigned from the committee after 7 years of service. New Scholarship Committee members are Mike Metcalf and Robert Wunderlich.
- The scholarship application was revised to include discussion of special needs or requirements for the project, such as Native American consultation or other compliance actions.

2014 – Glenwood Springs, CO
- Silent Auction and Raffle for CCPA's scholarships – Gross $3,055.00
- 50th Ward Weakly Memorial Scholarship awarded to Joshua Boyd, Univ. of Wyo.

2015 – Estes Park, CO

- Used Book Sale for scholarship program - $2,414
- Membership decided to celebrate 25th anniversary of scholarship at annual meeting in 2017

 2016 – Salida, CO
- Trivia Bowl for scholarship program - $1,092.66

 2017 – Grand Junction, CO
- Building on the Past: Honoring the Legacy of Colorado's Archaeologists; A Symposium Celebrating the 25th Anniversary of CCPA's Scholarship Program

- Silent Auction for scholarship program produced $2,353.00

- After serving as Ward F. Weakly Memorial Scholarship Committee Chair for 25 years, Adrienne Anderson handed the Committee Chairmanship to Mark Mitchell.

2018 – Longmont, CO
- Used book sale, Silent Auction and Banquet Auction produced $2876.38 for the Ward Weakly Memorial Fund.

2019 – Durango, CO
- Book sale, Silent Auction and Banquet Auction yielded $3312.00 for the scholarship fund.

2020 – Pueblo, CO
- Book sale ($487), Silent and Live Auctions ($1516), and Chair Massage Fundraiser ($150) raised $2153 for the scholarship fund.
- In December, the CCPA Executive Committee voted to increase scholarship awards to $1,500.

2021 – Virtual Annual Meeting
- In lieu of a dedicated fundraising event, one-third of all conference registration fees were donated to CCPA's Ward Weakly Scholarship Fund and Native American Scholarship Fund ($1,173.80 total).

Recipients of the Ward F. Weakly Scholarship

Awardee	Purpose	Date	Amoun	Institution
Dan Bach	Senior Honor Thesis support for laboratory materials for investigation of faunal and floral remains from Sylvan Dale Archaeological Project.	4/92	$400	University of Northern Colorado
Ed Huber	Dissertation support for PMTs, computer supplies, drafting, and reproduction for study comparing the small PIII Green Lizard site with large, nearby PIII center, Sand Canyon Pueblo, resulting from investigations through the Crow Canyon Archaeological Center.	10/92	$400	Washington State University
Kay Adams	Travel to 50th Plains Conference to present paper on the Crescent Rockshelter, Ken Caryl Ranch, discussing rockshelter architecture.	11/92	$400	University of Colorado, Denver
Tracy Murphy	Senior Honors Thesis support for examination of 476 ground stone pendants from the Yellowjacket site area, Colorado.	4/93	$115	University of Colorado, Boulder

Awardee	Purpose	Date	Amount	Institution
Craig Holton	Senior Honors Thesis support for pollen and phytolith analyses from West Stoneham Pasture area, South Platte Archaeological Project.	4/93	$400	University of Northern Colorado
Doug Parker	Funded for preparation of thin sections and X-ray diffraction analysis for trace element research on Yellowjacket site area, Colorado, ceramics.	4/93	$300	University of Colorado, Boulder
Christina Gobber	Support provided for analysis of blood residue on stone tools recovered during excavation of a late-dating tipi ring site (5WL1854) in the West Stoneham Archaeological District, South Platte Archaeological Project.	3/95	$371	University of Northern Colorado
Bonnie Pitblado	Attend the SAA meeting to present paper discussing Paleo-Indian/Archaic transition on the Colorado Plains.	4/95	$400	University of Northern Colorado/ University of Arizona
Mark Mitchell	Support provided for MA thesis ceramic research on the Sopris phase, southeastern Colorado.	11/95	$400	University of Colorado, Denver
Stephen Sherman	MA Thesis support for two statistical programs for research investigating the application of quantitative spatial analysis to surface and subsurface distributions of artifacts prior to excavation at the Hudson-Meng site.	11/95	$360	Colorado State University
Angelia Rayne	Attend Laramie, Wyoming, Plains Anthropological Conference to present paper on Colorado eastern foothills research.	12/95	$344	University of Colorado, Denver
Chris Pierce	Attend SAA meeting to present paper on Ph.D. research on Mesa Verde tradition ceramic utility wares resulting from investigations conducted through the Crow Canyon Archaeological Center.	5/96	$300	University of Washington
Caryn Berg	Attend SAA meeting to present paper investigating flaked stone tool production and use at a series of Archaic sites in southwestern Colorado resulting from initial phase of doctoral research.	5/96	$300	University of Colorado, Boulder
Carey Southwell	Attend the SAA meeting to present paper on Senior Honors Thesis, Colorado Game Drive Systems: A Comparative Analysis	5/96	$300	University of Colorado, Denver
Thomas Lux	Senior Honors Thesis support for analysis of faunal remains from 5WL1977 in Stoneham Archaeological District, Pawnee National Grassland, evaluating changing frequencies of small and large game animals through time.	11/96	$85	University of Northern Colorado
Heidi Werner	MA Thesis for analysis of the prehistoric plant community of the West Stoneham Archaeological District, Colorado. [Left graduate school and returned scholarship in 1999].	5/12/98	$400	University of Iowa

Awardee	Purpose	Date	Amount	Institution
Kathryn Plimpton	Senior Honors Thesis support for archival research and field documentation of Grand Ditch construction and associated Japanese work camps.	4/26/99	$400	University of Northern Colorado
Erik Gantt	MA thesis support for photographic documentation and curation of negatives of extensive private collection from Lindenmeier site.	8/8/00	$600	Colorado State University
Jesse Sabia	MA thesis support for funding to assist with ground penetrating radar research at 5SH181 in the Great Sand Dunes eolian system, San Luis valley.	12/28/00	$500	University of Denver
Sean Larmore	Travel to SAA meeting to present research on Colorado McKean sites.	4/13/01	$500	University of Denver
Mark Muniz	Dissertation support for photographic documentation of microscopic use-wear to investigate sexual division of labor as reflected in artifacts.	4/13/01	$450	University of Colorado, Boulder
Chris Bevilaqua	Dissertation support for petrographic analyses to investigate social organization and access to ceramic resources, both vessels and raw materials.	12/16/01	$500	University of Colorado, Denver
Anna Gray	Supplemental thesis support for Ludlow massacre-related oral history interviews.	4/23/02	$500	University of Denver
Cody Anderson	MA thesis to defray the cost of AMS dating of a cluster of cheno-am seeds recovered from Gilligan's Island Site near Colorado Springs.	3/14/03	$500	Colorado State University
Kevin Gilmore	Dissertation support to help defray the cost of AMS dates on corncobs from Franktown Cave and Colorow Cave.	3/14/03	$500	University of Denver
Sara Wilson	Support to cover the cost of lodging while studying Ute artifact collections held by Centennial Archeology, Inc. and Alpine Archaeological Consultants, Inc. The study of the emergence of inequality among the Ute of western Colorado is part of her MA thesis research.	3/14/03	$480	University of Colorado, Boulder
Mary Prascuinas	Assistance to help defray the cost of AMS dating of buried charcoal deposits at a site where Clovis points have been found on the surface at 9000' in the Colorado high country.	3/14/03	$500	University of Wyoming
Wade Broadhead	TL dating of ceramic sherds from the San Luis Valley as part of MA thesis investigating trade networks within the valley and between the valley and neighboring regions.	1/06/04	$500	University of Colorado, Denver
Ken Bedingfield	MA thesis support for neutron activation analyses of ceramics and raw materials to investigate prehistoric exchange and social structure on the Uncompahgre Plateau.	3/26/05	$500	University of Colorado, Denver
Joanne DellaSalla	Assistance to present paper, "The Paleo-Indian Occupation of South Park," at the Salt Lake City SAA meeting.	4/05/05	$471	University of Denver

Awardee	Purpose	Date	Amount	Institution
Cerisa Reynolds	Support to cover costs during analysis of faunal materials from stratified storage pit at the Darkmold site.	3/24/06	$500	University of Iowa
Chris von Wedell	Funding for Inductively Coupled Plasma Mass Spectrometry (LA-ICP-MS) analysis of glass beads from the Lykins Valley site.	3/14/07	$500	Colorado State University
Jordan Pickrell	Support for dissertation topic research on the historic archeology of the nineteenth-century Hispanic population in Colorado.	4/8/07	$500	University of Pennsylvania
Chas Evans	Support for MA thesis research on more than 50 architectural features along the St. Charles River in the upper reaches of the Arkansas River drainage.	3/13/08	$500	Colorado State University
Alison Bredthauer	Funding for travel in support of MA thesis research on prehistoric masonry towers in southeastern Utah.	3/11/08	$500	University of Colorado, Boulder
Erin Baxter	Dendrochronological dating in support of thesis research at Carhart ruin.	10/21/08	$320	University of Colorado, Boulder
Gregory Williams	Funding for travel in support of MA thesis research on west-central Colorado rock art.	10/24/08	$750	University of Colorado, Denver
Peggy Colgate	Study of burned site 5LA7509 and associated environment to investigate previous burns that may have impacted the site.	3/12/09	$400	University of Colorado, Colorado Springs
Michael Troyer	AMS dating and macrobotanical analysis of Fea. 6, 5LR11718 in support of MA Thesis investigating hearth morphology and associated macrobotanical data.	03/26/10	$750	Colorado State University
Robert Wunderlich	Funding for obsidian XRF source analysis in support of MA thesis on obsidian transport and use in Wyoming and Colorado.	03/26/10	$750	University of Colorado, Boulder
Elizabeth Lynch	Support for radiocarbon dating of pack rat midden samples directly associated with archaeological remains.	10/21/11	$750	University of Wyoming
Sarah Millonig	Funding for travel to 2012 Durango CCPA annual meeting to present results of research on Early Ceramic technological organization.	3/16/12	$305	Colorado State University
Chris Johnston	AMS dating of bone from Robert's Ranch Bison Jump and ED-XRF analysis of ~20 obsidian samples to investigate the site's chronology and establish if it was used for one or multiple jumps.	11/28/12	$750	Colorado State University
Suzanne Brant	AMS dating of a hearth sample from the Blanz site and analysis of multiple bison specimens for stable carbon 13 isotopes to investigate the distribution and migration of bison through time.	11/28/12	$510	Colorado State University

Awardee	Purpose	Date	Amount	Institution
Ben Perlmutter	AMS dating of the previously excavated Kinney Springs site to help establish a chronological sequence of the site that appears to have an at least 4,500-year occupation	11/28/12	$750	Colorado State University
Cody Newton	AMS dating of bone collagen from a test unit within a habitation feature and XRF analysis of 10 obsidian artifacts from sites along the Little Snake River drainage to investigate early contact trade relationships.	03/15/13	$750.00	University of Colorado - Boulder
Sarah Trabert	Travel to institutions in Colorado to study Dismal River ceramics as part of research investigating the indirect impacts of Spanish colonization on Dismal River Aspect peoples, who lived outside the core area directly affected by the Spanish	03/15/13	$629.00	University of Iowa
Rebecca Simon	Support for development of a 4th grade Colorado History archaeological unit and accompanying teachers' workshop based on Project Archaeology standards and using Ouray County sites.	03/15/13	$750.00	Colorado State University
Kristy Griffin	Travel to institutions in Colorado to evaluate artifacts and compare how the Social Hygiene Movement evolved in rural *vs*. Urban areas of the state by studying items related to cleanliness, health and hygiene.	12/11/13	$550.00	Colorado State University
Joshua Boyd	Travel to Western State College in Gunnison to analyze end scrapers from the Mountaineer Site. Analysis focused on production and manufacturing technologies to investigate mobility and settlement patterns, lithic procurement, curation, seasonality, and gender.	03/22/14	$600.00	University of Wyoming
Aaron Whittenberg	Used to help fund protein residue analysis on artifacts collected from Rawlins Pass game drive sites.	03/14/15	$750	Colorado State University
Hallie Meeker	Support for four bone dates related to her research on the Killdeer Canyon and T-W-Diamond stone circle sites.	11/22/15	$750	Colorado State University
Delaney Cooley	Travel from Norman, OK to the Anasazi Heritage Center to investigate lithic materials from Buckles' excavated sites on the Uncompahgre plateau as part of her study to expand on his effort to identify cultural continuity between historic Ute tribes and their prehistoric counterparts..	04/19/16	$750	University of Oklahoma
April Kamp-Whittaker	Funding for the development of a database containing demographic information about the residents of Amache, a World War II Japanese interment center in Granada, Colorado	02/01/18	$495	Arizona State University
Lars Boyd	The Buick Camp (5EL1): An Analysis of Museum Collections from an Upper Republican Campsite on the High Plains	11/19/19	$671	University of Leicester
Kelton Meyer	Field Assessment of the Reddin Folsom Site (5SH77)	4/3/20	$750	Colorado State University

Awardee	Purpose	Date	Amoun	Institution
Raymond Sumner	High-resolution aerial mapping of seven sites associated with the First and Second Battles of Julesburg	12/2/20	$750	Colorado State University
Carlton Gover	Three radiocarbon dates from the Donovan site in Logan County to improve Central Plains Tradition chronology	2021	$1,239	University of Colorado
Raymond Sumner	Continued high-resolution aerial mapping of seven sites associated with the First and Second Battles of Julesburg	2021	$1,500	Colorado State University
Kimberly Biela	Travel expense for analysis of pottery sherds from Rio Blanco County	2021	$1,200	Colorado State University

Summary of the Ward F. Weakly Memorial Scholarship

Awardees	Amount	Institutions Represented
60	$32,724.00	15 institutions represented: University of Arizona (1), Washington State University (1), University of Colorado at Denver (8), University of Colorado at Boulder (9), University of Northern Colorado (10), Colorado State University (14), University of Washington (1), University of Iowa (3), University of Denver (5), University of Wyoming (4), University of Pennsylvania (1), University of Colorado at Colorado Springs (1), University of Oklahoma (1), Arizona State University (1), University of Leicester (1)

Application Evaluation Guidelines for the Ward F. Weakly Memorial Fund Scholarship

Applicant_____   Date_____

Does the application adequately address the questions in the application form? Which ones are incomplete?

Is the purpose of the proposal clear?

Is the budget clear, adequate for what is proposed, and are the dollar amounts appropriate and clearly tied to the project?

Is there a letter of reference that documents support by the major professor? Comments?

Can the proposal be implemented (compliance, permissions, Nat. Am. Consultation, demonstrated know how, etc.)?

Is the time frame appropriate/reasonable?

Is additional clarification/information needed?

Does the proposal fit the scholarship purpose of contributing to a better understanding of Colorado archeology?

Is there a clear/obvious benefit to Colorado archeology?

Is the proposal for a specific project and not for general tuition support?

Additional comments (use reverse side):

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APPENDIX E- CCPA NATIVE AMERICAN SCHOLARSHIP AWARD WINNERS

Year	Awardee	Affiliation	School	Field School
2003	Brian Houle	Turtle Mountain Band of Chippewa	Mandan ND High School	Crow Canyon
2008	Leonard LaPaz	Mescalero Apache	Cortez CO Middle School	Crow Canyon
2009	Kylie Dennison	Navajo	Cortez CO High School	Crow Canyon
2010	Skye Gonnie	Navajo	Indian Wells AZ Junior High	Crow Canyon
2011	Galen Hughte	Laguna Pueblo	Middle School	Crow Canyon
2012-2013	No applicant/award	N/A	N/A	N/A
2014	Dyan Youpee	Fort Peck Assiniboine and Sioux Tribe	Ft. Lewis College	Santa Rosa NM (Ft. Lewis)
2015	Chelsea Beans-Polk	Pilot Station Tribe	Ft. Lewis College	Petrified Forest AZ (Ft. Lewis)
2016	No applicant/award	N/A	N/A	
2017	Sharon Gloshay	White Mountain Apache Tribe	New Mexico State Univ.	S. Diamond Creek Pueblo NM (NMSU)
2018	Kristin Kayaani	Navajo Nation	Ft. Lewis College	Fort Lewis College field school at the Bowthorpe site
2018	Chance Ward	Cheyenne River Sioux	Ft. Lewis College	Fort Lewis College field school at the Bowthorpe site
2019	No applicant/award	N/A	N/A	N/A
2020	Jenna David	Hopi Tribe	University of Colorado- Colorado Springs	UCCS Field Practicum in Applied Archaeology at Garden of the Gods
2020	Carlton Gover	Pawnee Nation	University of Colorado- Boulder	Pawnee Elder Oral History Project
2021	Chance Ward	Cheyenne River Sioux	University of Colorado - Boulder	Costs associated with the Museum and Field Studies Graduate Program

APPENDIX F – CCPA STUDENT PAPER COMPETITION AWARD WINNERS

| Year	Awardee	Institution	Paper Title
2010	Shana Wolff	Laramie County Community College (Undergraduate)	*An Analysis of Plants Traditionally Used by Plains Indians as Topical Antiseptics for Antimicrobial Effectiveness*
2010	Sarah E. Wolff	Pennsylvania State University (Graduate)	*It's A Small World After All: A Preliminary Investigation of Lichenometry Dating on Historic Structures*
2010	Annie E. Maggard	Colorado State University	(Poster) *Thermal Alteration of Chipped Stone Tools at the Kinney Springs Site (5LR144c): Evidence for Functional, Spatial, and Structural Associations*
2011	Jason Chambers	Colorado State University (Graduate)	*Spatial Patterning at the Lindenmeier Site*
2011	Sarah Millonig	Colorado State University (Undergraduate)	*Take the Highway Across the Great Divide: Mobility Patterns and Land Use Strategies of the James Allen Complex in Colorado's High Country*
2011	Charles Evans	Colorado State University (Graduate)	*Neutron Activation Analysis of a Catlinite Pipe from the Arkansas River Basin*
2011	Joshua Boyd	Western State College (Undergraduate)	*Lithic Landscapes South of Tenderfoot Mountain, Continued*
2012	Sarah Millonig	Colorado State University (Undergraduate)	*Living in the Shadow of the Paleoindians: Illuminating Early Ceramic Technological Organization*
2012	Christopher Wernick	University of Colorado—Denver (Graduate)	*Utilizing Flakes for Clovis Projectile Points: Technological Adaptation for Long Distance Mobility or the Expedient Means to Make Projectile Points?*
2013	Ben Perlmutter	Colorado State University	(Graduate paper) *Early Ceramic Period Mobility Patterns and Technological Organization in the Colorado Front Range.*
2013	Sarah Millonig	Colorado State University	(Undergraduate paper) *A Cache of Many Trades: Lithic Analysis of a Composite Tool Cache*
2013	Katherine Mayo	University of Denver	(Graduate poster) *Site Catchment Analysis of Welcome Home Ranch Using GIS*
2013	Jerry Smith	University of Washington	(Undergraduate poster) *Frames from the Past: A Window into the Lower Boxelder Creek Bison Kill, Northern Colorado*
2014	Joshua Boyd	University of Wyoming	(Graduate paper) *Deciphering Distorted Traces of a Hunting and Gathering Past: Shallow Site Archaeology at Mountaineer*
2014	Joshua Boyd & Spence Pelton	University of Wyoming	(Graduate poster) *Performance Characteristics of Endscrapers or, How Much Hide Could an Endscraper Scrape, if an Endscraper Could Scrape Hide*

Year	Awardee	Institution	Paper Title
2015	N/A	N/A	No student competition
2016	N/A	N/A	(No Graduate or Undergraduate paper competition)
2016	Julia Kenyon	Colorado State University	(Graduate poster $50) *Serration as Regeneration: Testing the Relationship between Serration and Raw Material Choice at Lightning Hill, Larimer County, Colorado*
2016	Suzanne Huffman	Western State Colorado University	(Undergraduate poster $50) *Analysis of a Short-term Folsom Occupation of Block H, Mountaineer Site, Gunnison, Colorado*
2016	Jenna Wheaton & Laura Vernon	University of Denver	(Graduate poster runner-up $25) *Methods of Archaeological Investigation of the Industrial Mine at Superior, Colorado*
2017	N/A	N/A	No student competition
2019	Kelton Meyer	Colorado State University	(Graduate paper winner; $200) *Perspectives on Time and the Use of Space at the 5BL148 Game Drive Site, Rollins Pass, CO*
	Paul Buckner	Colorado State University	(Graduate paper runner-up, $125)
	Amberle Czubernat	Colorado State University	(Undergraduate poster runner-up, $100) *Patterns in Production: A Minimum Analytical Nodule Analysis (MANA) of a High Altitude Locality in the Medicine Bow Mountain Range, Larimer County, Colorado*
	Ella Axelrod	Colorado College	(Undergraduate poster winner, $175) *The Dead Man's Cave Gulch Box*
	Sharon Gloshay	New Mexico State University	(Graduate poster winner, $175) *Native American Ontology and Epistemology*
	Brianna Dalessandro, Cameron Benton, Amy Gillaspie	University of Colorado Denver, Denver Museum of Nature and Science	(Undergraduate poster runner-up, $100) *Understanding Comparative Lithic Data from the 2017 and 2018 Excavations at Magic Mountain*
	Daniel Hemler	Colorado State University	(Undergraduate poster runner-up, $85) *The Days After Colorado's Darkest Day: Using ARCGIS to Identify Site Extent, Features, and Activity Areas*
	Ella Haverluk	Colorado State University	(Undergraduate poster winner, $135) *The Days After Colorado's Darkest Day: How Art Supports Research and Public Engagement*
	Marie Taylor	Colorado State University	(Graduate poster runner up, $85) *From the Paleo to the Late Prehistoric: The Archaeology of a Playa Lake in Chase County, Nebraska*

Year	Awardee	Institution	Paper Title
2020	Paul Buckner	Colorado State University	(Graduate poster winner, $135) *An Archaeological Predictive Model for Lassen Volcanic National Park: High Elevation Prehistoric Settlement and Landscape Use in the Southern Cascades, California*
	Kylie Dillinger	University of Denver	(Undergraduate paper winner, $220) *The 3D Scanning, Printing, and Display of Artifacts*
	Lars Boyd	University of Leicester	(Graduate paper runner up, $120) *An Analysis of Museum Collections from Buick Camp (5EL1), An Upper Republican Campsite on the Colorado Piedmont/ High Plains Border*
	Paul Buckner	Colorado State University	(Graduate paper winner, $220) *There and Back Again in the Rawah Wilderness: Recognizing Reoccupation in High Elevation Surface Contexts, Larimer County, Colorado*
2021	Raymond Sumner	Colorado State University	(Graduate poster winner, $175) *The Days after Colorado's Darkest Day: Initial Work at an Early Indian Wars Battlefield in Colorado USA,*
	Raymond Sumner	Colorado State University	(Graduate student paper winner, $200) *You Can't Study the Past if You Can't Find the Past: Using LiDAR and Thermal and Multispectral Imagery to Locate Indian Wars Conflict Sites in Colorado, USA*
	Kayla Bellipanni and Caitlin Calvert	Metropolitan State University – Denver	(Undergraduate paper winners, $200) *Cherokee Ranch: A Summary of Surveys*
2022	Kelton Meyer	Colorado State University	(Graduate paper winner) Palimpsests as Opportunities, Not Problems: 12,000 Years of Occupation at the Reddin Folsom Site (5SH77), San Luis Valley, Colorado
	Robert Madden	Colorado State University	(Graduate poster winner) The Busse Cache Blades: Clovis or Something Later?
	Sarah Manassee		
	Riley Limbaugh	Center for Mountain and Plains Archaeology, Colorado State University	(Undergraduate poster winner) "The Days After Colorado's Darkest Day": Analyzing the Julesburg Campaign Through Weapons and Ammunition

APPENDIX G – CCPA FELLOWS

A CCPA Fellow is an individual recognized as a senior scholar in archaeology or related discipline, as well as someone that has made a substantial contribution to Colorado archaeology through both research and service, and contributions to CCPA as a member. Proposed nominees must meet the standards of the CCPA Code of Ethics. The EC strongly urges nominators to keep nominees unaware of the nomination process, in case the nomination is unsuccessful.

Fellow	Year Honored
Adrienne Barbara Anderson (b. 1944)	2003
James Bell Benedict (1938–2011)	2011
Kevin Black (b. 1955)	2014
David Alan Breternitz (1929–2012)	1992
Richard Francis Carrillo (1945–2014)	2013
Edward Stephen Cassells (b. 1945)	2010
Susan Marlias Chandler (b. 1953)	2017
Susan Margaret Collins (b. 1948)	2011
Frank Warren Eddy (b.1930)	2000
Jonathon Carwill Horn (b.1956)	2017
James Allen Lancaster (1894–1992)	1982
Marilyn Armagast Martorano (b. 1953)	2020
Michael Douglas Metcalf (b. 1948)	2013
Elizabeth Ann Morris (1932–2012)	1992
Alan Dean Reed (b. 1954)	2017
Omer Call Stewart (1908–1991)	1982
Joe Ben Wheat (1916–1997)	1982
Hannah Marie Wormington (1914–1994)	1982
Christopher Zier (b. 1950)	2018
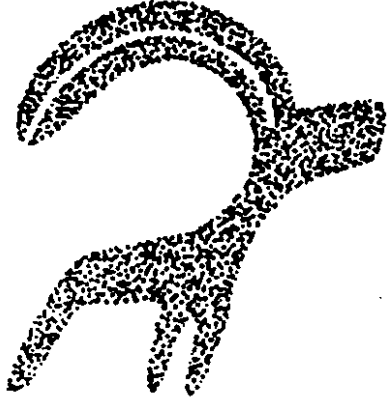
COLORADO COUNCIL OF PROFESSIONAL ARCHÆOLOGISTS

In appreciation for your contributions to the Council as a member of the

Historical Archaeology Context Grant Advisory Committee

Minette Church

Mark D. Mitchell, *President*

APPENDIX I – HISTORY OF FIELD TRIPS

Table 1. Field Trips Taken During CCPA's First Forty Years (and Beyond)

Year	Field Trip(s)
1979 – Sept. 28	Dolores Archaeological Project Laboratory and Escalante Ruin; Lowry Ruin and Sand Canyon BLM stabilization efforts.
1980 – Oct. 3-5	Trinidad Lake sites, Trinchera Cave, Apishapa Canyon (Snake Blakeslee and rock art), Redtop Ranch rock art, Bent's Old Fort, John Martin Dam and Lake Hasty; reservoir rock art sites; Hackberry Spring Site.
1983 – July 29-31	Gunnison Basin High Altitude Field Trip.
1997 - March	Magic Mountain Archaeological Site.
2002 – March	Mountaineer Folsom Site.
2003 – March	Mesa Verde National Park new curation facilities, research laboratory, museum and Spruce Tree House; Crow Canyon Archaeological Center research facilities and Albert Porter Archaeological Preserve.
2004 – March	Fort Carson Military Base; Calhan Paint Mines National Register Archaeological District on the eastern plains of Colorado in El Paso County, one mile south of Calhan. The Paint Mines Interpretive Park is a unique blending of geological, archaeological, historical and ecological resources.
2005 – March	Rifle Wickiup Village (5GF308); Museum of Western Colorado, curatorial facility.
2007 – April	Gypsum Game Drive.
2008 – April/July	Soapstone Prairie Natural Area, Historic Warren Livestock Association Ranch, Lindenmeier Folsom Site National Historic Landmark.
2009 – April	Hanson's Bluff geology; See the Cranes at Dawn; Zebulon Pike Stockade; Dog Mountain Petroglyphs (5RN330) and Rio Grande County Museum.
2010 - March	Museum of the West Tour and Reception; Shavano Petroglyph Park; Ute Indian Museum.
2011 – March	Pre-conference trip to Boggsville Historic Site and Hicklin Springs petroglyph site (5BN007). Post-trip to Comanche National Grassland, Picket Wire Canyonlands dinosaur tracks, early Hispanic cemetery and rock art with optional trips to Bent's Old Fort and the Pinyon Canyon Maneuver Site.
2012 – March	Falls Creek Rockshelters Basketmaker II rock art; Crow Canyon Archaeological Center Basketmaker Communities with Dillard site under excavation.
2013 – March	Lamb Springs Archaeological Preserve

Year	Field Trip(s)
2014 – March	Recently restored (SHF Funds) Redstone Coke Ovens; Glenwood Springs Walking Tour
2015 – March	Rocky Mountain National Park Wickiups
2016 – March	Hutchinson Homestead; Site 5CF555 with side trip to Trout Creek Chert Quarry
2017 – March	Dominguez Canyon Wilderness rock art
2018 – March	Ft. Vasquez; Mahaffy Cache at University of Colorado Museum; Indian Mountain Stone Circles
2019 – March	Canyons of the Ancients Visitor Center and Museum; Animas Museum
2020 – March	Steelworks Center of the West Museum
2021	Virtual conference due to the Covid-19 pandemic, no field trip
2022 – March	Downtown Denver walking tour and Astor House tour in Golden.
2023 - March	Ute Indian Museum, Museum of the Mountain West, Ouray County Museum, Ouray Alchemist Pharmacy Museum

CCPA Strategic Plan
Developed at the 1998 Annual Meeting in Pueblo

The Planning Process

Establishing organization goals and developing a strategic plan for its future has been a thrust of the CCPA for the last several years. It began in 1993 when the Council held a symposium at its annual meeting that focused upon two areas that were seen as having issues that the archeological community needed to articulate and, in some way, address. These were (1) Avocational/Professional Partnerships and (2) Contract Archeology. In addition to these areas, a number of additional issues were raised during the discussion sessions and several action items proposed. (Refer to CCPA Newsletter, Vol. 15, No. 2, June 1993 for discussion of this symposium.)

During the March 1998 annual meeting, a workshop-style "futuring" session was held to identify major, long term objectives and begin work on action items to address them. This planning effort is based upon the steps through which a strategic plan is developed:

- Identify organization's purpose

- Identify "desired futures," that is, desired future conditions or objectives to be reached

- Develop corporate objectives

- Strategize how to accomplish those objectives by defining obstacles and actions

This plan was updated in 2021 – 2022 to reflect modern references to communication platforms, websites, etc.

Organization Purpose

The purpose of CCPA is clearly articulated in the organization's Bylaws, as amended, March 1990. This is a statement of corporate beliefs concerning areas in which it is appropriate for CCPA to be involved and directions it should take:

The Colorado Council of Professional Archeologists is a non-profit, voluntary association that exists for the purpose of maintaining and promoting the goals of professional archeology in the State of Colorado. These goals include:

- Demonstrating concern for the archaeology of Colorado

- Establishing and promoting high standards of archeological research, reporting, and management

- Establishing and promoting a mechanism to represent professional archaeological interests in political and public forums

- Establishing and promoting a mechanism for communication within the archaeological community and cooperation with the living descendants of groups subject to archaeological research in Colorado

- Promoting public education and interest in the fields of archaeology and cultural resources management

- Providing Council input to the Office of the State Archaeologist of Colorado

Summary of Long-Term Objectives

Votes[a]	Objective
37	There is significantly increased distribution of information within the archaeological community of Colorado, including academics, avocationalists, agencies, students, and the interested public. Sub-objective: CCPA has a publication program that emphasizes distribution of reports and other information through a variety of media.
29	Student involvement in CCPA is fostered and continues to increase.
23	CCPA interacts effectively and in a coordinated, well-established manner with other organizations.
22	Membership in the Council has grown in diversity as well as in numbers.
18	CCPA has a well-established, knowledgeable, and active legislative voice and supports anthropological issues of concern to its members and the State of Colorado.
17	CCPA has increased its commitment and involvement in supporting public education and archeology programs. Sub-objective: The Council takes a proactive stance in protecting Colorado's cultural resources.
5	CCPA's visibility is increased and its image is of as an accountable, public and professionally-oriented organization.
2	CCPA has high professional standards that are applied in a consistent manner.

[a] Priority established through "voting" process during the March 1998 annual meeting.

Objectives, Obstacles, and Actions

1a. There is significantly increased distribution of information within the archeological community of Colorado, including academics, avocationalists, agencies, students, and the interested public.

Obstacles	Action Item Ideas
CCPA does not have high visibility.	Use CCPA website and/or listserve to: - Assist in meeting objectives and organization needs, publications, reports, and other research information, and include links & listserve. - Provide information about career development and job announcements. - distribute current news about legislation, policy, and the like that is of interest to CCPA members.

- Provide student-focused topics

1b. CCPA has a publication program that emphasizes distribution of reports and other information through a variety of media.

Obstacles	Action Item Ideas
None Identified	Encourage publication of Colorado archeological work in *Colorado Archaeology: An Annual Publication of Southwestern Lore*. Use website as a vehicle for distribution of reports and other research information. Expand CCPA's Occasional Papers series. Create a clearinghouse for small reports, manuscripts, contract reports, and other gray literature site. Prepare technical reports that are appropriate for the general public. Consider publishing various databases.

2. Student involvement in CCPA is fostered and continues to increase.

Obstacles	Action Item Ideas
Academic members need to recommend student participation.	Maintain student membership registration information on the website.
	Encourage student papers at CCPA annual meetings: establish student awards for the best presentations.
	Provide greater access to the Ward F. Weakly scholarship and Native American scholarships (increase money behind scholarship).
	Encourage academic members and others dealing directly with students to promote CCPA involvement.
	Create an *ad hoc* committee to reach out to tribal and underrepresented students.
	Maintain listserve and social media to disseminate job opportunities.

3. CCPA interacts effectively and in a coordinated, well-established manner with other organizations.

Obstacles	Action Item Ideas
CCPA does not take full advantage of arrangements that are already formally in place that would increase interaction.	Coordinate more actively the Colorado Archeological Society (CAS) and other Professional Archaeologist associations.
	Continue collaborating with CAS on the annual publication of *Colorado Archaeology: An Annual Publication of Southwestern Lore.*
	Attend the Council of Councils meetings at the annual Society for American Archaeology conferences.
	Get more involved with the American Cultural Resource Association, American Anthropological Society, Colorado Preservation, Inc., and similar organizations.
	Reinstitute procedure whereby CCPA President participates in CAS quarterly Board meetings and CAS Executive Director participates in CCPA annual meetings and is an ex-officio member of the organization. (This used to be a regular part of the President & Executive Directors' duties.)
	Continue disseminating legislative and policy information through the Government Review Committee on the listserve.
	Host more joint meetings with archeological societies in other states.
	Increase coordination with tribes.
	Work with school groups, especially Kindergarten through High School; get involved with teacher organizations.

4. Membership in the Council has grown in diversity as well as in numbers.

Obstacles	Action Item Ideas
Students and others don't have ready access to information about	Establish a mechanism to educate students about CCPA: student membership requirements and how to become a member.

to information about
CCPA.
Academic members
need to recommend
student participation.

Create a mechanism to involve tribal peoples.

Personally contact archeologists who are not current members of CCPA: contractors, academics, agency archeologists

Have higher profile meetings, including significant keynote speakers.

Encourage CCPA members who have contact with potential members to proactively recruit them.

5. CCPA has a well-established, knowledgeable, and active legislative voice and supports anthropological issues of concern to its members and the State of Colorado.

Obstacles	Action Item Ideas
CCPA has not made involvement with legislative affairs a priority.	Continue disseminating legislative and policy information through the Government Review Committee on the listserve.
	Be proactive in protecting Colorado's cultural resources; provide formal comments to decision-makers when cultural resources are threatened.
CCPA has not specified the areas that it wants to learn about.	Monitor development projects and review project proposals; monitor and comment upon agency protocols, Memoranda of Agreement/Understanding, and policy development.
	Provide opportunities for policy makers to see and/or participate in archeological projects and activities.
	Establish regular interface with Colorado Preservation, Inc. (CPI), Society for American Archeology, and Colorado Office of Archaeology and Historic Preservation.
	Develop contacts with Colorado legislators.
	Officially, using CCPA letterhead stationery, send letters to the State legislature, ensuring formal organization input.

6a. CCPA has increased its commitment and involvement in supporting public education and archaeology programs.

Obstacles	Action Item Ideas
CCPA has not made public participation a priority.	Include a list/announcements of opportunities to visit archeological projects that are underway in the CCPA website, listserve, and social media.
	Increase CCPA activities with schools and other areas during Colorado Archaeology and Historic Preservation Week.
	Play a more active role in supporting the PAAC Program.

6b. The Council takes a proactive stance in protecting Colorado' cultural resources.

Obstacles	Action Item Ideas
None Identified	Get involved in a Site Stewardship Program – work cooperatively in this with CAS, tribes, and agencies.
	Foster public education about archaeology and site vandalism.
	Encourage CCPA members to give virtual and/or in-person public presentations about archaeology.

7. CCPA's visibility is increased and its image is of an accountable, public and professionally-oriented organization.

Obstacles	Action Item Ideas
CCPA does not interact with other organizations in an effective manner or on a regular basis.	Ensure the continuity of CCPA finances by using a professional accountant – the treasurer assumes a facilitator role.
	Reinstitute procedure whereby CCPA President participates in CAS quarterly Board meetings and CAS Executive Director participates in CCPA annual meetings and is an ex-officio member of the organization. (This used to be a regular part of the President & Executive Directors' duties.)
	Maintain a webmaster, newsletter editor, and publications committee to promote outreach.
	Encourage public interaction through the CCPA website and social media.
	Implement press coverage of CCPA and other archaeological activities.
	Work with others to establish opportunities for archeological education of non-archaeologists and student archeologists.
	Increase frequency of publication and breadth of distribution of the CCPA Newsletter.

8. CCPA has high professional standards that are applied in a consistent manner.

Obstacles	Action Item Ideas
Some agencies accept substandard reports. Problems with site evaluations (National Register eligibility) and mitigation efforts – not supportive of resource significance, but organization/ agency needs	Actively promote high standards. Address ethical concerns (no major ethical problems in Colorado). Upgrade professional standards and guidelines. Provide recognition for quality work. Urge CCPA members to become members of the Register of Professional Archeologists (RPA). Create opportunities for continued education of CCPA members.