

Agenda
2023 Midwest Archaeological Conference, Inc.
Board of Directors Annual Meeting
Friday, October 13, 2023
Noon–1:30 pm
Dan & Anne Greenwell Executive Dining Room (2nd floor)
Or Zoom Meeting
<https://notredame.zoom.us/j/98287710825?pwd=S01jS25Ucjl0dno4K29pRUxYNIFLdz09>

Call Meeting to Order (Schurr)

Welcome to our new Board Members:

- Eve Hargrave (President Elect)
- Bob Sasso (Executive Officer)
- President's Report (Schurr)
 - See attached report
- Treasurer's Report (Lee)
 - See attached report
- Secretary's Report (Dunham)
 - See attached report
- Editor's Report (Cook)
 - See attached report
- MAP Editor's Report (Gaff)
 - See attached report

Old Business

- 2023 Conference (Pollack and Henderson)
- Future Conferences
 - 2024 UW-Milwaukee, WI (Haas and Nichols)
 - Oct 17 – 20, 2024
 - 2025 Possible joint MAC/Plains in Iowa City
 - 2026 and beyond?
- Update on Student Paper Award Process
- Business Meeting timing – start or end of banquet
 - Did that work or not last year?

New Business

- MAC Dues Structure discussion
- Student Travel Support Grant proposal
- Discuss possible policy to waive meeting registration fees for tribal participants.
- New publisher for the Perspectives series?
- Developing additional MAC awards beyond the Distinguished Career Award.
- Any other business to be brought before the EC.

Thanks to Sean for his service as Secretary and to Anne for her service as Treasurer.

Adjourn

Minutes

2023 Midwest Archaeological Conference, Inc.

Board of Directors Annual Meeting

Friday, October 13, 2023

Noon–1:30 pm

Dan & Anne Greenwell Executive Dining Room (2nd floor)

Or Zoom Meeting

<https://notredame.zoom.us/j/98287710825?pwd=S01jS25Ucjl0dno4K29pRUxYNIFLdz09>

Call Meeting to Order (Schurr) (12:03 pm)

Welcome to our new Board Members:

- Eve Hargrave (President Elect)
- Bob Sasso (Executive Officer)
- President's Report (Schurr)
 - See attached report
- Treasurer's Report (Lee)
 - See attached report
- Secretary's Report (Schurr; Sean Dunham not in attendance)
 - See attached report
- Editor's Report (Cook)
 - See attached report
- MAP Editor's Report (Gaff)
 - See attached report

Old Business

- 2023 Conference (Pollack and Henderson)
 - Approximately 145 registrations
- Future Conferences
 - 2024 UW-Milwaukee, WI (Haas and Nichols)
 - Oct 17 – 20, 2024
 - 2025 Possible joint MAC/Plains in Iowa City
 - 2026 and beyond?
 - 2026 Possible Louisville, KY (Organizer- Aaron Comstock)
 - 2027 or 2028 Possible Cincinnati, OH (Cincinnati Museum Center)
- Update on Student Paper Award Process
 - Discussion of possible changes to category and judging rubric
 - Committee will develop a proposal
- Business Meeting timing – start or end of banquet
 - Did that work or not last year?
 - Decision to hold MAC Business Meeting at start of banquet

New Business

- MAC Dues Structure discussion
 - Board to have continuous discussion through the year
 - Jessica Yann to develop proposal

- Student Travel Support Grant proposal
 - Discussion surrounding how to award
 - Board support for the grant moving forward
 - Heather Walder to provide outreach for understanding student perspectives
- Discuss possible policy to waive meeting registration fees for tribal participants.
- New publisher for the Perspectives series?
 - Mark Schurr to reach out to Notre Dame Press to better understand current issues
- Developing additional MAC awards beyond the Distinguished Career Award.
 - Possible Early or Mid-Career Award?
- Any other business to be brought before the EC.
 - Discussion surrounding change of MAC website host

Thanks to Sean for his service as Secretary and to Anne for her service as Treasurer.

Adjourn (1:47 pm)

Attendees:

Mark Schurr, President

Katy Mollerud, Secretary Elect

Anne Lee, Treasurer

Jessica Yann, Treasurer Elect

Rob Cook, MCJA Editor

Bob Sasso, Executive Officer

Kat Sterner, Executive Officer

Heather Walder, Executive Officer

Don Gaff, MAP Editor

Angela Collins, Webmaster

Gwynn Henderson, 2023 Annual Meeting Host/Organizer (Guest)

David Pollack, 2023 Annual Meeting Host/Organizer (Guest)

John Doershuk, 2024 Annual Meeting Host/Organizer (Guest)

Mary de la Garza, Iowa OSA Research Technology Director (Guest)

MAC Business Meeting
Ballroom, Eva & Jim Martens Alumni Center
Bowling Green, Kentucky
October 13, 2023

President Schurr called the meeting to order at 6:40 pm.

President's report (Schurr)

- Acknowledgements
 - Thank you to departing Board Members Sean Dunham (Secretary) and Anne Lee (Treasurer)
 - Welcome to new Officers Eve Hargrave (President-Elect) and Bob Sasso (Executive Officer)
 - Thank you to conference host and organizers David Pollack and A. Gwynn Henderson, Western Kentucky University
- Attendance is down from last year
- Encourage participation in and clarification of tour times on Saturday
- Future Meetings
 - 2024 MAC meeting to be held in Milwaukee, WI at Hyatt Hotel. Brian Nicholls is chair of organizing committee.
 - 2025 joint meeting of MAC-Plains Anthropological Society in Iowa City, IA
 - Looking for hosts in 2026 and beyond
- Student Paper Awards
 - 2023 Undergraduate Student Paper Award winner is Sam Peterson, Minnesota State University Moorhead for her paper "50 Shades of Grey: Translating and Transforming Grey Literature for Public Engagement".
 - 2023 Graduate Student Paper Award winner is Crystal Morgan, University of Wisconsin-Milwaukee, for her paper "Me, Myself, and Koshkonong: A Look at Intersite Specialization and Identity at the Oneota Koshkonong Locality through the Lens of Paleoethnobotany"
- Distinguished Career Award (Presented by Eve Hargrave, President-Elect)
 - 2023 Distinguished Career Award recipient is Mark Schurr, University of Notre Dame

Meeting adjourned at 6:55 pm.

MAC, Inc. 2023 President's Report
Submitted by Mark Schurr, MAC President
October 13, 2023

I would like to thank all the members of the Board for their service this year and I echo the thanks of Sean Dunham, Secretary to Angela Collins and Josiah Salisbury for their work on the MAC website and other tasks.

General Activities

- The Board held one Zoom meeting on March 2 to discuss the upcoming meeting, elections, and other issues. There was significant discussion about how to restructure the student paper award. Kat Sterner agreed to chair the 2023 Student Paper Award Committee.
- Participated in a Zoom meeting hosted by John Doershuk (MAC) and representatives of the Plains Conference regarding a joint MAC/Plains conference in Iowa City in 2025. A proposal should be forthcoming.
- Contacted MAC members at Indiana University, Cleveland Museum of Natural History, University of Wisconsin-Milwaukee, the Cincinnati Museum of Natural History and Science, and Indiana University-South Bend seeking a host for the 2024 meeting. UW-Milwaukee offered to host the meeting on October 17-24, 2024. The proposal was accepted by an email vote of the majority of the Board. The Cincinnati Museum of Natural History and Science is willing to consider hosting a future meeting that would coincide with a new exhibit somewhere in the 2027-2029 timeframe, with 2028 or later being more likely. We will therefore need to seek hosts for the 2026 and probably 2027 meetings.
- Jan Brashler chaired an ad hoc committee on travel support for students attending meetings. In addition to Jan, the committee members included Bill Green, Milosavljevic, and Lauren Brewer. The committee provided a proposal for consideration by the Board.
- At our 2022 Board meeting, there was discussion about changing the MAC dues structure. No progress was made on this.
- Items to be considered by the board in the coming year could include:
 - MAC Dues Structure
 - Student Travel Support Grant proposal
 - Further consideration of Student Paper Award structure based on this year's experience.
 - Developing additional MAC awards beyond the Distinguished Career Award.
 - Discuss possible policy to waive meeting registration fees for tribal participants.
 - New publisher for the Perspectives series?
 - Any other business to be brought before the EC.

2023 Executive Committee Elections/Officer term updates

The Nominations Committee consisted of Susan Kooiman (Chair) assisted by Jessica Yann and Michael Strezewski. They recruited three people to run for Executive Officer (although one withdrew) and two to run for President-Elect. They also obtained candidate statements. Elections closed on October 2, 2023. Please welcome Eve Hargrave (President Elect) and Bob Sasso (Executive Officer) to the board!



**Midwest
Archaeological
Conference, Inc.**

*a not-for-profit corporation
dedicated to archaeological
research, communication, and
preservation in the Midwestern
U.S. and neighboring areas*

www.midwestarchaeology.org

EXECUTIVE COMMITTEE:

President

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Treasurer

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Secretary

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USDA Forest Service
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Executive Officer

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Executive Officer

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Southern Illinois University
Edwardsville
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October 22, 2023

To: MAC, Inc. Executive Board
From: Anne B. Lee, MAC, Inc. Treasurer
Re: MAC, Inc. Treasurer's Report - Updated

MCJA

Reminder that there is an October 31, 2023, cut-off date for 2023 membership submittals.

Membership

2023 membership renewals peaked in late December through January with a second peak between in September that coincided with annual conference abstract submissions. The biggest increase in student memberships coincided with the conference. This pattern is consistent with past years. Membership is lowest it has been in past 6 years.

Membership Numbers (as of 10/11/23)

	2023	2022	2021	2020	2019	2018	2017
Regular	171	207	207	204	210	218	246
Student	30	42	35	22	58	85	99
Retired	32	40	35	44	35	39	37
Joint	7	13	12	17	22	22	24
Lifetime	23	23	19	19	9	9	9
Total	263	325	308	306	334	373	415

2023 Membership Renewal Income

PayPal ¹ :	\$ 9,070.29
Checks:	\$ 850.00
Total 2023 Membership dues income:	\$ 9,920.29

Accounts Summaries

Current account balances are as follow:
US Bank checking account: \$26,576.98
US Bank money market (savings): \$101,497.07
PayPal: \$0 (as of 10/11/23, 11 am)
MAC funds (as of 10/11/23): \$128,074.05

Respectfully,

Anne B. Lee, Treasurer
Midwest Archaeological Conference, Inc.

¹ Gross minus PayPal fees.

MAC Activity 2022-2023
(January 1, 2022 – Sept 30, 2023)

Expenses	Jan 1 - Dec 31, 2022	Jan 1 - Sept 30, 2023	
MCJA			
University of Illinois Press	\$ 19,634.07	\$ 5,788.00	
MCJA Editor Assistance	\$ 11,204.54	\$ -	
Independent Editor	\$ 561.36	\$ 6,718.07	
2020 Thames & Hudson Invoice	\$ -	\$ 10,500.00	
MAC Annual Conference			
Student Paper Award	\$ 300.00	\$ 300.00	
Dissertation Award	\$ 500.00	\$ -	
Distinguished Career Award reimbursement	\$ 190.80	\$ -	
Student Workshop Lunches	\$ 175.20	\$ -	
Student Workshop Honoraria	\$ -	\$ -	
Card Readers	\$ 63.53	\$ 46.64	
Conference Insurance	\$ 162.13	\$ -	
Conference App	\$ 1,000.00	\$ -	
Conference Center/Catering	\$ 12,745.18	\$ -	
Conference Expenses (2022)	\$ 34,341.14	\$ -	
Conference Expenses (2023)	\$ -	\$ 669.00	
Other Expenses			
Website/Database overall (Iowa OSA IT)	\$ 500.00	\$ 500.00	
Website Domain Name	\$ 48.00	\$ -	
MailChimp	\$ 34.98	\$ 193.62	
Society of Black Archaeologists	\$ 75.00	\$ -	
Flexibility, LLC (Diversity Training)	\$ -	\$ -	
US Bank Charge / Checks	\$ 422.37	\$ 271.68	
State of Wisconsin Nonstock Corp annual fee	\$ 25.00	\$ -	
Total	\$ 81,983.30	\$ 24,987.01	
		TOTAL EXPENSES	\$ 106,970.31
Revenue			
	Jan 1 - Dec 31, 2021	Jan 1 - Dec 31, 2022	
MAC Membership Dues (net)	12,804.74	9,920.29	
Member payment for back issues	\$ -	\$ -	
Member Donations	\$ 45.00	\$ 65.00	
Annual Conference			
Registrations + add-ons (net)	\$ 28,155.40	\$ 10,734.98	
Conference Table Vendors (net)	\$ 343.06	TBD	
Conference Sponsorships/Donations (net)	\$ 12,826.99	TBD	
Royalties/Interest			
University of Illinois Press	\$ 8,052.98	\$ 9,403.74	
Interest - Checking	\$ 0.80	\$ 0.48	
Interest - Money Market	\$ 9.22	\$ 7.57	
Total	\$ 62,238.19	\$ 30,132.06	
		TOTAL REVENUE	\$ 92,370.25

MAC, Inc. 2023 Secretary's Report (Draft)
Submitted by Sean Dunham, MAC Secretary
October 13, 2023

I would like to thank Angela Collins and Josiah Salisbury for their work maintaining the MAC website. Further thanks to Angela for her assistance with the mailing system on the MAC webpage.

General Activities

- Completed minutes for 2022 Executive Committee and Business meetings.
- Prepared emails for the Nominations Committee for candidates for the upcoming 2023 Executive Board positions – President Elect and Executive Board Member
- Prepared emails to the membership requesting nominations for the 2023 Distinguished Career Award
- Prepared emails requesting proposals for the 2023 Sponsored Symposium
- Prepared an email seeking hosts for 2024 and 2025 annual conference.
- Posted notices, general information, open job positions, and links to events on the MAC Facebook page and Twitter feed throughout the year.

Social Media

MAC continued to make use of its Facebook page to share general information, job postings, and information about presentations pertaining to Midwestern Archaeology. Community members also share similar information on the page. We currently have 3,037 followers of the Facebook page (an increase of 237 over the past year) and over 2900 “likes” (an increase of over 300).

MAC continued to use the X (formerly Twitter) feed and currently have 3,244 followers (an decrease of 92 over the past year [traffic on the X platform has been steadily dropping. MAC's decrease is less than the overall decline]). The same sorts of information shared on the Facebook page are also shared via Twitter.

2023 Executive Committee Elections/Officer term updates

Elections closed on October 2, 2023. Please welcome Eve Hargrave (President Elect) and Bob Sasso (Executive Officer) to the board!

The Nominations Committee (Susan Kooiman, Jessica Yann, and Michael Strezewski) identified a slate of excellent candidates. Please thank the committee and all those who were candidates!

Sean Dunham (Secretary ex-officio), Anne Lee (Treasurer ex-officio) and Kat Sterner (ex-officio Executive Officer) will be leaving the board. Please thank Kat and Sean for their service!

Communications/Webmaster's Update

We have successfully transitioned to Mail Chimp for mass emails.

MAC Conference

The 2024 MAC Conference will be held October 17- 20 in Milwaukee, WI. The 2025 MAC Conference will be held in Iowa City, date TBD.

We are looking for hosts in 2026 and beyond.

2023 Editor's Report, Midcontinental Journal of Archaeology

The previous year was my first year as MCJA Editor after serving as Associate Editor to Thomas Emerson. I cannot express enough my gratitude for Tom navigating the journal as it jumped around to a few different presses and platforms before landing on its current home at University of Illinois Press. I am also immensely grateful for the invaluable skills, tips, and tricks I learned from Tom and his unending patience as I did so. His are very big shoes to fill indeed. I also realized early on the incredible work of our copyeditor Mary Lou Wilshaw-Watts. She is a shining example of everything right in the publishing world. I simply cannot see doing this job without her as a close partner. I cannot express my gratitude enough for her unending support.

I knew going into becoming Editor that it was going to be a challenge. Mainly I knew this because when the reins were handed over, we literally had no manuscripts in the pipeline and were one issue behind! So, we sort-of jointly pulled together the final issue for 2022 and then I began a campaign to boost the submissions. This has worked well as the first issue came out in a timely manner and the second issue for 2023 is being printed as we speak. The third issue should be out by the end of 2023 or very early in 2024. We also have several papers that are in various stages of development, so I am anticipating being back on a regular schedule moving forward. It should be clear that the lag is not in any way Tom's fault but rather a carryover from the serious downturn in production across the discipline because of the Covid pandemic.

In terms of numbers, since I began a year ago as Editor, there have been 18 submissions. Of these there were 2 rejected manuscripts, 10 accepted manuscripts, and 6 are currently under review. In rough terms, the acceptance rate is about 80%. I suspect this will go down a bit as the number of submissions continues to increase.

One thing Tom and other past editors impressed upon me is the challenges of the review process. In general, I have been pleased with the willingness of reviewers to review in a timely fashion. However, this does remain a challenge. My only comment here is that if you are asked to review be honest, and if you cannot do so turn it down right away. Failing to do so is the #1 issue in slowing down the entire process.

The last thing I wanted to say concerns my overall approach. In general, I am trying to highlight a variety of perspectives on archaeological research in the midcontinental region. For example, thus far I have featured a campus archaeology article and soon there will appear an article on an indigenous potter's perspective on archaeological pottery. Moving forward, and starting with the final issue for 2023, I will be trying my best to have one issue per year focused on a special theme by working with a guest editor when possible. The first one of these – coming soon – will be focused on the archaeology of the greater Chicago area. Others in the works I hope can come to fruition are focused on other regions and themes. Regarding themes, I am currently trying to develop an issue focused on NAGPRA, community archaeology, geophysics, and other current methodological issues.

In closing, the journal is in good shape, and I am looking forward to the coming years serving the MAC in this capacity.

Respectfully,

Robert A. Cook

Annual Report of the Editor
Midwest Archaeological Perspectives
October 8, 2023

Submitted to:

Mark Schurr, President, Midwest Archaeological Conference, Inc.
Rachel Kindler, University of Notre Dame Press

I am pleased to report that the *Midwest Archaeological Perspectives* book series has spent the past year working on manuscripts in various stages with an eye to beginning the transition away from the University of Notre Dame Press. In summer 2022, changes at UND Press resulted in the decision to end the press' relationship with *Midwest Archaeological Perspectives*. The press indicated a commitment to continue with projects that are in process of which there are several including last year's dissertation award winner.

Since last year's meeting, the MAP Editor has worked with UND Press to develop an understanding of the progress of each project for the current editorial team. The MAP Editor has also helped by suggesting peer reviewers or evaluating manuscripts.

Over the past year, the MAP editor also received a few queries about publishing in the series, but the proposed projects did not fit within the scope of MAP. With no publisher in place to take over for UND Press, there was no active solicitation of dissertations.

In the interests of continuing the *MAP* series and Dissertation Award, the Editor, in conjunction with the Editorial Board and MAC leadership, expects the following future activities:

- There will be no representatives of UND Press at the conference in Bowling Green, but sample books and order forms with conference discount will be available.
- The Editor will work with UND Press to finish projects that are in progress.
- The Editor will look for a new press to assume publication of the series.

Submitted with all due respect,



Donald Gaff, Ph.D.
Editor, *Midwest Archaeological Perspectives*

Midwest Archaeological Conference, Incorporated
Executive Committee October 13, 2023
Terms begin and end at annual conferences

Office	Name	Period (Yrs)	Term	Next Election year
President	Schurr, Mark	2	2022-2024	
President Elect	Eve Hargrave	1	2023-2024	2025
Secretary	Mollerud, Katy	3	2023-2026	Term ends 2026
Secretary Elect		1	2022-2023	2025
Treasurer	Yann, Jessica	3	2023-2026	Term ends 2023
Treasurer Elect		1	2022-2023	2025
Editor	Cook, Robert	3	2022-2025	Term ends 2025
Editor Elect		1	2024-2025	2024
Exec Office	Walder, Heather	2	2022-2024	2024
Exec Officer	Bob Sasso	2	2023-2025	2025

MAC, Inc. Board Annual Timeline *rev 10/15/2019*

January

- Finalize accounting for previous calendar year following reconciliation of December bank statement and prepare draft annual budget including editorial and website support for Board approval (Treasurer)
- Early January: remind membership to renew ASAP (Treasurer)
- Form Nomination Committee (President)
- Prep MCJA first issue mailing list for T&F (Treasurer)

February

- Remind membership who have not yet renewed to do so ASAP (Treasurer)
- Notify Membership of Nomination Committee makeup and solicit nominations (Secretary)
- Student Workshop Liaison (first-year Executive Officer) initiates planning for Annual Meeting (carry through as necessary coordinating with Annual Meeting Organizer; let President know plan by September 1)
- Student Paper Competition Liaison (second-year Executive Officer) initiates planning for judges and issues first call for submissions; set submission date in coordination with Annual Meeting Organizer.

March

- Prepare MAC, Inc. corporate tax return (Treasurer)
- Remind membership who have not yet renewed to do so ASAP (Treasurer)
- March 1 solicit proposals for the Annual Meeting Sponsored Symposium with a due date of May 15 (Secretary)
- Solicit Distinguished Career Award nominations from members (July 15 deadline) (Secretary)

April

- Promote fall annual meeting in national and regional publications, via social media, and through list serves (Annual Meeting Organizer/Secretary)
- Publicize Student Paper Competition and finalize judging committee (second-year Executive Officer/Annual Meeting Organizer/Webmaster/Secretary)
- Reminders re Distinguished Career Award nominations and Sponsored Symposium applications to membership (Secretary/Webmaster)
- Notify Membership of Nomination Committee makeup and solicit nominations (Secretary)
- Submit corporate taxes (due April 15) (Treasurer)
- Remind membership who have not yet renewed to do so ASAP (Treasurer)
- Reimburse Iowa OSA for domain name and web hosting annual fee (Treasurer)
- Prep MCJA 2nd issue mailing list for T&F (Treasurer)
- Send information on Book Reviews - # added online and # books ready for review (Secretary)

MAC, Inc. Board Annual Timeline *rev 10/15/2019*

May

- Early May - Reminders re Sponsored Symposium applications to membership (Secretary/Webmaster)
- Develop MAC website annual meeting online registration forms including abstracts for papers and posters; send annual meeting “save the dates” reminder including membership renewal reminder (Webmaster/Annual Meeting Organizer/Treasurer)
- May 15: deadline for Sponsored Symposium applications (Secretary)
- Select the Sponsored Symposium for the year’s Annual Meeting from among submitted proposals (all Board); President notify applicants by end of May
- E-990 Electronic Filing for Tax exempt status (Due May 15) (Treasurer)
- Remind Membership of Nomination Committee makeup and solicit nominations (Secretary)

June

- Non-Stock Corporate reporting to State of WI due June 15 (Treasurer)
- By June 30: open online registration for annual fall meeting via MAC website; send information to membership (Webmaster/Annual Meeting Organizer/Treasurer)
- Remind Membership of Nomination Committee makeup and solicit nominations (Secretary)

July

- Promote meeting registration via email and social media (Annual Meeting Organizer/Secretary)
- Remind Membership of Nomination Committee makeup and solicit nominations (Secretary)

August

- Finalize Election ballots (Secretary/Webmaster)
- Prep MCJA 3rd issue mailing list for T&F (Treasurer)
- Select Distinguished Career Award Recipient and request that John Doershuk order the plaque(s) (All Board/Secretary); President notify nominators and arrange Annual Meeting award plan
- Promote meeting registration and send weekly deadline reminders via email and social media (Annual Meeting Organizer/Secretary/Webmaster)
- Send information on Book Reviews - # added online and # books ready for review (Secretary)
- Run 30-day Election (Secretary/Webmaster)
- Send weekly reminders about voting for Board members (Secretary)
- MAP Editor/UND and President confer re Dissertation Prize winner; arrange Annual Meeting award plan

September

- President notify candidates of election outcomes and invite winners to Board lunch at annual meeting
- Promote meeting registration and deadline reminders via multiple emails and social media throughout the month (Annual Meeting Organizer/Secretary/Webmaster)

MAC, Inc. Board Annual Timeline *rev 10/15/2019*

- President receives MAP/UND – Dissertation Award information and coordinates for Award Ceremony (\$500 prize from MAC – Treasurer prepares check)
- Prepare Officer reports (President, Treasurer, Secretary, Editor)
- President prepares draft Board meeting agenda; Secretary circulates to current and incoming Board members for corrections/additions
- Board Annual Timeline circulated by Secretary to current Board members for additions/corrections; Secretary compiles update for distribution at Board lunch meeting

October

- Secretary forwards agenda, reports, and timeline to current and incoming members of the Executive Board (timing as appropriate to the Annual Meeting dates; typically, one week beforehand if possible)
- Annual Meeting
 - Board lunch meeting (typically Friday 11:30 am to 1:00 pm but can be adjusted)
 - Annual Business Meeting and Award Ceremony (typically Saturday starting ~4:00 pm)
- Update website and MAC letterhead with new board member contact information (Secretary/Webmaster): “elect” positions on website but not letterhead

November

- Update website with Annual Meeting award photographs and winner names (Webmaster/Secretary/President/Annual Meeting Organizer)
- Pay outstanding bills from Annual Meeting/transfer funds as appropriate (Annual Meeting Organizer/Treasurer)
- Send T&F final “catch-up” list for mailing the year’s MCJA issues 1–3 to late-renewing members missed in previous mailings
- Prepare minutes from Annual Business Meeting (Secretary)
- Send thank you letters to Annual Meeting sponsors (Annual Meeting Organizer provides list; Secretary prepares, President sends)
- Update website as needed (Webmaster)
- Send information on Book Reviews - # added online and # books ready for review (Secretary)

December

- Send membership renewal reminder/instructions for next calendar year (Treasurer)
- Finalize annual meeting accounting (following reconciliation of November bank statement); report to Board (Annual Meeting Organizer/Treasurer)
- Post printable MAC membership renewal form for the coming calendar year to website for those preferring dues payment by check (Treasurer/Webmaster)