

Southeastern Archaeological Conference  
Meeting of the Executive Committee  
9 December 2022

In attendance (remotely): Kandi Hollenbach, Jane Eastman, Ramie Gougeon, Shane Miller, Jon Marcoux, Tony Boudreaux, Carol Colaninno, Karen Stevens, Deanna Byrd, Janene Johnston

[R Gougeon, reporting]

The purpose of this meeting was to discuss the Williamsburg meeting site contract. President Kandi Hollenbach opened the meeting and reviewed those items that SEAC will be “on the hook for,” including room blocks, food and beverage minimums, AV fees, and a meeting room fee. Hollenbach noted that the food and beverage minimums are to be reduced and the \$11,000 meeting room fee is to be eliminated following negotiations between the organizers and the conference center. Exact AV fees are yet to be determined.

Conference organizer Janene Johnston noted that any catering SEAC orders from the conference center will go toward the food/beverage minimum, and that the absence of nearby eateries means that they will try to line up boxed lunches, food trucks, etc. She did not anticipate any additional rental fees beyond those already projected.

Treasurer Jon Marcoux undertook a review of past conference costs and noted that the projected \$60,000 for Williamsburg is double the amount ever spent by SEAC on a conference. He suggested using a conference registration fee to help cover expenses. Hollenbach noted that donations specifically earmarked for food, coffee, lunches (etc.) would also be a great help.

The executive committee discussed projected attendance numbers. The past two conferences saw attendance numbers between 550-600 members. Using these estimates, the committee considered what a registration fee might have to be to cover AV and catering (amount/500=\$110+/-). A fee of \$110-115 would be in line with other conferences.

Given the location of the conference, the executive committee also raised concerns about filling the room block. It was noted that a ticket to Colonial Williamsburg would be included with each room, and a 50% discount given to any others in that room. This ticket is usually \$47/day, so the add-on is a considerable incentive for staying in the conference hotel. There was some concern that SEAC may not fulfill its room block obligations if too many members don't stay through Saturday night. The organizers are aware of this and are trying to build events Saturday evening that will encourage SEAC members to stay in the area.

Hollenbach noted that details like registration fees and conference events need to be in place by May 2024.

A vote was held to approve the contract for the 2024 SEAC annual meeting in Williamsburg, Virginia. All voting members were in favor.

Meeting adjourned.